Pannon Egyetem
University of Pannonia

# Joint Directive No. 18/2023. (XII.18.) of the Rector and the Chancellor on the period of letters of appointment created in the electronic letter of appointment management program (HR-IT)

**To all the deans of all the faculties and heads of comprehensive organisational units and organisational units**

## I. Purpose and personal scope of the Directive

(1) In accordance with the provisions of the Employment Requirement System (hereinafter referred to as "**ERS**") and the relevant legislation, this Directive sets out the rules for the period of letters of appointment created in the electronic letter of appointment management program (hereinafter referred to as "**HR-IT**") of the University of Pannonia (hereinafter referred to as "**University**").

(2) The scope of this Directive shall extend to all the faculties, comprehensive organisational units and organisational units of the University, as well as to employees who are authorised to create letters of appointment in the HR-IT system of the University.

## II. Rules for the interval of a letter of appointment

(1) With regard to the provisions of point ii of paragraph d) of Section (6) of Article 59 of the ERS, for the sake of predictability and transparency, for newly concluded **employment contracts and amendments to employment contracts** (with the exception of student employment contracts):
   a) the reference period of a letter of appointment may not be less than **6 months**;
   b) an employee's existing contract of employment may be amended if the date of its conclusion is **at least 6 months** earlier.

(2) The HR-IT system automatically monitors the fulfilment of the criteria and in case of deviation from the above rules, the letter of appointment approval process will only be started after the Chancellor's approval, which is also part of the process. For this, it is mandatory to fill in a specific free text field for explanation ('**letter of appointment interval justification**') in the letter of appointment to give reasons why the letter of appointment is created in derogation of the rules.

(3) Please also note the most important rules that are applicable when creating letters of appointment:
   a) The conclusion/modification of the employment contract must be initiated with the Directorate of Human Resources Management via the HR-IT system **at least 10 working days** before the requested implementation date.

b) The letter of appointment created in the program must be received by the last approver no later than the day before the starting date of the reference period.
c) In order to avoid less-than-full-month periods, project-based letters of appointment should be created only with a start date at the beginning of the month.

**III. Final provisions**

(1) As of 1st February 2024, the **HR-IT program tutorial** will be available on the University's website, among the documents of the Directorate of Human Resources Management.

(2) Person responsible for compliance with this Directive: managers exercising payroll management rights and the right to give instructions.

(3) This Joint Directive of the Rector and the Chancellor shall enter into force on 1st January 2024 and shall remain in force until revoked and, at the same time, Joint Directive No. 3/2022 (II.28.) of the Rector and the Chancellor shall be repealed.

Dated at Veszprém, on 18th December 2023

Dr. András Gelencsér m.p.
Rector

Zsolt Csillag m.p.
Chancellor

Person responsible for the maintenance of this Directive: Head of the Directorate of Human Resources Management