

## Part VII - One Working Day with...

Jana Kozáková is one of the youngest civilian staff members of the Academy. She applied for a post of an administrative assistant of Pedagogy Department in 2016 with a five-year experience of working at Stráž pod Ralskem Prison. After two years being in a team of Pedagogy Department, she became an accountant of Finance Department. She is also responsible for the Academy library. Jana studies at Applied Psychology College in Terezín. It takes her about 15 minutes to get from home to the Academy by car.

It is Thursday 5 November. Jana uses a passcode to unlock her office with a safe. She lets the receptionist to check her temperature and receives a packet with new books which arrived yesterday.

6:30 Jana is at her computer and looks at her list of tasks. In the meantime she is making her morning coffee.

The Czech Prison Service employees can ask for a contribution from the Fund of Cultural and Social Needs\*. At the end of a year, more people come with their requests. Tomáš Kapucián, an IT officer would like to buy corrective eye-glasses. Jana checks his written request. He needs to get one more signature before his request can be accepted. To allocate the financial contribution for the costs of Academy employees' lunch is a process that needs Jana's concentration. Jana checks a list of colleagues who ordered meals from the nearby prison last month. Some have overdrawn their financial limit. Jana fills individual amounts in a table which will be sent to one of her colleagues who is responsible for bank transfers.

7:00 Jana is in the library. When a prison employee leaves the Czech Prison Service, a prison HR officer checks if the employee has returned the books he/she has borrowed from the Academy library. Jana looks in the register and sends emails with confirmations that the leaving employees do not keep any books. She also registers a new magazine Psychology and puts it on the shelf containing the other issues.

There is a file with papers which need to be categorized and distributed on Jana's office desk. Most of the papers are invoices. Jana calls her colleagues to find out if they are in their offices. She delivers the documents to Simona Mišáková, a Logistic Department assistant, and to Jindřiška Inka Sodomková, a Pedagogy Department administrative assistant.

One of the prison directors has asked for a few books and Jana prepares the transfer.

8:00 A few telephones. Deputy Director Inka Mery calls that she is expecting the documents that need her signature. Deputy Head of Pedagogy Department Maj. Adam Klimša asks about the library opening hours during the pandemic. Individual borrowings are possible. Usually, the books are prepared at the Academy reception desk where the person can collect them. A psychology teacher calls to ask for a short consultation later that day.

8:30 Jana takes the box of new books to her colleague librarian Ladislava Havlíčková. The books are checked and registered. In the meantime, Ladislava puts some returned books in a quarantine box.

Jana gets back to her office and goes through new requests for contributions that have arrived. She receives calendars for 2021 and distributes them to her Financial Department colleagues and to the library.

Capt. Martin Antušák, a new teacher of psychology, is working on a new concept of the subject. He would like to make his psychology lessons more modern, useful and interesting for the students. He asks Jana to order some psychodiagnostics techniques. It is a new task for Jana, so she asks for specific details to understand where the highly professional literature can be offered.

Working with money belongs to Jana's daily activities. When preparing to leave for the Post Office, a teacher who needs to change money knocks at the door. Such requests are quite common. Suddenly information comes that a book store has sent a cash-on delivery. The Academy is not allowed to accept books sent this way. Jana makes a phone call to the books store to find out how to proceed. The books cannot be collected from the Post Office, on the contrary, they need to be sent back to the book store that will resend them back with an invoice.

10:30 Jana enjoys a wonderful autumn sunny day on her way to the Post Office.

11:00 Back at her office Jana does her paper work. She needs to be focused because it is all about money. She only interrupts her work for half an hour to have her lunch.

13:00 All Academy employees are obliged to study Instruction of the Ministry of Justice on IT and communication technology safety and to pass a test. This compulsory e-learning must be completed by the end of January. Jana starts reading the document.

13:30 Jana leaves the Academy.

It is obvious, that Finance Department operation in any institution cannot be influenced by the pandemic. Jana's working days have not changed in that respect. However, the pandemic has its impact on the library activities. The number of borrowings has dropped to one third due to distance learning. The librarians Jana and Ladislava use this situation for systematic cleaning, organizing and the register checking in all the library rooms including the text books store. There is a lot to do. But Jana misses all the people she cannot meet personally at the times of Covid and she hopes the situation improves soon.

*\*Fund of Cultural and Social Needs (FKSP) is a type of benefit, which the Prison Service of the Czech Republic offers its staff. Each employee can ask for a grant from this fund. The amount differs in each prison/year. Employees can ask for a contribution to cover the costs of tickets to sport or cultural events, recreation and wellness activities and some other items listed in a document of the particular year. It can also be used by the staff as a contribution to pay for their meals at prisons. FKSP is also used for an interest-free loan.*