



Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice

*The Ministry of Education, Youth and Sports registered Wage Regulations of the University of South Bohemia in České Budějovice under reg. No MSMT-26722/2023 on 6 November 2023 pursuant to Section 36(2) of Act No 111/198, on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended.*

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## **WAGE REGULATIONS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

### **DIVISION I GENERAL PROVISIONS**

#### **Article 1 Introductory provisions and the scope**

- (1) These internal Wage Regulations (hereinafter as 'Wage Regulations') of the University of South Bohemia in České Budějovice (hereinafter as 'USB' or 'Employer') are issued in accordance with Section 17(1)(d) of Act No 111/1998, on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended, (hereinafter as 'Act'). The remuneration of USB employees is based on Act No 262/2006, the Labour Code, as amended, (hereinafter as the 'Labour Code'), Career Regulations of USB, and other related special legislation, e.g. Regulation of the Government No 567/2006, on Minimum Wages, the Lowest Levels of Guaranteed Wages, the Definition of a Difficult Working Environment and the Amount of Additional Pay for Working in a Difficult Working Environment, as amended, (hereinafter as the 'Minimum Wages Act').
- (2) Wage Regulations of USB regulate wage conditions between USB as an employer and its employees under employment whose wages are set by an internal regulation within the meaning of Section 113(1) of the Labour Code (hereinafter as 'Employees' or 'Employee'). In the event of multiple concurrent basic employments (employments, legal relationships arising from agreements on completing jobs performed outside employment) of the same employee with USB, each employment is to be considered independently under these Wage Regulations. These Wage Regulations do not apply, therefore do not regulate, the remuneration of USB employees performing work on the basis of agreements to complete jobs outside

employment (Sections 74 to 77 of the Labour Code“) unless these Wage Regulations explicitly refer to these employees.

- (3) These Wage Regulations apply to employees receiving contractual wages (article 2(7)) only within the extent that is explicitly determined by its provisions. Provisions concerning statutory premiums (Articles 14 to 18) are always to be applied to these employees except for the case stated in article 14(7).

## **Article 2**

### **Wages, forms and components of wages**

- (1) Employees have the right to receive wages for performed work.

Wages are provided with regard to complexity, responsibility and strenuousness of the work performed, and with regard to the difficult (arduous) working conditions, work efficiency and attained work results. Therefore, employees are assigned to wage categories and a wage rate is set for them pursuant to provisions of Annexe No 3 and 4 of these Wage Regulations. Furthermore, employees are entitled to other wage components under conditions stipulated by these Wage Regulations.

Employees are entitled to the same wage for the same work or work of the same value (Section 110(1) of the Labour Code). Furthermore, the Employer is required to ensure equal treatment for all employees as regards (inter alia) remuneration for work and providing other emoluments and in-kind emoluments (of pecuniary value), under Section 16(1) of the Labour Code, and observe (inter alia) the prohibition of discrimination in these areas (Section 16(2) of the Labour Code). The manner of assurance of observing the prohibition of discrimination and the remedial measures relating to protection against discrimination are stipulated by Act 198/2009, on Equal Treatment and on the Legal Means of Protection against Discrimination and on Amendment to Some Laws (the Anti-Discrimination Act), as amended.

- (2) Wages are understood as emoluments (or in-kind emoluments – in-kind income) provided by the Employer to employees for work. Emoluments provided under special legislation in connection with employment, particularly compensatory wages, redundancy payments, reimbursements of travel expenses, remuneration for standby, and remunerations provided under Section 224(2)(a)(b) of the Labour Code (Article 19(1)(d)(e)), or similar monetary considerations that were not provided to the employee in direct correlation with the work performed.
- (3) Wages of employees of USB (hereinafter as ‘wages’) may consist of regular and irregular wage components.
- (4) The following are among the regular wage components:
  - a) wage rate,
  - b) incentive premium,

- c) performance premium,
  - d) premium for management and performance of duties of an office
  - e) premium for substituting,
  - f) statutory premiums added to wages provided under conditions stipulated by Sections 114 to 118 of the Labour Code and these Wage Regulations.
- (5) Premiums may be the irregular wage component.
- (6) The following forms of wages shall be applied when remunerating USB employees:
- a) monthly wage,
  - b) hourly wage,
  - c) piecework wage in the case of remuneration provided for completing a particular task.
- (7) Where warranted, the Rector or deans may agree upon a contractual wage with an employee. The contractual wage is agreed upon instead of the wage rate, incentive premium, performance premium, and premium for management and performance of duties of an office (Article 2(4)(a–d)). Other wage components (Article 2(4)(e–f) and paragraph 5) belong, or may belong under the conditions stipulated by these Wage Regulations, to employees receiving contractual wage as well. Contractual wage may also be agreed upon taking into account potential overtime work pursuant to Section 114(3) of the Labour Code.

Contractual wage may be agreed upon particularly with employees who

- a) perform work of which a high rate of expertise, complexity, difficulty, and quality of activities is characteristic,
- b) are excellent and generally recognised experts,
- c) are specialists and experts whose classification in a wage category would not allow for sufficiently taking into account the special importance of the expert activity or the extensive economic and management activity of the employee,
- d) perform work on projects or grants funded by resources of public budgets – or non-public sources – on the basis of an independent employment contract, should conditions of the provider of the grant allow it.

Contractual wage is ordinarily agreed upon in an independent contractual wage contract for a period of 2 years at the most. Contractual wage may be agreed upon repeatedly as well. In the event of a lack of mutual agreement and repeated agreement upon contractual wage (or should the reason for providing contractual wage no longer exist for any reason), employees are set their wages under conditions stipulated by these Wage Regulations.

### **Article 3**

#### **Common conditions for providing set wage**

- (1) Regular wage components expressed as a monthly unit are set for employees for set weekly working hours (Section 79(1)(2) of the Labour Code). In the case of shorter working hours (Section 80 of the Labour Code), these regular components are reduced proportionately to the length of the set weekly working hours. Should an employee not perform work to the extent of the entire working hours scheduled according to the written timetable of working hours in a given calendar month, an analogous procedure is to be applied and the wage is (also) to be reduced proportionately with respect to the extent of the absence from work.
- (2) The Employer notifies employees concerning the amount of the regular wage components through a written wage statement on the day this change takes effect at the latest; this applies even in the case of any changes in which case the Employer issues a new wage statement.
- (3) Unless the Labour Code stipulates special delivery conditions (Section 334 and following of the Labour Code) concerning the delivery of any documents related to this legal act, all documents are considered to have been delivered on the day of their delivery to the email inbox of the employee regardless of when the employee accessed the email inbox.
- (4) Unless explicitly stipulated otherwise, entitlements to being provided individual wage components (or other emoluments related to work) do not mutually exclude each other and they are added up for the purpose of a calculation of the total gross wage.

### **Article 4**

#### **Minimum permissible statutory remuneration for work**

- (1) The wage paid for a corresponding month must not be lower than the minimum wage and the corresponding lowest level of the guaranteed wage. Otherwise, USB is required to provide a balance payment up to the level of the minimum or guaranteed wage within the meaning of this article. General conditions for determining the minimum wage, guaranteed wage, the basic rate of the minimum wage, and the lowest level of the guaranteed wage for individual groups of work are stipulated by the Labour Code and other special legislation, particularly regulations concerning the minimum wage or legislation that replaces the

aforementioned regulations in the future (hereinafter as 'legislation concerning the minimum remuneration for work').

- (2) For the purposes of minimum wage and the lowest level of guaranteed wage, it applies that wages for overtime work, the premium for work on public holidays, night work, work in an arduous working environment, and work on Saturdays and/or Sundays shall not be included in the decisive amount under paragraph 1.
- (3) Pursuant to Section 111(3)(a) of the Labour Code and Section 112(3)(a) of the Labour Code, the current amount of the monthly minimum wage or the lowest level of the guaranteed wage regulated by legislation concerning the minimum remuneration for work is to be used for the purpose of the potential balance payment up to the minimum wage or guaranteed wage. In the case of a balance payment up to remuneration pursuant to an agreement on work, the hourly rate within the meaning of Section 111(3)(a) of the Labour Code is to be used.
- (4) The monthly minimum wage or the lowest level of the guaranteed wage are proportionately reduced in the case of employees whose agreed-upon weekly working hours are shorter (Section 80 of the Labour Code) and/or in the case that the employee did not perform work to the extent of the entire working hours corresponding to the set or agreed-upon shorter weekly working hours in the given calendar month.

## **DIVISION II. REMUNERATION OF ACADEMIC AND SCIENTIFIC STAFF**

### **Article 5 Assigning academic and scientific staff to wage categories**

- (1) Academic and scientific staff members are assigned to wage categories on the basis of the type of work agreed upon in the employment contract in accordance with the qualification requirements (education level, academic degree, scientific rank) and according to the most difficult work activity performed. The achievement of a higher than necessary education is not taken into account.
- (2) Academic and scientific staff members are assigned to wage categories as per Annexe No 1 – Work of academic and scientific staff according to work difficulty.
- (3) Should relevant work activities not be described in the abovementioned Annexe No 1, the academic or scientific staff member is assigned to a wage category which includes work comparable to the relevant work from the perspective of complexity, responsibility, mental and physical difficulty, or that best corresponds to such work from the perspective of the abovementioned criteria.
- (4) Sporadically or extraordinarily performed work is not taken into account for the purpose of assigning wage categories.

## **Article 6**

### **Wage rates**

Employees who are academic or scientific staff members are entitled to a wage rate corresponding to the wage category that was assigned to them on the basis of the agreed-upon type of work.

## **Article 7**

### **Setting the wage rate for academic and scientific staff**

The wage rates for individual wage categories of academic and scientific staff are stipulated in Annexe No 3.

## **Article 8**

### **Incentive premium**

- (1) The incentive premium is a wage component that may be set to the amount of up to 50% of the wage rate of academic and scientific staff.
- (2) The superior employee, or the Rector or the Dean, propose the amount of the incentive premium for the academic and/or scientific staff member on the basis of the contribution of the employee to the corresponding constituent part of USB (accreditation, guaranteeing courses, etc.), the complexity and difficulty of the work performed by the employee, the independence and responsibility of the employee when performing work, the assessment of the length and type of the professional experience utilisable for the performance of work of the staff member, the contribution to the educational – or research – field in which the employee is active, long-term creative and scientific results of the employee, the personnel situation and the needs of the constituent part of USB at which the employee is active. Concurrently, they take into account the amount of the incentive premium of academic and scientific staff that they manage who perform work of a similar nature and who are assigned to the same wage category as the employee for whom the incentive premium is proposed.
- (3) Deans of faculties or the Rector (unless it is an academic or scientific staff member assigned to a unit under a USB faculty) approve the amount of the incentive premium on the basis of the proposal under paragraph 2.
- (4) The person stipulated in paragraph 2 proposes alterations to the incentive premium of an academic and/or scientific staff member on the basis of the same criteria that are used for determining the amount of the incentive premium should changes occur in the area in the interim. Paragraph 3 is to be used analogously to approve the altered amount.
- (5) The superior employee is entitled to continuously assess the criteria for determining the amount of the incentive premium stipulated in paragraph 2 for the purpose of a potential change in the incentive premium.

- (6) Academic or scientific staff members are to be notified about the specific amount of the incentive premium or changes in the amount by their superiors through a written wage statement on the day of the start of the period (the first day of the corresponding calendar month) for which the employees are entitled to the incentive premium at the latest. The change in the incentive premium is in effect from that moment on.
- (7) There is no legal entitlement to the assessment of the criteria under paragraphs 2 and 5 and the award of the incentive premium under paragraphs 3 and 4. The award of the incentive premium in no way establishes entitlement to the award of other wage components or an incentive premium in the future.
- (8) When awarded, the incentive premium becomes a wage entitlement for the period for which it was awarded or up to its alteration under paragraph 4.

**DIVISION III.  
REMUNERATION OF NON-ACADEMIC STAFF**

**Article 9  
Assigning non-academic staff to wage categories.**

- (1) Non-academic staff members are understood to be any staff members who are not academic or scientific staff members within the meaning of Division II.
- (2) Non-academic staff members are assigned to wage categories on the basis of the type of work agreed upon in the employment contract in accordance with the qualification requirements (education level) and according to the most difficult work performed. The achievement of a higher level of education than necessary is not taken into account.
- (3) Non-academic staff members are assigned to wage categories as per Annexe No 4 and the catalogue of positions of non-academic staff prepared on the basis of characteristics of such positions in Annexe No 2.
- (4) Should work arise that cannot be assigned to a wage category under Annexe No 4 and the catalogue of positions of non-academic staff, the corresponding superior employee is to prepare a detailed description of this activity and propose an assignment to the appropriate wage category according to the qualification requirements, the difficulty, responsibility, and other criteria of the work performed. The Rector, deans, or the Director of Dormitories & Refectories (hereinafter as 'D&R Director') are to decide on the assignment.
- (5) Article 5(3)(4) is to be used for assigning non-academic staff to the appropriate wage category analogously; this is without prejudice to the procedure under paragraph 3.

**Article 10**  
**Wage rates**

- (1) Non-academic staff have the right to wage rates set in Annexe No 4 for the assigned wage category.
- (2) Non-academic employees are to be notified about the specific amount of the wage rate by their superiors through a written wage statement on the day of the start of the period (on the first day of the corresponding calendar month), for which the employee has the right to the wage rate at the latest. The setting of the wage rate is in effect from that moment on.

**DIVISION IV**  
**COMMON PROVISIONS ON REMUNERATION OF ACADEMIC AND SCIENTIFIC AND**  
**NON-ACADEMIC STAFF**

**Article 11**  
**Performance premiums**

- (1) Performance premiums serve as a recognition of the quality of the work performed and the work results being currently achieved.
- (2) Employees are not legally entitled to the award of the performance premium; Article 8(7) applies analogously.
- (3) The proposal to award a performance premium and the amount of the premium is prepared by the superior employee on the basis of an evaluation of the following criteria in particular:
  - a) academic and scientific staff:
    - the quality of work results of the employee (outputs of academic staff evaluations),
    - completing a greater scope of work tasks by the evaluated employee than similarly assigned employees,
  - b) non-academic staff:
    - the quality of the current work results of the employee,
    - work performance of the employee,
    - completing a greater scope of work tasks by the evaluated employee than similarly assigned employees.

Superior employees are to issue a written record concerning the evaluation performed and its result. Affected employees are entitled to be acquainted with the results of the evaluation and can comment on the results.



USB Rector, deans, or D&R Director may make a decision on awarding the performance premium and its amount on the basis of the proposal from the superior of the employee with respect to the economic situation of the corresponding constituent part.

- (4) The performance premium may be awarded in the amount of up to 150% of the wage rate of the employee.
- (5) The performance premium may be awarded to the employee for the period of at least one month and the period of 1 year at the most.
- (6) Should a significant change, which would result in a different evaluation under paragraph 3, occur in the course of the period for which the performance premium was awarded to the employee, the superior employee is entitled to proposing an increase, decrease, or suspension of the performance premium. Superior employees are required to issue a written record of such a proposal which the affected employee is entitled to acquaint himself/herself with and on which he/she is entitled to comment. The Rector, deans, or D&R Director make the decision on the change in the performance premium on the basis of the proposal from the superior. Article 8(6) is to be applied to changes in the performance premiums analogously.
- (7) The performance premium is to be awarded for the same period for which it was awarded originally should no changes for the next period set by the Employer occur by the end of the set period – for which the performance premium was awarded to the employee – or should the Rector, deans, or D&R Direction not notify the employee in writing that the awarded performance premium will not be awarded in the following period.

## **Article 12**

### **Premium for management and performance of duties of an office**

- (1) Managing employees have the right to a premium for management according to the management level and the difficulty of the management work. The premium for management and performance of duties of an office is provided to employees within a set range in connection with the organisational structure of USB and the difficulty of the management work.
  - a) I management level CZK 12 000–36 000  
Vice-rectors, deans, Bursar, Director of the Academic Library, D&R Director are assigned to the first level.
  - b) II management level CZK 6 000–18 000  
Vice-deans, faculty secretaries, Head of the Economic Section of the Rectorate, Director of the Centre of Information Technologies (CIT), Financial Manager of D&R USB are assigned to the second level.
  - c) III management level CZK 3 000–12 000

Department heads, directors of institutes (or equivalent organisational components of faculties), heads of other organisational components not mentioned under (b) are assigned to the third level.

d) IV management level CZK 1 000–9 000

Employees not mentioned under (a–c) are assigned to the fourth level pursuant to internal regulations of USB or who are authorised to organise, manage, and check the work of other employees as well as lead them methodologically and provide binding instruction for such purposes according to their own work description.

- (2) Managing employees performing concurrent managing duties are entitled to a premium for the performance of duties of the second (i.e. lower) office of only up to 50% of the premium set for the given management level in addition to the premium for management arising from the performance of duties of the first (i.e. higher) office. Further potential concurrences are not taken into account and other premiums for management and performance of duties of an office do not belong to the managing employee.
- (3) The premium for management for employees on the I management level is set by the Rector, and premiums for management for employees on levels II, III, and IV are set by the Rector, Bursar, D&R Director, or deans. The person determining this wage component within the particular ranges is to take into account the criteria stipulated under Section 110 and Section 16(1) of the Labour Code.

### **Article 13**

#### **Premium for substituting**

- (1) Employees substituting for a managing employee on a higher management level to the full extent of his/her activity have the right to a premium for substituting. The prerequisite for the award of the premium for substituting is substituting for a period longer than 4 weeks and the fact that substituting is not part of the duties of the employee arising from his/her employment contract. If these conditions are met, employees are entitled to this premium from the first day of substituting.
- (2) Managing employees mentioned in article 12(1)(a–c), i.e. managing employees on the I–III management level, are understood to be managing employees on a higher management level or substituted employees for the purposes of this article.
- (3) The amount of the premium for substituting is set up to the amount of 75% of the difference between the premium for managing of the substituting employee and the premium for managing of the managing employee who is substituted. In the event that the substituting employee is not entitled to any premium for management the amount of the premium for substituting is to be set as 75% of the premium for management of the substituted managing employee. The second sentence of Article 12(3) is to be used analogously when setting the specific premium for substituting.

- (4) In the case of substituting for a period of at least 3 months (hereinafter as 'long-term substituting'), the premium for substituting may be awarded to the substituting employee in the amount of up to 100% of the difference between the premium for management of the substituting employee and the premium for management of the managing employee who is substituted, or up to 100% of the premium for management of the substituted employee should no premium for management belong to the substituting employee. Moreover, the difference between the wage within the wage rate of the employee who is substituted, and the substituting employee may also be a part of the premium for substitution in this case. If the conditions of long-term substituting are met, the premium may be awarded to employees from the first day on which the substituting can be identified as long-term substituting. However, there is no legal entitlement to an increase of the premium due to long-term substituting; Article 8(6) is to be applied analogously.

#### **Article 14**

##### **Wage, premium and compensatory time off for overtime work**

- (1) In addition to the attained wage, employees are entitled to a premium of up to 25% of their average earnings for the time of overtime work performed in accordance with Section 93 and Section 114 of the Labour Code. Should the work concerned be overtime work at night and on days of uninterrupted rest in a week, employees are entitled to a premium of up to 50% of their average earnings. This premium also potentially replaces the premium for night work and the premium for work on Saturday and/or Sunday (Articles 15 to 16).
- (2) Overtime work may be performed only exceptionally, and USB may require employees to work overtime only for serious operational reasons. Required overtime work must not amount to more than 8 hours in any particular week and 150 hours in a calendar year (Section 93(2) of the Labour Code). USB may require overtime work beyond the scope set by the Labour Code only on a basis of an agreement with the employee, however, only to the maximum scope under Section 93(4) of the Labour Code.
- (3) Overtime work is work performed upon an order or with the agreement of the corresponding superior employee that is beyond the set weekly working hours arising from the pre-determined scheduling of working hours and performed outside the timetable of work shifts. In the case of employees with shorter working hours, overtime work is work exceeding the set weekly working hours (Section 78(1)(i) of the Labour Code).
- (4) In the case of academic staff, overtime work is understood only as work performed outside the timetable of shifts and beyond the set weekly working hours and simultaneously also beyond the part of working hours that are scheduled by USB (Section 70a(2) of the Act) if it was performed upon an order or with the agreement of the corresponding managing staff member.

- (5) Attained wage is ordinarily understood as the wage rate, performance premium, incentive premium, and the premium for management valid (provided) for the calendar month, in which the employee performed overtime work, expressing the wage to which the entitlement arose to the employee in the given calendar month (hereinafter as the 'attained wage'). Should meeting the requirement of just remuneration of employees require it, other provided wage components according to these Wage Regulations may be included in the attained wage with the exception of statutory premiums to wages (Article 2(4)(f)).
- (6) Employees are not entitled to the premium for overtime work if they agree with the Employer upon the provision of a compensatory time off within the scope of work performed over time instead of a premium. Should the Employer not provide the employee the compensatory time off within 3 calendar months after the performance of overtime work, the employee is entitled to the premium under paragraph 1.
- (7) The entitlement to wage components under this article does not arise within the scope within which USB already agreed on the arrangement of wage while taking overtime work into account with the employee receiving contractual wage (Article 2(7)) in accordance with Section 114(3) of the Labour Code.

#### **Article 15**

##### **Wage, the premium for night work**

Employees have the right to an attained wage and a premium of up to 20% of average earnings for night work (Section 94 and Section 116 of the Labour Code). Night work is understood as work performed during the period from 22:00 to 6:00 (Section 78(1)(j) of the Labour Code).

#### **Article 16**

##### **Wage, the premium for work on Saturday and/or Sunday**

Employees have the right to an attained wage and a premium of 25% of average earnings for work on Saturday and/or Sunday (Section 118 of the Labour Code).

#### **Article 17**

##### **Wage, the premium and compensatory time off for work on a public holiday**

- (1) Employees have the right to an attained wage and a compensatory time off for work on a public holiday within the scope of work performed on a public holiday, which is to be provided by the Employer by the end of the third calendar month following the performance of work on a public holiday or at a different agreed-upon time, (Section 115 of the Labour Code). Employees have the right to wage compensation in the amount equal to average earnings for the period of the compensatory time off.

- (2) The Employer may agree with an employee on providing a premium to the attained wage for the period of work on a public holiday in the amount of at least average earnings instead of the compensatory time off.
- (3) Employees who did not work because a public holiday fell upon their usual working day are entitled to wage compensation in the amount equal to average earnings or its part for the wage, or part of the wage, lost due to the public holiday:
  - a) the wage is not to be reduced in the case of remuneration by a monthly rate,
  - b) a wage compensation in the amount equal to average earnings is to be paid in the case of remuneration by an hourly rate.

#### **Article 18**

#### **Wage, the premium for work in an arduous work environment and the premium for shift working**

- (1) The definition of an arduous work environment for the purposes of remuneration and the amount of the premium is stipulated by a special regulation. Employees have the right to a premium of 10% of the basic rate of the minimum wage set by regulations on minimum remuneration work at least (in accordance with Section 117 of the Labour Code). The Rector, deans, or D&R Director shall specifically designate places with arduous work conditions in their ordinances in accordance with the special regulation.
- (2) Employees whose working hours are scheduled in such a way that they perform work alternately on a morning, afternoon, or night shift in the context of a two-shift, multi-shift or a continuous pattern of work are provided with a premium of CZK 100 to CZK 500 per month. The Rector, deans, or D&R Director set the specific amount of these premiums for their subordinates in accordance with the difficulty of the performed work. These persons also take into account the criteria under Section 110 and Section 16(1) of the Labour Code when setting the wage component within the particular ranges.

#### **Article 19**

#### **Extraordinary bonus**

- (1) Employees may be provided with an extraordinary one-off bonus:
  - a) for successfully completing an extraordinary or especially important work task,
  - b) for successfully completing work tasks beyond the work duties in the set (ordinarily semi-annual) period; the Rector, Bursar, deans, or D&R Director decide on the length of the period for which the bonus can be provided,

- c) for extraordinary completion of a greater scope of work tasks by an employee than the scope completed by similarly assigned employees in the period preceding the disbursement of the bonus,
  - d) to reward their work contribution on a life or work anniversary and retirement. The manner and amount of remuneration are governed by the valid collective agreement in these cases. In this case, the bonus is not a wage, but it is another emolument provided on the basis of Section 224(2)(a) of the Labour Code,
  - e) for aid with the elimination or removal of consequences of extraordinary natural and other events posing a threat to health, property, or life in a workplace. In this case, the bonus is not a wage, but it is another emolument provided on the basis of Section 224(2)(b) of the Labour Code.
2. The Rector, Bursar, deans, or D&R Director approve the extraordinary bonus. The condition for the award and disbursement of the extraordinary bonus is the decision of these persons concerning its award and only in the case that some of the conditions outlined in the paragraph are found to have been met. Meeting these conditions is only the necessary prerequisite for the decision on the award and disbursement of the extraordinary bonus. However, meeting these conditions does not establish legal entitlement to the approval or the award and disbursement of the extraordinary bonus. Equally, the award and provision of the bonus do not establish any legal entitlement to the provision of an extraordinary bonus in similar cases in the future.

## **Article 20**

### **Remuneration for standby**

- (1) During standby, employees are prepared for a potential performance of work as per their employment contract, which must be performed beyond the scheduled working hours as per the written schedule of shifts in case of an emergency at another agreed-upon place different from the place of work of the Employer in accordance with Section 78(1)(h) of the Labour Code. Pursuant to Section 95 of the Labour Code, the Employer may require standby from an employee only if the Employer agrees on such standby with the employee. Standby during which no performance of work occurs is not included in working hours.
- (2) During ordered or agreed-upon work standby outside the workplace and outside the working hours of the employee, the Employer is to provide the employee remuneration in the amount of 15% of average earnings per hour of standby and 25% of average earnings if standby occurs on non-working days.
- (3) Employees have the right to wages for the performance of work during standby. The performance of work during standby beyond the set weekly working hours is overtime work. There is no right to remuneration for standby in such a case.

**DIVISION V**  
**GENERAL PROVISIONS ON WAGES**

**Article 21**  
**Maturity and wage pay-day**

- (1) Wages and wage compensations are payable in arrears on a monthly basis by the last day of the calendar month of the month following the month in which the right to wages or some of its components, or wage compensation, arose to employees at the latest. Wages (or some of its components) and wage compensations are paid on a pay-day as per paragraph 2 in the following calendar month unless the employment contract stipulates otherwise.
- (2) The Rector sets a common pay-day (so-called regular date of payment of wages) by a decision.
- (3) The Employer is to pay employees wages/wage compensations upon their request before the start of their annual leave, should the date of payment fall on the period of the annual leave, unless the Employer and the employee agree otherwise. Should the technique of wage calculation not allow it, the Employer provides the employee with an adequate advance and pays the remaining part of the wage on the nearest regular pay-day following the annual leave.
- (4) Upon termination of employment, the wage/wage compensation, the right to which arose one the day of termination of employment, is paid to the employee upon his/her request. Should the technique of wage calculation not allow it, the Employer is to pay the wage/wage compensation on the nearest regular pay-day following the day of the termination of employment at the latest.

**Article 22**  
**Conditions of wage payments**

- (1) Wages and wage compensation are paid to employees in legal tender, only in the statutory Czech currency, in accordance with Section 142 of the Labour Code.
- (2) Upon rendering the final monthly account of the wage, employees are to receive a written statement in se place of performance of work is abroad may be provided wages or a part of wages in paper or electronically, which must contain details concerning individual wage components, or wage compensations, and deductions made. Employees are entitled to request to be presented documents on the basis of which their wages or wage compensations were calculated.
- (3) Wages may be paid to a different person than the employee (pursuant to Section 142(6) of the Labour Code) only on the basis of a written power of attorney. That applies to a husband/wife as well as a registered partner of the employee. Wages may be paid to a different person than the employee without a written authorisation only if the Labour Code or another regulation stipulate so.

- (4) Upon agreement with the employee, the Employer remits an amount designated by the employee only to one selected payment account at a financial institution during the payment of the wage or other emoluments to the benefit of the employee after potential deductions pursuant to legal regulations are made.
- (5) Employees whose place of performance of work is abroad may be provided wages or a part of wages in an agreed-upon foreign currency upon agreement if an exchange rate for this currency is announced by the Czech National Bank (CNB). The exchange rate announced by the Czech National Bank valid on the day the Employer purchases the foreign currency for the purpose of the payment of wages is to be used for the conversion of the wage or its part into the foreign currency.

### **Article 23** **Wage deductions**

Wage deductions may be made in accordance with Section 146 of the Labour Code only:

- a) in cases stipulated by the Labour Code or special legislation,
- b) upon agreement on wage deductions or to satisfy commitments of the employee,
- c) to settle membership fees of the employee who is a member of a union organisation on the basis of a request of the employee in accordance with the collective agreement, or another written agreement between the Employer and the union organisation if the employee who is a member of the union organisation agrees.

### **Article 24** **Fund for bonuses**

The Fund for bonuses may be used to pay wages in the case of a lack of funding in the USB budget in a calendar year.

### **Article 25** **Transitional and final provisions**

- (1) USB is required to inform employees about changes in the manner of remuneration, the amount of wage (its individual components), and conditions for its provision in advance. Employees have the option of consulting these Wage Regulations on the website of USB and all human resources offices of faculties, D&R, and the Rectorate.



- (2) The adjustment of wage rates is approved by the Rector on the basis of the development of utilisable resources that are subsequently projected into corresponding Annexes of these Wage Regulations.
- (3) Average earnings are ascertained pursuant to corresponding provisions of the Labour Code (Sections 351–362).
- (4) The procedure for providing wage components that are not regulated by these Wage Regulations is governed by corresponding provisions of the Labour Code and other related regulations.
- (5) The wage of the Rector is set by the Minister of Education, Youth and Sports pursuant to Section 10(5) of the Act.
- (6) The wages of deans are set by the Rector.
- (7) Payroll Regulations of USB registered by the Ministry of Education, Youth and Sports registered on 7 October 2021 under reg. No MSMT-26747/2021-1 are hereby rescinded.
- (8) These Wage Regulations were approved under Section 9(1)(b) point 3 of the Act by the Academic Senate of USB on 26 September 2023.
- (9) These Wage regulations enter into force on the day of registration by the Ministry of Education, Youth and Sports.
- (10) These Wage Regulations enter into effect on 1 January 2024.
- (11) Wages pursuant to these Wage Regulations are to be provided for the first time for the calendar month in which it took effect.

prof. PhDr. Bohumil Jiroušek, Dr.  
Rector

**Annexe No1 to Wage Regulations of USB**

**Work of academic and scientific staff according to work difficulty (groups of positions are in accordance with the Regulation of the Government No 567/2006).**

<b>Academic staff per position</b>	<b>Wage category</b>
<ul style="list-style-type: none"> <li>• Lecturer</li> </ul>	9
<ul style="list-style-type: none"> <li>• Senior lecturer</li> <li>• Research assistant – academic</li> </ul>	10
<ul style="list-style-type: none"> <li>• Assistant professor</li> <li>• Researcher – academic</li> </ul>	11
<ul style="list-style-type: none"> <li>• Associate professor</li> <li>• Researcher – academic</li> </ul>	12
<ul style="list-style-type: none"> <li>• Professor</li> <li>• Adjunct professor</li> <li>• Independent researchers – academic</li> </ul>	13

**Specification of work of academic staff****9th wage category – lecturer****7th group of positions**

The qualification requirement is a duly completed higher education in a master's degree programme.

**Lecturer**

- conducts instruction in the form of tutorials, seminars, and practical classes,
- does not have the duty to perform scientific work.

**10th wage category – senior lecturer, research assistant – academic****7th group of positions**

The qualification prerequisite is a duly completed higher education in a master's degree programme and usually a verifiably commenced studies in a doctoral degree programme or a position of an important practising expert.

**Senior lecturer**

- executes preparatory work for addressing set scientific, research, and development tasks; participates in addressing the tasks under the supervision of an experienced researcher,

- prepares and conducts instruction primarily in the form of tutorials, seminars, and practical classes; may perform lectures as well,
- supervises bachelor's theses, in exceptional cases also diploma theses, and provides consultations,
- participates in the preparation of texts for instruction,
- prepares and participates in addressing scientific, research, and development tasks in his field; publishes results of his/her work; may perform expertise and review activity.

#### **Research assistant – academic**

- prepares preparatory work for addressing set scientific, research, and development tasks; participates in their work on these tasks under the supervision of an experienced researcher,
- may address scientific, research, and development tasks in his/her field; publishes the results of his/her work,
- supervises bachelor's theses; may participate in instruction,
- may perform expertise and review activity.

#### **11th wage category – assistant professor, researcher – academic**

#### **8th group of positions**

The prerequisite qualification is the achievement of an academic degree or a scientific rank (Ph.D. or its equivalent). Medical doctors must alternatively be granted a specialised or special professional competency pursuant to Implementing Decree No 185/2009, on Fields of Specialisation Education of Medical Doctors, Dental Practitioners, Pharmacists, and Fields of Certified Courses, as amended (or have the so-called 2nd attestation, per older acts no longer in effect).

#### **Assistant professor**

- participates in specialised and systemic work in the scientific, research, and pedagogic area within his/her qualification,
- participates in preparations of scientific, research, and pedagogic projects,
- conducts instruction primarily in the form of tutorials, seminars, and practical training sessions; may give lectures as well,
- supervises and evaluates bachelor's and diploma theses, also dissertation theses in exceptional cases,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- participates in the preparation of instruction texts,
- addresses scientific, research and development tasks; publishes results of his/her work,
- performs expertise and review activities,
- may be a guarantor of a bachelor's degree programme.

### **Researcher – academic**

- participates in specialised and systemic work in the scientific and research area within his/her qualification,
- participates in preparations of scientific and research projects,
- supervises and evaluates bachelor's and diploma theses, in exceptional cases also dissertations; may participate in instruction,
- may verify the acquired knowledge of students during advancement examinations and provide consultations,
- addresses scientific, research and development tasks; publishes the results of his work,
- performs expertise and review activities.

### **12th wage category – associate professor, researcher – academic**

#### **8th group of positions**

##### **Associate professor**

The prerequisite qualification is the achievement of the rank of associate professor.

- executes specialised and systemic creative work within his/her qualification entailing the scientific, research, and pedagogical area,
- may act as a guarantor of scientific and research programmes, bachelor's, master's, and doctoral degree programmes; prepares scientific, research, and pedagogical projects,
- acts as an educator in bachelor's, master's, and doctoral degree programmes,
- supervises and evaluates bachelor's, diploma, and dissertation theses,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- guarantees and participates in the preparation of instruction texts,
- guarantees the expert content and activity of examination boards for state examinations,
- manages scientific research, scientific seminars; supervises diploma and dissertation theses; performs scientific research and publishes its results,
- performs expertise and review activities.

##### **Researcher – academic**

The qualification prerequisite is the achievement of an academic degree or a scientific rank Ph.D. or alternatively its equivalent and the evaluation criteria set by a dean.

- independently addresses complex scientific, research, development, or artistic tasks in the relevant field, the results of which he/she publishes in peer-reviewed journals; bears responsibility for the completion of particular parts of the research plan, the rational use of funding and the content of the particular part of the continuous and final report,
- works in research teams including cooperation with foreign researchers,
- performs review and review activity when assessing projects in the relevant field,

- supervises bachelor's and diploma theses and dissertation theses; may manage scientific seminars,
- may participate in instruction,
- may verify the acquired knowledge of students during advancement examinations and provide consultations.

**13th wage category – professor, adjunct professor, independent researcher – academic**

**8th group of positions**

**Professor**

The qualification prerequisite is the achievement of the rank of professor.

- executes specialised and systemic creative work within his/her qualification including the scientific, research, and pedagogical area,
- acts as a guarantor of scientific and research programmes, bachelor's, master's, and doctoral degree programmes; prepares scientific, research and pedagogical projects,
- acts as an educator in bachelor's, master's, and doctoral degree programmes,
- manages scientific research, scientific seminars; supervises and evaluates bachelor's, diploma and dissertation theses,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- guarantees and participates in the preparation of instruction texts,
- guarantees expert content and activity of examination boards for state examinations,
- performs scientific research and publishes its results,
- performs expertise and review activities,
- represents his/her field.

**Adjunct professor**

The qualification prerequisite stems from the Rector's Ordinance on the procedure during the establishment of the position of an adjunct professor. He/she holds the position of an adjunct professor in the area of education covered by institutional accreditation.

- executes specialised and systemic creative tasks within his/her qualification including the scientific, research, and pedagogical area,
- acts as a guarantor of scientific and research programmes, bachelor's, master's, and doctoral degree programmes; prepares scientific, research, and pedagogical projects,
- acts as an educator in bachelor's, master's, and doctoral degree programmes,
- manages scientific research, scientific seminars; supervises and evaluates bachelor's, diploma, and dissertation theses,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- guarantees and participates in the preparation of instruction texts,

- guarantees expert content and activity of examination boards for state examinations,
- performs scientific research and publishes its results,
- performs expertise and review activities.

#### **Independent researcher – academic**

The qualification prerequisites: higher education and the scientific rank DrSc., DSc., or higher education, an academic degree or the scientific rank Ph.D. or its equivalent and an appointment to the position of a professor, or meeting evaluation criteria set by a dean.

- addresses fundamentally new scientific, research, and development matters which ordinarily surpass very long timeframes in their meaning and include impacts on a wide range of human activities requiring a very high degree of generalising phenomena and aiming at establishing general theories, conceptions, and directions of development, obtaining new findings essential for obtaining the broadest context,
- performs creative coordination of the most difficult scientific, research, and development projects,
- supervises and evaluates bachelor's, diploma, and dissertation theses; organises scientific seminars,
- may participate in instruction,
- may verify the acquired knowledge of students during advancement examinations and provide consultations.

#### **Scientific staff work per work difficulty**

**(groups of positions are in accordance with Government Regulation 567/2006)**

<b>Scientific staff per position</b>	<b>Wage category</b>
Research assistant	10
Researcher	11
Researcher	12
Independent researcher	13

Scientific staff are devoted to scientific activity and are not obliged to participate in instruction.

#### **Specification of work of scientific staff**

##### **10th wage category – research assistant**

#### **7. group of positions**

##### **Research assistant**

- performs preparatory work for work on set scientific, research, and development tasks, and participates in addressing them under the supervision of an experienced scientific staff member,
- may address scientific, research, and development tasks in his/her field; publishes results of his/her work,
- may perform expertise and review activity.

### **11th wage category – researcher**

#### **8th group of positions**

##### **Researcher**

- participates in specialised and systemic tasks in the scientific and research area within his/her qualification,
- participates in preparations of scientific and research projects,
- addresses scientific, research and development tasks; publishes results of his/her work,
- performs expertise and review activities.

### **12th wage category – researcher**

- independently addresses complex scientific, research, development, or artistic tasks in the relevant field, the results of which he/she publishes in peer-reviews journals; bears responsibility for the completion of the particular part of the research plan, the rational use of funding, and the content of the particular part of the continuous and final report,
- works in research teams including cooperation with foreign researchers,
- performs review and review activities when assessing projects in the relevant field.

### **13th wage category – independent researcher**

- addresses fundamentally new scientific, research, and development matters which ordinarily surpass very long timeframes in their meaning and include impacts on a wide range of human activities requiring a very high degree of generalising phenomena and aiming at establishing general theories, conceptions, and directions of development, obtaining new findings essential for obtaining the broadest context,
- performs creative coordination of the most difficult scientific, research, and development projects.

## ***Annexe No 2 to Wage Regulations of USB***

### **General description of non-academic staff per wage category**

#### **1st wage category (1st group of positions)**

Performing simple, less qualified and repetitive tasks, the assignment of which is precisely defined, using simple aids and hand tools.

#### **2nd wage category (2nd group of positions)**

Performing routine tasks of an economic-administrative or operational-technical nature following detailed instructions or set procedures.

#### **3rd wage category (3rd group of positions)**

Performing routine or individual expert tasks that are not part of a particular system or team. Operative securing of the operation of individual operational, economic-administrative or technical processes.

#### **4th wage category (4th group of positions)**

Performing comprehensive or independent expert tasks linked to other processes. Organisation or securing the operation of comprehensive operational or technical processes following general procedures.

#### **5th wage category (5th group of positions)**

Performing independent complex tasks or specialised expert tasks linked and related to other processes. Management, organisation, and coordination of complex processes of a technical, economic-administrative, or administrative nature including setting procedures and solutions within the given process.

#### **6th wage category (6th group of positions)**

Performing specialised expert tasks and individual conceptual and methodological tasks. Management, organisation, and verification of activities of particular remits of expert nature.

#### **7th wage category (7th group of positions)**

Comprehensive management or securing the operation of extensive and complex expert remits or units with internal as well as external links. Management or securing conceptual and methodological tasks.

#### **8th and 9th wage category (8th group of positions)**

Performance of the most complex specialised conceptual tasks including independent creative solutions to issues, and management of very complex organisational units.

Specific occupations, assignments to wage categories, descriptions of occupations are outlined in the catalogue of positions for non-academic staff.



***Annexe No 3 to Wage Regulations of USB***

**Rates of academic and scientific staff per particular wage categories (CZK/monthly)**

<b>Group of positions</b>	<b>Wage category</b>	<b>Rate (CZK)</b>
7	9	30 000
7	10	32 000
8	11	35 000
8	12	40 000
8	13	48 000

**Annexe No 4 to Wage Regulations of USB****Rate of non-academic employees per particular wage categories (CZK/monthly)**

<b>Group of positions</b>	<b>Wage category</b>	<b>Rate (CZK)*</b>
<b>1</b>	<b>1</b>	18 000
<b>2</b>	<b>2</b>	19 000
<b>3</b>	<b>3</b>	21 000
<b>4</b>	<b>4</b>	25 000
<b>5</b>	<b>5</b>	27 000
<b>6</b>	<b>6</b>	30 000
<b>7</b>	<b>7</b>	33 000
<b>8</b>	<b>8</b>	38 000
<b>8</b>	<b>9</b>	43 000

\* The hourly rate for employees remunerated by an hourly wage (e.g. gatekeeper, receptionist) is set by the Rector, deans, of D&R Director at least on the level of the currently valid amount of the hourly rate of the lowest level of guaranteed wage rounded up to the nearest full amount of CZK.