

The Ministry of Education, Youth and Sports has registered under Section 36(2) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts, the following MSMT-9696/2024-2 Internal Wage Regulation of the University of West Bohemia as of the date of signing the registration.

*pp Mgr. Dušan Hrstka
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Director of the Higher Education Division*

INTERNAL WAGE REGULATION OF THE UNIVERSITY OF WEST BOHEMIA of 29 May 2024

PART ONE GENERAL PROVISIONS

Article 1

- (1) The Internal Wage Regulation (hereinafter referred to as the "Internal Wage Regulation") of the University of West Bohemia (hereinafter referred to as the "UWB") sets out the rules for the provision of wages to employees of the University of West Bohemia in an employment relationship and remuneration for work under an agreement to perform work and agreement to complete a job (hereinafter referred to as the "remuneration from the agreement").
- (2) All employees performing the same work or work of equal value shall be entitled to the same wages or remuneration from the agreement. In remuneration, the UWB observes the principles of equal treatment and non-discrimination.
- (3) Remuneration from the agreement shall be negotiated in an amount appropriate to the wage for the performance of similar work according to the Internal Wage Regulation.

PART TWO WAGE

Article 2 Wage

- (1) Wage means monetary remuneration provided to an employee for work performed in accordance with Act No. 262/2006 Coll., the Labor Code, as amended (hereinafter referred to as the "Labor Code"). Wage shall also mean the monetary

remuneration provided to an academic staff member during periods of sabbatical leave.

- (2) The wage is determined unilaterally by a wage statement (designated wage) or agreed in a written contract (contractual wage), taking into account the complexity and difficulty of the work, qualification requirements and job performance.
- (3) A contractual wage may be negotiated by the Rector with the head of the unit and by the Rector or Dean with a distinguished expert or another employee whose work demonstrates a high degree of expertise, responsibility, complexity and quality. The contractual wage may already be negotiated taking into account any overtime work.
- (4) A substantiated proposal to negotiate a contractual wage agreement with an employee may be made by the employee's line manager once all other managers in the line of direct management have given their opinion.
- (5) The dates of payment of wages are laid down in an internal standard.
- (6) Proof of the individual wage components (Article 3) or of the contractual wage and deductions made is issued to employees electronically in the internal information system at the time of the monthly payroll statement. For staff who do not have access to this system, the document shall be provided in paper form.

Article 3

Wage components

- (1) Wage components include:
 - a) wage rate,
 - b) management allowance,
 - c) personal incentive bonus,
 - d) bonus.
- (2) The designated wage shall always include the wage rate component; the management allowance and the personal incentive bonus are included only if they are granted or if the employee is entitled to them.
- (3) The contractual wage includes all wage components provided for in this Internal Wage Regulation with the exception of bonuses and other statutory wage entitlements.
- (4) In the case of a fixed wage, the amount of the wage rate, management allowance and personal incentive bonus shall be proposed by the employee's line manager, once the opinions of all other managers in the direct line of management have been given, and approved by the dean of the respective faculty, and the Rector at university institutes in the case of academic staff and by the director in the case of other staff, and by the Rector, Vice-Rector or Bursar in the case of other units and the Rectorate according to their competence.

- (5) The decision to award a bonus to an employee shall be made by the employee's line manager; another manager may only award a bonus to an employee if an internal standard so stipulates.

Article 4

Employee categories

For the purposes of pay grade classification (Article 5), the following categories of staff are distinguished:

- a) academic staff member (professor, associate professor, extraordinary professor, senior assistant, assistant, lecturer, and science, research or development staff member performing teaching and creative activities in an employment relationship based on the agreed type of work),
- b) specialist in the area of science, research and development (first stage researcher, recognized researcher, established researcher and leading researcher),
- c) technical and administrative staff,
- d) manual worker.

Article 5

Assignment to a pay grade

- (1) The pay grade expresses the difficulty of the work required of the employee within the agreed type of work.
- (2) The following shall be decisive for the assignment of an employee to a pay grade:
 - a) the type of work agreed in the work contract,
 - b) classification in the relevant category (Article 4),
 - c) meeting the qualification requirements.
- (3) The characteristics of the pay grades are given in Annex 1. The minimum qualification requirements, including other prerequisites for classification in each grade, are set out in Annex 2.
- (4) If the relevant work activity is not described in Annex 1, the staff member shall be placed in a pay grade which describes work comparable to the relevant work activity in terms of complexity, responsibility, mental and physical demands, or which comes as close as possible to such work in terms of these criteria.
- (5) The employee must be placed in the pay grade corresponding to the most demanding type of work agreed in the employment contract. Occasional or exceptional work activities shall not be taken into account.
- (6) An employee shall be placed in the appropriate pay grade only if he or she meets the qualification requirements and other requirements laid down for the performance of work in that pay grade. A staff member may be placed in a grade for which he or she does not meet the qualification requirements only in cases

worthy of special consideration. Exceptions shall be proposed by the employee's line manager with the advice of all other managers in the line of direct management and approved by the Dean in the case of a faculty employee, and in other cases by the Rector, Vice-Rector, Bursar or Director of a university institute according to their competence.

- (7) The completion of more than the required level of education shall not be taken into account for the purposes of classification in the appropriate pay grade.

Article 6

Wage rate

Depending on the staff classification and the relevant pay grade, the staff member is entitled to a wage rate in accordance with Annex 3.

Article 7

Management allowance

- (1) A management employee who manages an organizational unit and has at least one subordinate shall be entitled to a management allowance in accordance with Annex 4.
- (2) A management allowance shall also be payable to a staff member who replaces a temporarily absent management staff member in the full scope of his/her duties for a continuous period of at least 4 weeks. The management allowance for deputizing shall be determined within the range of the management allowance fixed for the staff member being deputized.
- (3) Should a management staff member be entitled to more than one management allowance in a single employment relationship, he or she shall be entitled to only one management allowance for the highest management classification awarded to him or her.

Article 8

Personal incentive bonus

- (1) An employee may be awarded a personal incentive bonus. The personal incentive bonus shall be an individually determined variable component of the wage on top of the basic wage rate. The award of a personal incentive bonus in one period shall not give rise to the right to be awarded it again in the future.
- (2) The quality of the work performed by the employee, the long-term stable performance of the employee and the quality of performance of a larger range of work tasks are decisive for determining the amount of the personal incentive bonus. At the same time, the employee's knowledge, skills, experience, activity, professional and personal development, ability to work as part of a team, personal contribution to the employer and managerial and organizational skills are taken into

account. The personal incentive bonus may be awarded as soon as the employee starts work; the amount of the personal incentive bonus shall take into account the employee's potential to fulfill these criteria.

- (3) The personal incentive bonus may be increased, decreased or withdrawn following changes in any of the criteria on the basis of which the previous personal incentive bonus was awarded. The relevant manager shall keep under review the reasons which led to the award of the personal incentive bonuses of subordinate staff; if changes occur, he/she may propose an increase, reduction or withdrawal of the bonus. The increase, reduction or withdrawal of the personal incentive bonus shall be announced to the staff member by the relevant manager no later than the date on which the change takes effect. At the request of the employee, the manager shall give reasons in writing for the change.
- (4) A change in the conditions under which the funds from which the personal incentive bonus is paid were granted may also be a reason for increasing, decreasing or withdrawing the personal incentive bonus.

Article 9

Bonus

- (1) An employee may be awarded a bonus for:
 - a) successful completion of tasks performed outside the scope of normal job duties,
 - b) completion of an extraordinary, particularly important or difficult work task,
 - c) good long-term work performance,
 - d) performing work in place of a temporarily absent co-worker at the workplace,
 - e) on-call duty, on top of the on-call duty pay within the meaning of Article 11.
- (2) The fulfillment of the conditions under paragraph 1 shall not give rise to the right to payment of a bonus, nor shall the award and payment of a bonus give rise to a legal entitlement to a bonus in similar cases in the future.

Article 10

Wages when taking sabbatical leave

- (1) During the period of sabbatical leave, the academic staff member is entitled to a wage in the amount of the wage rate according to the wage statement or in the amount of the contractual wage.
- (2) During the period of sabbatical leave, the academic staff member may be awarded a personal incentive bonus; management allowance and bonuses (except for bonuses for creative activities) are not provided during the period of sabbatical leave.

Article 11

Other payroll rights

Additional pay for night work, additional pay for overtime work, additional pay for work on Saturdays, Sundays and public holidays, additional pay for work in difficult working environments, as well as wage compensation and remuneration for on-call work shall be granted in the basic amount in accordance with the Labor Code, and their provision shall be governed by the Labor Code and the legal regulations issued for its implementation.

Article 12

Wage deductions and wage compensations

In determining the types, extent and order of wage deductions and wage compensations and their implementation, the relevant provisions of the Labor Code shall be followed.

PART THREE

TRANSITIONAL, COMMON AND FINAL PROVISIONS

Article 13

Transitional provisions

- (1) Claims arising before the entry into force of this Internal Wage Regulation shall be assessed in accordance with the former internal wage regulations.
- (2) If, as a result of the entry into force of this Internal Wage Regulation, an employee's pay rate has been increased, the other components of the wage may be modified so as to maintain at least the existing wage amount.
- (3) If, as a result of the entry into force of this Internal Wage Regulation, an employee's pay rate has been reduced, the other components of the wage must be modified so as to maintain at least the existing wage amount.

Article 14

Common provisions

- (1) This Internal Wage Regulation does not preclude the collective agreement from negotiating additional monetary benefits or negotiating wage rights for employees more favorably than as provided for in this Internal Wage Regulation.
- (2) In matters not covered by this Internal Wage Regulation, remuneration of employees is governed by the Labor Code.
- (3) This Internal Wage Regulation was discussed with the trade unions operating at UWB on 16 April 2024.

Article 15

Final provisions

- (1) The internal wage regulation of UWB, which was approved by the UWB Academic Senate on 26 March 2020 and registered by the Ministry of Education, Youth and Sports on 1 October 2020 under no. MSMT-38660/2020, as amended, is hereby repealed.
- (2) This Internal Wage Regulation was approved by the Academic Senate of UWB on 29 May 2024 pursuant to the provisions of Section 9(1)(b)(3) of the Higher Education Act.
- (3) This Internal Wage Regulation comes into force in accordance with the provisions of Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.
- (4) This Internal Wage Regulation shall enter into force on 1 January 2025.

prof. Ing. Pavel Karban, Ph.D., m.p.
Chairman of the UWB Academic Senate

prof. RNDr. Miroslav Lávička, Ph.D., m.p.
Rector

*Annex 1
to the Internal Wage Regulation of UWB*

CHARACTERISTICS OF PAY GRADES

I. ACADEMIC STAFF

PAY GRADE AP1 – lecturer, assistant

Implementation of supportive forms of educational activities, participation in teaching in study programs and other educational, scientific, artistic and other creative activities of UWB, documentary processing of specialized and scientific literature, teaching in improvement and supplementary professional courses and other forms of increasing professional qualification or retraining.

PAY GRADE AP2 – senior assistant

Pedagogical and creative activities in teaching students, teaching in study programs, participation in other educational and scientific activities of UWB, continuous review of studies, providing consultations, lecturing, solving scientific, research and development tasks and performing artistic and other creative activities. Conducting and opposing qualification, bachelor's and master's theses. Carrying out other specialized methodological work in the field of pedagogy.

PAY GRADE AP3 – associate professor

Pedagogical and creative activities in teaching students, teaching in study programs, participation in other educational activities of UWB, continuous review of studies, providing consultations, lecturing and guaranteeing study programs. Leading and opposing qualification, bachelor's,

master's, doctoral and scientific theses or projects. Independent performance of research, development, artistic and other creative tasks or independent performance of demanding and difficult research and development work in the implementation of the tasks of science and technology development conducted by the research team. Creative coordination of challenging projects.

PAY GRADE AP4 – professor, extraordinary professor

Creative specialized and systemic work including monitoring and developing decisive trends in the development of science and research or art, creative application of the results of research and development and artistic activities in teaching students and in the training of scientific staff and creating conditions for the development of the relevant scientific or artistic field, giving lectures and contributing to other educational activities of UWB, performing and conducting expert, publication and assessment activities, conducting applied and basic research. Conducting and opposing qualification, bachelor's, master's, doctoral and scientific theses or projects. The creative development of decisive trends in science and research or the arts associated with the application of the results of scientific, research, development and artistic activities in the education of university students and in the training of scientific or artistic staff. The solution of new scientific, research and development tasks, as a rule, with significance extending over very long time horizons, with implications for a wide range of human activities, requiring a very high degree of generalization of phenomena and aiming at establishing general theories, concepts and directions of development, obtaining new knowledge essential for understanding the broadest context.

Academic staff in scientific, research and development positions are also classified in pay grades AP1 to AP4 if they meet the qualification requirements.

II. SPECIALISTS IN SCIENCE, RESEARCH AND DEVELOPMENT

PAY GRADE VP1 – first-stage researcher (R1)

Participation in research and scientific activities of the department, execution of specific scientific research or artistic tasks under the supervision of a senior employee, participation in projects at the department and in foreign mobilities, participation in creative and publishing activities, especially within the framework of auxiliary scientific research tasks. Solving specific research and development tasks, usually specific parts of larger units, under the supervision of a team leader.

PAY GRADE VP2 – recognized researcher (R2)

Participation in the research and scientific activities of the department, independently performing specific scientific and research or artistic tasks, or more complex tasks within the framework of teamwork and under the supervision of a senior employee, participation in projects carried out at the department, participation in the publication outputs of the department. Comprehensive implementation of research and development tasks with defined inputs and outputs within a specified time frame and with links to related scientific fields.

PAY GRADE VP3 – established researcher (R3)

Participation in research and scientific activities of the department, independently performing scientific research or artistic tasks, participation in projects carried out at the department, participation in publishing activities of the department and publishing scientific outputs highly relevant to the field, fulfilling the role of mentor for researchers at lower levels. Performing complex scientific, research and development tasks, usually with a long-term time horizon and extensive and complex links to other scientific disciplines, requiring a high degree of generalization of phenomena in order to gain new knowledge and explore new methods and procedures; creative coordination of demanding projects. Creative development of critical trends in science and research or the arts associated with the application of the results of scientific, research and development activities.

PAY GRADE VP4 – leading researcher (R4)

Independently leading scientific teams and managing research activities, fulfilling the role of principal investigator of domestic or foreign projects and grants. Also fulfilling the role of mentor for lower level researchers, contributing to fostering relationships with the private sector, industry or practice. Solving new scientific, research and development tasks typically with significance over very long time horizons, with impacts on a wide range of human activities, requiring a very high degree of generalization of phenomena and aiming at establishing general theories, concepts and directions of development, obtaining new knowledge essential for understanding the broadest context. The creative development of decisive trends in the development of science and research or the arts associated with the application of the results of scientific, research and development activities.

III. TECHNICAL AND ADMINISTRATIVE STAFF AND MANUAL WORKERS

PAY GRADE 1

Performing simple and repetitive low-skilled and ancillary work. Individual work tasks of the same type carried out according to precise specifications and with precisely defined outputs and with framework ties to other processes. Handling single items, simple tools and instruments without links to other processes.

PAY GRADE 2

The performance of partially repetitive, monotonous, time-steady work activities according to given procedures, or with a greater possibility of choosing a different procedure with precisely defined outputs and with fewer ties to other processes. Preparatory, ancillary, operational and handling work or the performance of simple work of a technical or administrative nature according to standard procedures or instructions, with framework links to other processes - 'simple specialist work'. Work involving simple working relationships.

PAY GRADE 3

Diverse, framework-defined work with assignments according to standard procedures, with defined outputs, procedures and links to other processes - "specialist work". Performing administrative, economic or operational and technical work according to instructions or established procedures within a comprehensive agenda. Performance of individual craft work. Petty cash handling.

PAY GRADE 4

Specialist work carried out with stand-alone systems with possible subdivision into sub-systems and with links to other systems. Supervision and coordination of simple specialist work.

PAY GRADE 5

Expert and specialized work with stand-alone systems with sub-systems and close ties to other systems. The provision of a broader range of specialist work with a framework of defined inputs and methods of delivery and defined outputs. Organization and operational provision of comprehensive processes with a choice of procedures and solutions.

PAY GRADE 6

Specialized professional work, a separate system of activities composed of several other parts. Coordination and management of specialist work. Generally defined inputs and framework outputs with various solutions ("specialist systemic work"). Management and operation of smaller organizational units.

PAY GRADE 7

Professional and specialized work, a comprehensive system of activities. Management, organization and coordination of processes with the development of new procedures. A comprehensive system composed of separate heterogeneous systems with substantial determined internal and external links. Management of smaller organizational units ("professional and specialized systemic work").

PAY GRADE 8

Systemic work and a complex of systemic activities with variations of general inputs, framework outputs and unspecified methods and procedures with broad links to other processes ("systemic specialized work"). Management of larger organizational units.

PAY GRADE 9

Complex coordination and management of systemic works. Activities with unspecified inputs, solutions and very broadly defined outputs, creative and developmental conceptual work and systemic coordination ("creative systemic work"). Coordination and management of systemic specialized work, management of larger organizational units.

PAY GRADE 10

Activities with unspecified inputs, solutions and outputs with possible ties to a whole range of other activities. Management of the most complex systems, setting strategic objectives, creation of internal systems of the organization, management of large organizational units.

QUALIFICATION REQUIREMENTS

I. ACADEMIC STAFF

Pay grade	Minimum level of education, teaching and scientific/artistic qualifications ¹
AP1	University degree - Bachelor's or Master's degree
AP2	University degree, scientific degree of Candidate of Science or academic degree of Dr. or Ph.D. in the relevant field
AP3	University degree, habilitation in the relevant field
AP4	University degree, appointment as professor in the relevant field, extraordinary professor

II. SPECIALISTS IN SCIENCE, RESEARCH AND DEVELOPMENT

Pay grade	Minimum level of education, scientific/artistic qualifications ¹
VP1	Higher vocational or university degree - Bachelor's degree
VP2	University degree - Master's degree
VP3	University degree, scientific degree of Candidate of Science or academic degree of Dr. or Ph.D. in the relevant field
VP4	University degree, scientific degree of Candidate of Science or academic degree of Dr. or Ph.D. in the relevant field

III. TECHNICAL AND ADMINISTRATIVE STAFF AND MANUAL WORKERS

Pay grade	Minimum level of education ¹
1	Primary education
2	Primary education
3	Primary education
4	Primary education
5	Secondary education with an apprenticeship certificate
6	Secondary education with an apprenticeship certificate
7	Secondary education with an apprenticeship certificate, secondary education with a school-leaving diploma (<i>Maturita</i> exam)
8	Secondary education with a school-leaving diploma (<i>Maturita</i> exam)
9	Higher vocational education, university degree - Bachelor's degree
10	University degree - Master's degree

¹ Only the attained degree of education and pedagogical and scientific/artistic qualifications according to Act No.561/2004 Coll., on pre-school, primary, secondary, higher vocational and other education (Education Act), as amended, Act No.111/1998 Coll., on Universities and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, or according to an international treaty to which the Czech Republic is legally bound.

PAY RATES (WAGE RATES)

for monthly wages and fixed weekly working hours in accordance with Section 79 of the Labor Code

I. ACADEMIC STAFF

Pay grade	Wage rate
AP1	CZK 30,000
AP2	CZK 36,000
AP3	CZK 42,000
AP4	CZK 48,000

Principle of determination: the amount of the wage rate in pay grade AP1 is set as a specific amount in CZK. The amounts of the wage rates in pay grades AP2, AP3 and AP4 are then multiplied by the amount in pay grade AP1 as follows: AP2 = 1.2 x AP1; AP3 = 1.4 x AP1; AP4 = 1.6 x AP1.

II. SPECIALISTS IN SCIENCE, RESEARCH AND DEVELOPMENT

Pay grade	Wage rate
VP1	CZK 30,000
VP2	CZK 36,000
VP3	CZK 42,000
VP4	CZK 48,000

Principle of determination: the amount of the wage rate in pay grade VP1 is set as a specific amount in CZK. The amounts of the wage rates in pay grades VP2, VP3 and VP4 are then multiplied by the amount in pay grade VP1 as follows: VP2 = 1.2 x VP1; VP3 = 1.4 x VP1; VP4 = 1.6 x VP1.

III. TECHNICAL AND ADMINISTRATIVE STAFF AND MANUAL WORKERS

Pay grade	Wage rate
1	CZK 18,900
2	CZK 19,500
3	CZK 21,500
4	CZK 23,500
5	CZK 25,000
6	CZK 27,000
7	CZK 30,000
8	CZK 35,000
9	CZK 40,000
10	CZK 45,000

MANAGEMENT ALLOWANCE

Level of management	Allowance amount	Management staff
1st level	CZK 12,000 – 30,000	bursar, vice-rector, dean, director of a university institute
2nd level	CZK 5,000 – 15,000	director of another department or special purpose facility, vice-dean, deputy director of a university institute, head of a department, head of a division or head of another organizational unit at the level of a department or division
3rd level	CZK 500 – 9,000	department head and head of another organizational unit at departmental level