

*This Internal Salary Regulation of the University of West Bohemia was registered by the Ministry of Education, Youth and Sports pursuant to Section 36, (1)(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act,) on 1 November 2020, under Ref. No. MSMT-38660/2020.*

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# **INTERNAL SALARY REGULATION**

## **of the University of West Bohemia (UWB)**

### **dated 1 November 2020**

#### Article 1

##### **Initial provisions**

- (1) This Internal Salary Regulation is issued by the University of West Bohemia (hereinafter UWB) pursuant to Section 17(1)(d) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter the “**Higher Education Act**”), and sets out the salary conditions of UWB employees whose salary is regulated by this internal regulation based on the applicable provisions of Act No. 262/2006 Sb., the Labour Code, as amended, (hereinafter the “**Labour Code**”) and by Government Regulation No. 567/2006 Sb., on Minimum Salary, the Minimum Levels of Guaranteed Salary, on Determination of Hazardous Work Environments and on the Salary Supplement for Work in Hazardous Work Environments, as amended (hereinafter the “**Minimum Salary Regulation**”, and by relevant provisions set out in the collective agreement concluded between the UWB and the relevant trade unions active within the UWB (hereinafter the “**Collective Agreement**”). This internal salary regulation also sets out the basic conditions under which a UWB employee may be provided the contractual salary.
- (2)
- (3) This internal salary regulation sets out the amount and conditions of provision of remuneration (salaries as set out in an internal regulation pursuant to Section 113 (1) of the Labour Code) to the UWB employees for work performed for the UWB by those employees within their employment relationship. In relation to it, this internal salary regulation comprises guidelines for the payroll policy (including the definition of the amounts of individual components of salaries and the conditions for their provision) and the way of setting the date and place of salary payment. The amount of remuneration under contracts for work performed outside of the employment relationship are concluded in the contracts for work or contracts of services.

#### Article 2

##### **Scope**

- (1) The Internal Salary Regulation govern the payroll conditions between the UWB and its employees, especially those whose salary is set out by this regulation.
- (2) The term "employee" refers to a natural person who has entered into an employment relationship with the UWB. This Internal Salary Regulation applies to employees whose salary has been concluded in an Agreement on the Negotiated Salary and Salary Conditions only when it is explicitly expressed in this Regulation.

- (3) Should there exist several parallel employment relationships between an employee and the UWB, each case will be assessed individually according to this Internal Salary Regulation.
- (4) For the purpose of this Regulation, employees are classified according to the following categories:
  - a) member of academic staff (professor, associate professor, adjunct professor, assistant professor, assistant, lecturer, scientific assistant, and research and development worker) performing both pedagogical and creative activities within their employment according to the agreed type of work,
  - b) scientific research and development specialist (research assistant, research specialist, independent researcher, and senior researcher),
  - c) technical or administrative employee,
  - d) blue-collar employee.
- (5) The type of work agreed in an employment contract shall be decisive for the inclusion of an employee in one of the categories mentioned in Section 4.
- (6) This Internal Salary Regulation sets out especially:
  - a) principles of assigning employees to salary grades for the purposes of defining individual salary components,
  - b) the scale of salary rates defining the range of rate salary of each salary grade which represents the basic range of the main component of a stipulated salary,
  - c) conditions for the provision of a contractual salary,
  - d) conditions for the provision of managerial premiums,
  - e) conditions for the provision of other salary components,
  - f) conditions for the provision of bonuses.

### Article 3

#### **Stipulated Salary**

- (1) An employee is entitled to a salary for duly performed work under the relevant legal regulations, especially the Labour Code and, in case the salary is governed by an internal regulation, also under this Internal Salary Regulation.
- (2) A salary is deemed to be a monetary consideration provided by the UWB to its employees for their work with a special regard to its complexity, responsibility, and strenuousness, and with regard to the demands of the working conditions, work efficiency and achieved work results. Payments made in connection with employment under special legislation, in particular compensation for lost salary, severance pay, reimbursement of travel expenses, and remuneration for standby are not considered salary. Under this Internal Salary Regulation, a salary is deemed to be all salary components governed by this Regulation that are paid monthly as an aggregate amount of remuneration (monetary consideration) for work performed on behalf of the UWB within the employment relationship defined in Article 4 of this Internal Salary Regulation.
- (3) Salaries under this Internal Salary Regulation must always be stipulated in compliance with the principle that all employees are entitled to equal salary for equal work or work of equal value pursuant to Section 110 of the Labour Code and that the UWB is obliged to comply with the equal treatment and anti-discrimination principle in the area of remuneration pursuant to the stipulations of Section 16 (1) of the Labour Code.

- (4) The rate salary, identified within the salary rate range and representing the base component of a salary granted to an employee in an amount stipulated by Annex 1 of this Internal Salary Regulation pursuant to Articles 5 and 6 hereof (hereinafter also the “**rate salary**”) as well as other salary components (hereinafter, together with the rate salary, as “**salary**”) belongs to an employee for performing work for the defined weekly working time of 40 hours, or 38.75 hours in case of two-shift operation, or 37.5 hours in case of three-shift non-stop operation. If shorter than the pre-defined weekly working time has been negotiated, the salary is reduced proportionally. The salary belonging to an employee who has not worked the defined working time quota given by the written schedule corresponding to the weekly working time or the potentially agreed shortened working time shall be reduced similarly.
- (5) The UWB is obliged to provide the salary in an amount not lower than the minimum, or lowest level of the guaranteed salary based on the applicable legal regulations and pursuant to articles 21 to 23 of this Internal Salary Regulation.
- (6) The amount of an employee’s salary pursuant to this Internal Salary Regulation (including the definition of the individual components of the salary) is confirmed (or defined, in case of discretionary salary components or components defined through ranges) by a written salary statement which has to be delivered to the employee prior to commencement of work during the term for which the salary is provided to the employee under conditions set out by this Internal Salary Regulation. In case of any changes to the payroll conditions (such as changes to the amount of the individual wage components, the occurrence or expiry of a title to the payment of any salary component), the UWB shall issue a new written salary statement considering all these changes no later than by the beginning of the period for which the employee is entitled to a salary under such altered conditions. This is without prejudice to any special provisions concerning the issue of a new salary statement found further in this Internal Salary Regulation.
- (7) Methods and deadlines for payment of salaries during the relevant calendar year are stipulated by an internal standard of the UWB.

#### Article 4

##### **Salary components of employees included in the rate system**

- (1) Employees paid according to the rate system (i.e., employees in an employment relationship whose salary has not been negotiated with them – with the exception stated in article 16 par. 4 of this Internal Salary Regulation) are provided the following salary components and other monetary considerations related to their employment relationship (or its termination) for duly performed work by the UWB:
  - a) salary rate (rate salary) – Article 6 of this Internal Salary Regulation,
  - b) managerial premium – Article 7 of this Internal Salary Regulation,
  - c) personal performance bonus – Article 8 of this Internal Salary Regulation,
  - d) substituting bonus – Article 9 of this Internal Salary Regulation,
  - e) salary or compensatory leave for overtime work – Article 10 of this Internal Salary Regulation,
  - f) salary, compensatory leave or compensation for work on public holidays – Article 11 of this Internal Salary Regulation,
  - g) night-time work bonus – Article 12 of this Internal Salary Regulation,
  - h) salary and bonus for work in difficult working conditions – Article 13 of this Internal Salary Regulation,
  - i) salary and bonus for work on Saturdays and Sundays – Article 14 of this Internal Salary Regulation,
  - j) standby duty compensation – Article 15 of this Internal Salary Regulation,

- k) bonuses – Article 16 of this Internal Salary Regulation,
  - l) severance pay – Article 18 of this Internal Salary Regulation.
- (2) A salary in items e) to i) in the previous paragraph is deemed a salary for work to which an employee is entitled for the given period (the achieved salary) including bonuses under the applicable provisions of this Internal Salary Regulation and of the Labour Code.
- (3) For the avoidance of any doubt, this Internal Salary Regulation also provides that whenever this Internal Salary Regulation refers to articles 6 to 16 which govern the conditions for the provision of each individual salary component, these are deemed to be salary components solely of the employees included into the rate system (i.e., those employees whose salary was defined by this Internal Salary Regulation). The provisions of articles 6 to 16 of this Internal Salary Regulation is applicable to the employees not included in the rate system only if this Internal Salary Regulation explicitly states so. This provision is without prejudice to the salary title of employees as stipulated in the applicable provisions of the Labour Code and other legal regulations.
- (4) Should this Internal Salary Regulation not state otherwise, the titles to the individual salary components do not mutually exclude one another and are cumulative for the purposes of calculating the total salary amount.

#### Article 5

#### **Principles of Assigning Employees to Salary Grades**

- (1) The decisive factor for assigning employees to salary grades pursuant to Annexes 1, 2, and 3 of this Internal Salary Regulation is:
- a) the type of work agreed with the employee in his/her employment contract,
  - b) the category pursuant article 2 par. 4 of this Internal Salary Regulation, to which the respective employee has been assigned,
  - c) compliance with qualification requirements.
- (2) An employee shall be assigned to a salary grade according to the provisions stated in paragraph 1 and in Annexes 1 and 2 of this Internal Salary Regulation (hereinafter also “**the Catalogue of Jobs**”). Should the work activity not be described in the Catalogue of Jobs, the respective employee shall be assigned to a salary grade corresponding to work which is described in the catalogue and is comparable to his/her job position in terms of complexity, responsibility, and psychological or physical difficulty or is as close as possible to it in terms of the said criteria.
- (3) An employee must be assigned to the salary grade corresponding to the most demanding type of work agreed in the employment contract according Annexes 2 and 3 of this Internal Salary Regulation (qualification requirements concerning education and the Catalogue of Jobs). Sporadically or exceptionally performed activities are not taken into consideration when assigning employees to salary grades. If an employee performs several different types of work within his/her employment relationship, the most demanding one is considered for the purposes of assigning the employee to a salary grade.
- (4) Qualification requirements are deemed to be the achieved respective education level necessary for assigning to each individual salary grade as defined by Annex 1 of this Internal Salary Regulation.
- (5) An employee is assigned to a given salary grade only based upon fulfilment of the qualification requirements and other requirements stipulated by the UWB for the performance of work pertaining to each salary grade. Exceptions are proposed by senior employees and approved by the rector with

the exception of faculties – in that case, they are approved by the respective dean. Should it not be the case, the employee is assigned to the closest salary grade whose qualification requirements he/she fulfils until the moment he/she is granted the said exception or achieves the required level of education, achieving thus newly compliance with the requirements in relation to his/her type of work. In such case, the change becomes effective always from the calendar month following the month in which the exception was granted or in which the UWB employee proved compliance with the qualification requirements. In such case, the provisions of this Internal Salary Regulation concerning the issue of a new salary statement shall be appropriately used.

- (6) Achieving higher education level than necessary is not considered for the purposes of assigning a salary grade.

#### Article 6

#### **Salary Rate (Rate Salary)**

- (1) An employee is entitled to a salary rate (rate salary) in an amount within the range corresponding to the salary grade to which the employee is assigned. The salary rate (rate salary) expresses the level of responsibility, self-reliance, complexity, and demand of the work performed, as well as by the professional orientation or field of specialization, the duration and type of professional standing, work experience, research activities in terms of publishing and grant project activities, or by the fulfilment of other requirements needed for the performance of the agreed work.
- (2) The amount of salary rate (rate salary) within the range of a given salary grade shall be proposed by the respective senior employee and approved by the dean of the respective faculty, the director of the respective institute (for technical and administrative employees, scientific research and development specialists, and blue-collar workers) and rector (for academic staff) and, in case of other UWB parts, by the rector, vice-rector, or bursar according to the area of their competence. Changes of salary rates (rate salaries) shall be carried out in a similar way, in particular with regard to the achieved working results of an employee. This procedure is used also in case of increasing the range of the respective salary grade pursuant to Article 25 of this Internal Salary Regulation. In such case the responsible person is obliged to stipulate the respective employee's salary rate (rate salary) newly within the increased salary rate range in a way corresponding to the assessment of the criteria presented in paragraph 1 of this article.
- (3) The specific amount of the salary rate (rate salary) shall be announced to the employee by the UWB by the beginning day of the period for which the employee is entitled to such salary rate (rate salary) by means of a written salary statement; a similar procedure is applied also in case of any other changes (including, but not limited to salary rate changes within the range of the given salary grade or a change of a salary grade when the type of the employees work changes and it is necessary to assign the employee to a different salary grade).
- (4) The authorized persons pursuant to paragraph 2 of this article are also obliged to comply with the equal treatment and anti-discrimination principle in the area of remuneration (provisions of Section 16 (1) of the Labour Code) and the principle of equal salary for equal work or work of equal value (provisions of Section 110 of the Labour Code).

Article 7

**Managerial Premiums, Premiums for Methodical Management**

- (1) Managerial employees are entitled to managerial premiums depending on the level of management and the demand of their managerial work as follows:

Level of management	Range	Managerial employee
Grade I	CZK 12,000 – 22,000	bursar, vice-rector, dean, director of an institute
Grade II	CZK 6,500 – 15,000	director of another workplace or a service facility, vice-dean, vice-director of a university institute, secretary of another UWB part, secretary of another workplace and a service facility, head of an academic department, head of a division
Grade III	CZK 1,500 – 9,000	head of a department, secretary of a department and other managers not mentioned here and falling within the definition pursuant to paragraph 2 of this article

- (2) A manager for the purposes of this Internal Salary Regulation and the title to the managerial premium is deemed to be an employee of the UWB with at least two subordinate<sup>1</sup> employees and who manages a body within the structure of the UWB pursuant to the Table of Organization of the UWB or its parts. The provisions of Section 11 of the Labour Code shall not be used for the purposes of the managerial premium.
- (3) The amount of the premium within the range stipulated for the respective management level shall be proposed for an employee by the respective senior worker approved by the dean of a faculty, the director of an institute or, in the case of UWB parts, by the rector, vice-rector, or bursar in accordance with their competence. The applicable provisions of Article 6 of this Internal Salary Regulation shall be reasonably used for the purposes of the definition of the specific amount of a managerial premium within the respective range defined in paragraph 1 of this article or, for the purposes of its possible change and of informing the employee of its amount using a salary statement.
- (4) Should an employee not fall into the definition of a manager pursuant to paragraph 2 of this article yet is performing methodical management of a body within the organization structure of the UWB, he/she is entitled to a methodical management premium in the amount of CZK 5,000 to 30,000. The employee is not entitled to a methodical management premium if he/she is already receiving a managerial premium under the same employment relationship.
- (5) Where an employee holding a managerial position is entitled to be granted more than one bonus, he/she shall receive only one bonus corresponding with the highest pay range of the managerial level to which he/she is assigned.

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<sup>1</sup> Two subordinates = two physical persons.

Article 8

**Personal Performance Bonus**

- (1) An employee may be awarded a personal performance bonus. The personal performance bonus, as a discretionary salary component, is awarded in particular:
  - a) for having achieved excellent work results,
  - b) for quality fulfilment of a greater range of work tasks,
  - c) as a differentiated acknowledgement:
    1. of the varying complexity and demands of tasks,
    2. of the quality of teaching and research,
    3. of the liability and strenuousness of work,
    4. of the quality and scope of creative activities,
    5. of participating in the administration of a faculty, the UWB, and entire higher education system,
    6. of contributing to the development of the UWB.
- (2) The amount of the personal performance bonus and its changes shall be proposed by a senior employee and shall be approved by the dean of the respective faculty, the director of the respective institute or, in the case of UWB parts, by the rector or bursar in accordance with their competence.
- (3) A prerequisite of a title to a personal performance bonus is a decision of an authorized person defined in the previous paragraph, based on which a salary statement is issued for the employee which states the amount of such personal performance bonus within the range stated in this paragraph. The award and the amount of a personal bonus is in full discretion of the authorized person who shall especially consider the reasons (criteria) of personal performance bonus awarding as stated in par. 1 of this article of the Internal Salary Regulation. Such provision of a personal performance bonus is valid until the next salary statement which may change its amount or withdraw the bonus entirely.
- (4) The fulfilment of any reasons (criteria) stated in par. 1 of this article does not entitle any employee to the personal performance bonus as a discretionary salary component; this is without prejudice to the stipulations of this Internal Salary Regulation regarding the obligation of maintaining the equal treatment and anti-discrimination and equal salary for equal work or work of equal value principles.
- (5) When a salary is paid from a project budget, the provision of a personal performance bonus pursuant to par. 1 item c) of this article must comply with the rules of the project provider in terms of the bonus amount and award.
- (6) The respective manager is obliged to continuously assess the reasons for awarding the personal performance bonus of his/her subordinates (par. 1 of this article), which is one of the instruments for motivating employees for further career development pursuant to the [Career Structure of the UWB](#). Should there occur any changes which may affect the amount of the awarded personal performance bonus, the manager may propose a change thereof. In case an existing personal performance bonus is reduced or withdrawn, the respective manager is obliged to announce such decision to the employee without delay by means of issuing a new salary statement considering such change. The employee may require a justification of such change from the respective manager.
- (7) When stipulating the amount of personal performance bonuses, the respective manager must respect the actual amount of funding he/she may dispose of; the provisions of par. 4 of this article shall be used accordingly.

- (8) The decision to award, increase, decrease, or withdrawal of a personal performance bonus becomes effective on the day it has been made and the written salary statement considering such changes has been delivered to the employee at the earliest.
- (9) There is no legal title to an evaluation of work performance or of other criteria pursuant to this article of this Internal Salary Regulation, or to the provision (award) of a personal performance bonus. The award of a personal performance bonus does not create any title to awarding any other salary components or any future award of a personal performance bonus.

#### Article 9

#### **Substituting bonus**

An employee who substitutes for a manager position at a higher level of management (for the purposes of this Internal Salary Regulation it is deemed to be an employer on management level I and II. pursuant to article 7 par. 1 of this Internal Salary Regulation) to the full extent of his/her managerial activities for a period of at least four weeks and whose substituting activities have not been included in his/her job description, is entitled to a bonus as of the first day on which this employee has acted as a substitute. The amount of the bonus is determined within the range of managerial premium of the substituted manager.

#### Article 10

#### **Salary or Compensatory Leave for Overtime Work**

- (1) For overtime work, an employee is entitled, in addition to the salary earned, to a bonus of 25% of his/her average salary, unless the UWB agrees with this employee on the provision of compensatory leave for overtime hours worked. If the UWB does not provide an employee with the agreed compensatory leave before the end of the third calendar month following the overtime hours worked, or within otherwise agreed time, the employee is entitled to a bonus pay as stipulated above (provisions of Section 114 (1) and (2) of the Labour Code).
- (2) Overtime work may only be done exceptionally and the UWB may instruct its employees to do so solely out of serious operating reasons. There may not be more than 8 hours per week and 150 hours per one calendar year of mandatory overtime work (provisions of Section 93 (2) of the Labour Code). The UWB may require overtime work above this amount solely upon agreement with the respective employee, however, not in excess of the amount defined by the provisions of Section 93 (4) of the Labour Code.
- (3) Overtime work is work in excess of the defined weekly worktime given by a predefined worktime schedule done outside the framework of regular work shifts upon the instruction of the respective senior employee. For employees with shorter working hours, overtime work is deemed work in excess of the defined weekly working time (provisions of Section 78 (1) (i) of the Labour Code); these employees may not perform mandatory overtime work, the only option is a special overtime work agreement.
- (4) In case of academic staff, overtime work is solely deemed to be work performed upon the request or upon the approval of the respective manager outside the weekly worktime in excess of the defined weekly worktime and, at the same time, in excess of the portion of worktime scheduled by the UWB (provisions of Section 70a (2) of the Higher Education Act).



Article 11

**Salary, Compensatory Leave or Compensation for Work on Public Holidays**

- (1) For work on public holidays, an employee is entitled to the salary earned and to compensatory leave to the extent of work performed on the public holiday; this will be provided to him/her no later than by the end of the third calendar month following the month in which the work on the public holiday was carried out, or within a period agreed upon otherwise. For the period of compensatory leave, the employee is entitled to salary compensation equal to his/her average salary. Instead of the compensatory leave, UWB may agree with the employee on providing him/her with a bonus, in addition to salary earned, equalling at least his/her average salary (provisions of Section 115 (1) and (2) of the Labour Code).
- (2) An employee who did not work on a particular day which would otherwise be a regular working day because there was a public holiday is entitled to salary compensation equal to his/her average salary if the salary was lost as a result of the public holiday (provisions of Section 115 (3) of the Labour Code).

Article 12

**Salary for Night-Time Work**

According to the provisions of Section 116, first sentence, of the Labour Code, an employee is entitled to the salary earned and a premium in the amount of 10 per cent of his/her average salary for work at night (provisions of Section 78 (1) (j) of the Labour Code). Night-time work is deemed to be work performed during the period from 10:00 p.m. to 6:00 a.m.

Article 13

**Salary and Bonus for Work in Difficult Working Conditions**

- (1) A special working condition bonus is provided for performing work activities in demanding conditions harmful to health.
- (2) The conditions and the amount of the bonus are stipulated in a special legal regulation (provisions of Section 6 of the Government Regulation on Minimum Salary and related implementing regulations closer defining difficult working conditions) based on the stipulations of Section 117 of the Labour Code. The amount of this salary component must always be at least 10% of the amount calculated from the base rate of minimum salary pursuant to the Minimum Salary Regulation (stipulations of Section 117, sentence 3 of the Labour Code).

Article 14

**Salary and Bonus for Work on Saturdays and Sundays**

An employee is entitled to the salary earned and a bonus of at least 10% of his/her average salary for hours of work performed on Saturday and/or Sunday pursuant to Section 118 par. 1 sentence 1 of the Labour Code.

Article 15

**Standby Duty Compensation**

- (1) If the remuneration for standby duty is not agreed in the employment contract, employees are entitled to a compensation in the amount of 10 % of their average salary (provisions of Section 140 of the Labour Code).
- (2) The employer may require standby duty from an employee only upon a mutual agreement (provisions of Section 95 (1) of the Labour Code). Standby duty may be held solely at a place agreed with the respective employee different from the UWB workplace (Section 78 (1), h) of the Labour Code).
- (3) Employees are entitled for their salary for work performed during standby duty. They are not entitled to compensation for standby duty pursuant to par. 1 of this article during that time (provisions of Section 95 (2) of the Labour Code). Performing work during standby duty in the excess of the defined weekly worktime is considered overtime work with all titles presented in article 10 of this Internal Salary Regulation.

Article 16

**Bonuses**

- (1) Employees may be awarded a bonus:
  - a) for a successful completion of an extra task or an exceptionally important or difficult work assignment,
  - b) for excellent long-term work performance,
  - c) as a recognition of their working merits upon celebrating the 50<sup>th</sup> birthday or upon retirement or invalidity pension – either in the amount concluded in collective agreement of the UWB (such bonus is not considered a salary, it is a non-salary monetary consideration pursuant to the provisions of Section 224 (2), a) of the Labour Code),
  - d) for the provision of help during emergency situation when property, health, or lives might be at hazard (such bonus is not considered a salary, it is a non-salary monetary consideration pursuant to the provisions of Section 224 (2), a) of the Labour Code),
  - e) for ordered standby duty above the scope of the standby duty compensation pursuant to article 15 par. 1 of this Internal Salary Regulation.
- (2) A condition for awarding and payment of the bonus pursuant to this article is a decision of the UWB to do so, and this applies solely if the UWB finds that some of the conditions mentioned in par. 1 of this article have been fulfilled. The fulfilment of those conditions is solely a mandatory prerequisite for the UWB to be able to decide about the award and payment of a bonus pursuant to this article, however, it does not constitute any legal title to the issue of such decision nor to the award or payment of such bonus. Similarly, the award and payment of such bonus does not constitute any title to any bonus in similar cases in the future.
- (3) The bonus is paid to the employee on the day of the closest pay day immediately following the decision of the UWB to provide such bonus pursuant to par. 2 of this article.
- (4) The above procedure may be used for bonus payment even to employees receiving negotiated salaries (article 24 of this Internal Salary Regulation).

- (5) With effect from the introduction of the benefit system, the rector, bursar, dean, or director of a part of the UWB may decide that for those of their subordinate employees who were awarded a bonus pursuant par. 2 of this article for excellent long-term work performance pursuant par. 1 item b) of this article, this bonus in an amount up to CZK 10,000 per a calendar year shall be transferred to the benefit system. Detailed terms and conditions of the benefit system and the way of using benefits within the system as well as the actual way of transferring a bonus into the benefit system is governed by an internal standard of the UWB.

#### Article 17

#### **Salary deductions and Compensations**

The determination of the type, range, and order of salary deductions and the way they are carried out is done pursuant to the applicable provisions of the Labour Code (provisions of Sections 145 to 150 of the Labour Code) and of Act No 99/1963 Sb. Civil Procedure Code as amended (provisions of Sections 276 to 302) governing the terms and conditions of deductions from income from the basic employment relationship.

#### Article 18

#### **Severance Pay**

- (1) Employees whose employment is terminated by a notice from the UWB or by agreement for reasons stated in the provisions of Section 52 (a-c) of the Labour Code are entitled to a severance pay agreed in collective agreement upon the termination of their employment. Should there be no such arrangement in the collective agreement, the applicable provisions of the Labour Code shall apply. The duration of employment is deemed to comprise also the duration of the previous employment at the UWB if the period between its end and the beginning of the following does not exceed 6 months.
- (2) The severance pay is paid by the UWB on the pay day immediately following the employment termination, should the employee not agree with the UWB in writing on the severance pay payment on the day of the employment termination or on a later day (provisions of Section 67 (4) of the Labour Code).
- (3) Should an employee get employed by the UWB again after the employment termination before the expiry of the period determined as the number of multiples of average salary pursuant to par. 1 of this article, from which the amount of the severance pay was derived, he/she shall be obliged to return the severance pay or its proportional part. The proportional part shall be determined based on the number of calendar days from the beginning of the new employment to the expiry of the time defined by sentence 1 (provisions of Section 68 of the Labour Code).
- (4) There is no title to severance pay if the employment of the employee is transferred to a new employer due to the transfer of employment rights and obligations (provisions of Section 338 and following of the Labour Code), as in such case the employment never terminated.

#### Article 19

#### **Average Salary**

- (1) The average salary comprises considerations corresponding to the definition of gross salary accounted for the employee to be paid in the decisive period pursuant to the provisions of Section 354 (1) of the Labour Code.

- (2) Should the basic employment relationships (employment and legal relationships established by agreements for works performed outside employment) use average salary, the procedure of its determination must follow solely the applicable provisions of the Labour Code (provisions of Sections 351 to 362 of the Labour Code).
- (3) The average income of an employee is deemed to be the average gross salary should the Labour Code or other legal regulation state otherwise (provisions of Section 352 of the Labour Code).
- (4) The average income is determined as the average hourly earnings. The average monthly salary is determined by multiplying the employee's hourly earnings by his/her weekly worktime and the coefficient of 4.348, which expresses the average number of weeks per one month of an average year. This means that with the defined 40-hour week, the hourly earnings are multiplied by the coefficient of 173.92 (provisions of Section 356 of the Labour Code).
- (5) If not provided otherwise, the decisive period for determining the average salary is the previous calendar quarter and the average salary is determined as of the first day of the following calendar month following the decisive period. If the basic employment relationship begins during the previous calendar quarter, the decisive period for determining the average income is the time from the beginning of the basic employment relationship to the end of the calendar quarter (provisions of Section 354 (1-3) of the Labour Code).
- (6) Should an employee work less than 21 days during the decisive period, the average salary is calculated as the probable income. This is defined using the gross salary earned by the respective employee from the beginning of the decisive period. If the employee has not worked at all or for less than 21 days, the gross salary he/she would probably have earned is used (provisions of Section 355 of the Labour Code). When calculating the probable salary, the UWB especially considers what type of work the employee was supposed to perform during the decisive period in question and what were the usual amounts of individual components of the employee's salary, how the work which the employee was supposed to perform was remunerated during the decisive period, which salary components he/she was entitled to pursuant to this Internal Salary Regulation or (in case of a negotiated salary) pursuant to the negotiated salary contract, what funds the UWB had available for remunerating its employees during the decisive period, and the amount of earnings achieved by the employee's colleagues performing the same work or other employees performing a work of equal value.
- (7) Bonuses shall be calculated into the period in which they were accounted for payment.

#### Article 20

#### **Deviations from Salary Provision in Case of a Sabbatical Leave**

During a sabbatical leave pursuant to the provisions of Section 76 of the Higher Education Act, members of the academic staff (i.e., employees mentioned in article 2 par. 4 item a) of this Internal Salary Regulation) are entitled to a salary in the amount defined by the salary rate (i.e., in the amount of the rate salary specified in Annex 1 of this Internal Salary Regulation and based on article 6 of this Internal Salary Regulation). Managerial premiums, premiums for methodical management, and bonuses (with the exception of bonuses for creative activities) are not provided during a sabbatical leave, the personal performance bonus may be provided for a member of academic staff upon the discretion of the respective dean. In case of employees with a contract for negotiated salary pursuant to article 24 of this Internal Salary Regulation, the amount of salary provided during the sabbatical leave is negotiated in the form of an amendment to the contract.

Article 21

**Minimum Salary**

- (1) The lowest admissible remuneration for work at the UWB within the basic employment relationship is governed by provisions of Section 111 of the Labour Code and the Minimum Salary Regulation or by legal regulations which shall replace the mentioned legislation in future (hereinafter the “**minimum salary**”). The UWB is obliged to ensure that the amount of salary reaches at least the amount of salary under the legal regulations cited here; this is without prejudice to the provisions of article 22 par. 1 of this Internal Salary Regulation.
- (2) Should the salary or contractual remuneration of an UWB employee for work within an employment relationship not reach the amount of salary determined by the Minimum Salary Regulation, the UWB shall provide such employee with a supplement to his/her salary or contractual remuneration under the conditions specified by the provisions of Section 111 (3) of the Labour Code.
- (3) Under the provisions of Section 111 (3), (a) of the Labour Code, the UWB stipulates through this Internal Salary Regulation that for employees working within an employment relationship the current amount of the minimum monthly salary determined by the Minimum Salary Regulation shall be used for the purposes of the salary supplement pursuant to the previous paragraph.
- (4) In case of an additional pay to a contractual remuneration, the current amount of minimum hourly earnings determined by the Minimum Salary Regulation will be used pursuant to the provisions of Section 111 (3), (c) of the Labour Code.
- (5) This article constitutes no prejudice to the right of any UWB employee in an employment relationship to the respective lowest level of guaranteed salary pursuant to article 22 of this Internal Salary Regulation and the applicable provisions of the Labour Code.

Article 22

**Guaranteed Salary**

- (1) The guaranteed salary is a salary to which an employee working for the UWB within an employment relationship is entitled pursuant to the Labour Code, this Internal Salary Regulation or the salary statement or the employment contract with the UWB or the collective contract (hereinafter “**guaranteed salary**”). The UWB is obliged to ensure that the amount of salary of an employee working within an employment contract reaches at least the lowest amount of the guaranteed salary pursuant to the legal regulations cited here.
- (2) The lowest amount of the guaranteed salary at the UWB is governed by the provisions of Section 112 of the Labour Code and the Minimum Salary Regulation.
- (3) Should the salary of an employee without bonuses for overtime work, work on public holidays, night-time work, difficult working conditions, and work on Saturdays and Sundays the respective lowest amount of the guaranteed salary, the UWB shall provide such employee with a salary supplement under conditions specified by the provisions of Section 112 (3), (a) of the Labour Code.
- (4) Pursuant to the provisions of Section 112 (3), (a) of the Labour Code, the UWB stipulates through this Internal Salary Regulation that for employees working within an employment relationship the current amount of the minimum monthly salary determined by the Minimum Salary Regulation shall be used for the purposes of the salary supplement pursuant to the previous paragraph.

Article 23

**Joint Provisions Regarding the Minimum and Guaranteed Salary**

- (1) The amount of the minimum and guaranteed salary for the purposes of articles 21 and 22 of this Internal Salary Regulation specified by the current wording of Sections 2 and 3 (1) of the Minimum Salary Regulation (or the provisions of the legal regulation replacing them in future) applies to those employees who have worked the stipulated weekly worktime (article 3 par. 4 of this Internal Salary Regulation).
- (2) In case of employees who have agreed on a shorter worktime pursuant to the provisions of Section 80 of the Labour Code or have not worked during the month the respective number of hours corresponding to the stipulated weekly worktime, the monthly rates of the minimum salary and the lowest amount of the guaranteed salary are reduced proportionally to the actually worked hours (provisions of Section 5 (2) Minimum Salary Regulation).

Article 24

**Contractual Salary**

- (1) Contractual salary is a salary agreed individually between the UWB and the employee which considers all salary components governed by this Internal Salary Regulation with the exception of bonuses. As long as an employee receives the contractual salary, he/she is not entitled to the salary given by his/her inclusion into the rate system based on this Internal Salary Regulation.
- (2) The contractual salary is negotiated by the rector, or a dean based on a justified proposal of a senior employee. The contractual salary may be provided to such employee, who performs exceptionally important and responsible work and achieves a high level of work value.
- (3) The contract for the agreed (contractual) salary is always concluded in writing for a definite period. For the period for which the contractual salary is provided, the contract for the agreed (contractual) salary replaces the written salary statement.
- (4) Should there occur such change on the side of employees receiving a contractual salary to such change due to which the contractual salary would not be provided any longer (e.g. due to the expiry of the respective contractual agreement without being extended), the UWB is obliged, no later than on the effective day of such change, to assign such employee to an appropriate salary grade pursuant to this Internal Salary Regulation in a way specified in article 5 of this Internal Salary Regulation and to issue for him/her a new salary statement containing the amounts of all salary components in compliance with all regulations specified in this Internal Salary Regulation.
- (5) In case of employees receiving a contractual salary, it is possible to conclude in the contract for the agreed (contractual) salary that the salary is negotiated in view of possible overtime work in the maximum amount specified by the provisions of Section 114 (3) sentence 2 of the Labour Code per a calendar year. In such case, the employee is not entitled to any overtime salary component and other rights pursuant to article 10 of this Internal Salary Regulation for performing overtime work within the given scope.

Article 25

**Automatic Increase of Rate Salary**

The rate salary as the base component of the salary is subject to continuous automatic increase (valorisation) so that the lower interval of its range reached at least the lowest level of the guaranteed salary corresponding to a group of jobs stipulated for the given work assigned to the given salary grade by the Minimum Salary Regulation as effective during the period for which the salary is provided to the respective employee pursuant to this Internal Salary Regulation. In such case, the employees in question shall be provided a new salary statement confirming this rate increase at least on the effective day of such change.

Article 26

**Joint and Final Provisions**

- (1) For foreigners, achieving a professional qualification and education level is verified by submitting documents proving their professional capability for service as original<sup>2</sup> or as their verified copy.<sup>2</sup>
- (2) Information regarding salary or salary compensation and other monetary considerations related to the employment relationship of individual employees and the UWB represents personal data pursuant to the General Data Protection Regulation of the European Parliament and EU Council (GDPR) and Act No 110/2019 Sb., on Personal Data processing. Employees who work with the data in any way are bound by confidentiality. Breaching this obligation constitutes a breach of legal regulations related to the work performed by those employees with the exception of the cases when personal data processing is required by applicable legal regulations.
- (3) This salary regulation was discussed with trade unions working at the UWB on 26 March 2020.
- (4) The Internal Salary Regulation of the UWB, approved by the Academic Senate of the UWB on 28 June 2017 and registered by the Ministry of Education, Youth and Sports on 13 July 2017, under Ref. No. MSMT-19405/2017, as amended, is hereby repealed.
- (5) This Internal Salary Regulation was approved pursuant to the provisions of Section 9 par. (1) (b) (3) of the Higher Education Act by the Academic Senate of the UWB on 26 June 2020.
- (6) Pursuant to Section 36 (4) of the Higher Education Act, this Internal Salary Regulation becomes effective on the day of its registration by the Ministry of Education, Youth and Sports.
- (7) This Internal Salary Regulation becomes effective on the first day of the third month following the month in which the regulation was registered by the Ministry of Education, Youth and Sports.

RNDr. Petr Tomiczek, CSc., mp  
President of the Academic Senate

doc. Dr. RNDr. Miroslav Holeček, mp  
Rector

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<sup>2</sup> The originals may be used only in the following languages: Slovak, English, German, Spanish, French, Russian, and Latin. If the documents are issued in any other language, it is necessary to submit their official verified translation to Czech or one of the languages stated in the previous sentence.

**SCALE (RANGE) OF SALARY RATES (RATE SALARIES)**

for monthly salaries and the stipulated weekly worktime pursuant to the provisions of Section 79 of the Labour Code

**A. Category: member of academic staff**

Salary grade	Group of jobs	Rate salary range (CZK)
AP1	7	26,500 – 32,500
AP2	7	26,500 – 40,000
AP3	7, 8	28,500 – 48,500
AP4	7, 8	28,500 – 58,500

**B. Category: scientific research and development specialist**

Salary grade	Group of jobs	Rate salary range (CZK)
VP1	6	24,000 – 30,000
VP2	7	26,500 – 36,500
VP3	7, 8	28,500 – 48,500
VP4	7, 8	28,500 – 58,500

**C. Category: technical or administrative employee**

Salary grade and group of jobs	Rate salary range (CZK)
2	16,100 – 18,100
3	17,800 – 24,000
4	19,600 – 27,600
5	21,700 – 30,000
6	24,000 – 32,000
7	26,500 – 40,000
8	29,200 – 49,200

**D. Category: blue-collar employee**

Salary grade and group of jobs	Rate salary range (CZK)
1	14,600 – 16,100
2	16,100 – 18,100
3	17,800 – 21,800
4	19,600 – 27,600
5	21,700 – 30,000



**RULES OF AUTOMATIC INCREASE OF SALARY RATES (RATE SALARY)**

- (1) Pursuant to the provisions of article 25 of this Internal Salary Regulation the following rules of automatic increase of salary rate (rate salary).
- (2) Should the legal regulation governing the minimum admissible remuneration for preformed work (i.e. the amount of minimum salary and the minimum level of the guaranteed salary) be amended as a result of which this minimum admissible remuneration for work, the rate salary is automatically increased so that the lower limit of the relevant salary grade corresponds to the lowest level of granted salary for a group of jobs as stated by this legal regulation; this group is defined for each salary grade in table “Scale (Range) of Salary Rates (Rate Salaries)”.
- (3) The upper limit of the relevant salary grade shall be set in a way preserving the span between the last higher and lower limit of the respective salary grade.
- (4) The legal regulation for the purposes of this increase is deemed to be the Minimum Salary Regulation or other regulations replacing the Minimum Salary Regulation.
- (5) The automatic increase pursuant to par. 2 becomes effective on the effective day of the amendment of the legal regulation increasing the minimum admissible remuneration for work.
- (6) Procedures similar to the above rules shall be reasonably used also in cases when future increase of the minimum admissible remuneration for work is done automatically (e.g., by means of a pre-set calculation considering the average salary within the national economy or a similar quantifiable indicator) without the need of amending such legal regulation.
- (7) Following the automatic salary rate (rate salary) increase without any undue delay, the UWB shall issue a new “Scale (Range) of Salary Rates (Rate Salaries)” table created in a way corresponding to the table presented in this Annex of this Internal Salary Regulation in which this increase shall be considered, and, at the same time, it shall publish the table in a manner similar to the way its internal regulations are published. As of the effective day of such change, the table shall replace this Annex 1 of this Internal Salary Regulation in the appropriate extent.

**QUALIFICATION REQUIREMENTS IN TERMS OF EDUCATION**

A. Qualification requirements on academic staff

Salary Grade	Minimum education level
AP1	University – bachelor’s degree <sup>3</sup> or university – master’s degree <sup>4</sup>
AP2	University – academic degree of a candidate of sciences or doctoral degree in the respective field
AP3	University – habilitation in the respective field <sup>5</sup>
AP4	University – professor’s degree in the respective field <sup>6</sup> or, in case of an adjunct professor, a position comparable to an associated professor or professor abroad <sup>7</sup>

B. Qualification requirements on scientific research and development specialists

Salary Grade	Minimum education level
VP1	Advanced vocational or university – bachelor’s degree
VP2	University – master’s degree
VP3	University – academic degree of candidate of sciences or doctoral degree in the respective field
VP4	University - academic degree of a doctor of sciences or habilitation in the respective field

C. Qualification requirements on technical or administrative employees

Salary Grade	Minimum education level
2	Elementary <sup>8</sup>
3	Elementary, secondary with a certificate of apprenticeship <sup>9</sup>
4	Elementary, secondary with a certificate of apprenticeship

<sup>3</sup> **Bachelor’s degree** is deemed to be completing a part of university programme of integral content pursuant to the provisions of Section 21 (1) Act No 172/1990 Sb., on Higher Education as amended or completing a bachelor study programme pursuant to the provisions of Section 45 (3) and (4) of the Higher Education Act.

<sup>4</sup> **University education** is deemed to be completing and graduation from a university study pursuant to the provisions of Section 19 of Act No. 172/1990 Sb., on Higher Education as amended or completing a master’s study programme pursuant to the provisions of Section 46 (3) of the Higher Education Act.

<sup>5</sup> See provisions of Section 71 of the Higher Education Act.

<sup>6</sup> See provisions of Section 73 of the Higher Education Act.

<sup>7</sup> See provisions of Section 70 (2) of the Higher Education Act and conditions stipulated therein.

<sup>8</sup> See provisions of Section 45 (1) of Act No 561/2004 Sb., on Preschool, Primary, Secondary, Higher and Other Education (Education Act)

<sup>9</sup> See provisions of Section 58 (3) and Section 185 (6) sentence 2 of the Education Act. **Secondary education with a certificate of apprenticeship** is deemed also vocational education achieved prior to the effectiveness of the Education Act in study or vocational programmes lasting 2 or 3 years of full time-study.

5	Secondary with a school-leaving examination <sup>10</sup>
6	Secondary with a school-leaving examination
7	Advanced vocational, university – bachelor’s degree
8	University – master’s degree, academic degree of candidate of sciences or doctoral degree in the respective field

D. Qualification requirements on blue-collar employees

Salary Grade	Minimum education level
1	Elementary
2	Elementary, secondary with a certificate of apprenticeship
3	Elementary, secondary with a certificate of apprenticeship
4	Secondary with a certificate of apprenticeship, secondary with a school-leaving examination
5	Secondary with a certificate of apprenticeship, secondary with a school-leaving examination

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<sup>10</sup> See provisions of Section 58 (5) and Section 185 (6) sentence 3 of the Education Act. **Secondary education with a school leaving examination** is deemed to be also complete secondary vocational education and complete secondary education prior to the effectiveness of the Education Act.

## **CATALOGUE OF JOBS**

### **I. ASSIGNATION OF ACADEMIC STAFF TO SALARY GRADES**

#### **AP1 SALARY GRADE – lecturer, assistant (7<sup>th</sup> group of jobs)**

Educational activities aimed at carrying out preparatory work, participation in seminars, other educational and scientific activities of the UWB, documentary processing of professional and scientific literature, teaching in improvement and complementary professional courses and other forms of increasing professional qualifications or retraining.

#### **AP2 SALARY GRADE – assistant professor (7<sup>th</sup> group of jobs)**

Educational and creative activities in teaching students or graduates, conducting exercises, seminars, continuous checks of studies, providing consultations, lecturing and solving scientific, research, and development tasks, carrying out creative activities. Implementation of other specialized methodological works in the field of pedagogy.

#### **AP3 SALARY GRADE – associate professor (7<sup>th</sup> and 8<sup>th</sup> group of jobs)**

Educational and creative activities in teaching students or graduates, conducting exercises, seminars, continuous checks of studies, providing consultations, lecturing and guaranteeing study programs. Independent solving of research and development tasks or independent implementation of demanding and difficult research and development works in solving and implementation of science and technology development tasks solved by the research team. Creative coordination of demanding projects. Solving of a complex of scientific, research, and development tasks, usually with a long-term solution horizon and extensive and complex links to other branches of science requiring a high degree of generalization of phenomena, with the aim of acquiring new knowledge and exploring new methods and procedures; creative coordination of demanding projects.

#### **AP4 SALARY GRADE – professor, adjunct professor (7<sup>th</sup> and 8<sup>th</sup> group of jobs)**

Creative specialized and system works including monitoring and development of prevailing trends in science and research or art, creative application of the results of research and development activities in teaching students and graduates and in the preparation of researchers and creating conditions for the development of the relevant field of science or art, conducting lectures, and conducting and management of expert, publishing, and assessment activities, management of applied and basic research, supervision and opposition of seminar, qualification, and scientific works, and supervision of diploma and doctoral projects. Creative development of prevailing trends in the development of science and research or art, associated with the application of the results of scientific, research, and development activities in the education of students or university graduates and in the preparation of researchers or artists. Solving of new scientific, research, and development tasks usually exceeding very long time horizons with impacts on a wide range of human activities, requiring a very high degree of generalization of phenomena and aimed at establishing general theories, concepts and directions of development, gaining new knowledge essential for understanding the broadest context.

## **II. ASSIGNATION OF SPECIALISTS IN THE FIELD OF SCIENCE, RESEARCH AND DEVELOPMENT TO SALARY GRADES**

### **VP1 SALARY GRADE – research assistant (R1) (6<sup>th</sup> group of jobs)**

Participation in research and scientific activities of the workplace, solving of partial scientific research tasks under the supervision of a manager, participation in projects solved at the workplace and foreign mobilities, participation in creative and publishing activities, especially in auxiliary scientific research tasks. Solving of specific research and development tasks, precisely determined both factually and in terms of time, usually parts of larger units, under the management of the team manager.

### **VP2 SALARY GRADE – research specialist (R2) (7<sup>th</sup> group of jobs)**

Participation in research and scientific activities of the workplace, independent solving of partial scientific research tasks, or more complex tasks within the team cooperation and under the supervision of the manager, participation in projects solved at the workplace, participation in publication outputs of the workplace. Comprehensive solving of research and development tasks with defined inputs and generally outlined outputs in a specified time and with links to related branches of science.

### **VP3 SALARY GRADE – independent researcher (R3) (7<sup>th</sup> and 8<sup>th</sup> group of jobs)**

Participation in research and scientific activities of the workplace, independent solving of scientific research tasks, participation in projects solved at the workplace, participation in publishing activities of the workplace and publication of scientific outputs highly relevant to the given field, fulfilling the role of a mentor for lower-level researchers. Solving of a complex of scientific, research, and development tasks, usually with a long-term solution horizon and extensive and complex links to other branches of science requiring a high degree of generalization of phenomena with the aim of acquiring new knowledge and exploring new methods and procedures; creative coordination of demanding projects. Creative development of prevailing trends in the development of science and research or art, associated with the application of the results of scientific, research, and development activities.

### **VP4 SALARY GRADE – independent researcher (R4) (7<sup>th</sup> and 8<sup>th</sup> group of jobs)**

Independent management of scientific teams and research activities, fulfilling the role of the main solver of domestic or foreign projects and grants. Also fulfilling the role of a mentor for lower-level researchers, participation in cultivating relationships with the private sector, industry, or practice. Solving of new scientific, research, and development tasks usually exceeding very long time horizons with impacts on a wide range of human activities, requiring a very high degree of generalization of phenomena and aimed at establishing general theories, concepts and directions of development, gaining new knowledge essential for understanding the broadest context. Creative development of prevailing trends in the development of science and research or art, associated with the application of the results of scientific, research, and development activities.

### **III. ASSIGNATION OF TECHNICAL OR ADMINISTRATIVE EMPLOYEES TO SALARY GRADES**

#### **SALARY GRADE 2**

Works of the same nature, with precisely defined outputs and the possibility of choosing a specific work procedure, which are linked to other work processes. These include, in particular, jobs consisting of partial work, simple inventory activities, recording, receiving, issuing and sorting of a limited number of coherent items, keeping simple records, statements and lists, handling of correspondence and administrative agenda, providing various information, independent work with a computer and other similar activities. Care for guests in accommodation and catering facilities, handling small complaints, managing the on-site storage of linen and auxiliary materials. Sale of tickets and promotional materials for sports, cultural or other events, including billing. Operation of the security system, including CCTV, evaluation and monitoring of the surveillance of the surroundings of buildings, archiving of acquired records. Independent quantitative and qualitative acceptance of goods, products, materials, and raw materials, operation of storage mechanisms using computer technology, associated with assembly. Evidence and electronic mail processing of all UWB workplaces.

#### **SALARY GRADE 3**

Works performed with a number of interconnected work tasks, which are part of a certain unit. These include, in particular, jobs consisting in the operational management of the UWB, works performed in individual specific teams and associated with liability for damage or handling of cash, invoicing and liquidation of invoices, inventory of assets, keeping stock records, saving accounting documents and records of accounting units and their storage, collection and checks of the requisites of accounting documents, calculation of travel allowances. Also providing assistance services and personal assistance to disabled people. Video recording for documentary purposes, including setting the conditions for shooting and editing. Providing a regular study agenda at the study departments of the faculties. Management and organizing of secretarial works, handling the administrative agenda of the manager. Performing basic library and information works and other comparable activities. Ensuring and managing the operation of the UWB registry office, incl. electronic mail processing.

#### **SALARY GRADE 4**

Calculating the amount of, ensuring the payment and accounting of salaries, salary compensations, sick pay and other considerations provided to employees, calculation and application of salary deductions, ensuring the agenda of the employment income tax and social and health insurance. Independent accounting of receivables any payables (in relation to customers, suppliers, and employees), accounting of taxes and grants, preparing documents for contract conclusion. Monitoring and registering the turnover and state of financial assets on bank accounts and checking bank balances and cash. Ensuring the system of payments and clearing with the bank. Making corrections in accounting documents. Maintaining complex inventory of assets and liabilities. Performing partial professional technical agendas or performing professional operational and technical works (such as investment realization checks, ensuring the operability and management of technical and technological devices and constructions). Independent laboratory works in research laboratories including documentation, performing analyses of non-standard substances on

the most sophisticated devices. Independent performance of demanding integral technical tasks or ensuring partial professional technical agendas. Operating technical works during electronical sound recording such as setting up and operating equipment for electronic sound creation. Ensuring individual sections of business activities (such as preparing orders, procurement, preparing tender documentation, etc.).

Work position based on ensuring transportation, complex monitoring and performing inspections in the area of OHS, FP, CD (performing the role of prevention specialists of OHS and fire protection), processing managerial administrative agenda, complex processing of agenda related to student admissions and study agenda, study department management, ensuring the operation of moderately complicated ICT systems of the UWB, performing integral professional tasks related to the management of accommodation and boarding facilities.

### **SALARY GRADE 5**

Ensuring the entire HR and payroll agenda. Maintaining the accounting of the entire UWB including coordination of accounting regarding the state and circulation of the assets, the gap between assets and liabilities, costs and revenues, expenses and receipts, and economic results including compiling the annual financial statement and bookkeeping. Ensuring funding, payment and clearance system. Analysis of payables and receivables, independent performance of tax agenda and tax procedure with tax authority, management of large property. In terms of ICT, this comprises creating and testing application software, maintaining correct functioning of the defined user sections of ICT infrastructure, defining and organizing the manner and procedures of using communication means of information technology, providing for security, maintenance and updating complex databases, providing for management, functioning, and security of the local network environment, network monitoring a diagnostics, defining and assigning addresses to users, and connection to other networks, maintaining data security and integrity, database setting, providing user service in the area of database administration, parameter monitoring and setup according to user requirements.

Professional tasks related to responsibility for human health and other damages which may occur in relation to performing these professional tasks, providing for work safety in risky work environment. Preparation or implementation of investments of moderate size or parts of large investments, especially including preparation of investment plans according to assignment and funding together with continuous control of drawing funding from the budget. Project preparation of investment action, preparing budgets and cost plans of preparation, research, and project works, investment realization supervision, selection and coordination of suppliers and other construction participants, work acceptance, preparation, closing, and performing contract amendments, verification and ensuring the completeness of investment documentation and processing records and reports of construction acceptance, ensuring repairing flaws during constructions. Technical and economic assessment of investment efficiency including proposals of change measures. Independent preparation or assessment of construction projects, technological equipment or organizing operation processes or project documentations and zoning documents. Preparation of projects of structural and technological parts. Ensuring individual sections of business activities (such as preparing orders, procurement, preparing tender documentation, etc.). Provision of general legal services (legal revision of contracts and other documents).

Activities of social counselling and related analytical and methodical activities, assistance to students who got into difficult life situations. Complex methodical and counselling activities developing knowledge and capabilities of students. Providing specialized administrative activities, keeping agenda related to review proceedings, performing professional tasks in international relations, performing complex professional tasks related to the management of accommodation and boarding facilities and other similar activities. Recording audio-visual programmes, editing, and directing. Independent creative compilation of short programmes including script, editing, subtitles, or post-scoring. Managing internal security at the UWB (security, electric security electronic security alarm and electric fire alarm systems, etc.). Providing for systematic international relations.

### **SALARY GRADE 6**

Creating concepts of organizational relationships, HR, and payroll, or preparation and education of employees. Creating of accounting methodology. Maintaining the system of funding, economy management and internal management of service facilities or other workplaces and maintaining a balanced management of assets of a service facility or another workplace. In the area of IT, it is coordination of the development of application software, designing its system components, external interfaces and databases and providing integration including testing and development for projects of development of ICT systems, software or information services that are independent of other information systems or have limited connections to them. Administration of the ICT system. Methodical direction of users, identifying and solving their problems. Providing for new setting of the systems, management of system access rights of specific users for accessing system applications of information technology. Preparing plans, standards, and procedures of changes of operating and maintenance of IT infrastructure, operation testing and providing support to its users. Designing and optimization of databases including their protection and maintenance, creating new modules and versions, solving non-standard problems with suppliers, applying updates and changes. Administration, creating, and maintaining operation of networks and creating user applications for these networks and individual workstations. Creating concepts in the area of IT.

Coordination of preparation and realization of investments, preparing investment plans, coordination of investment funding and project, technical, operation, business, and organizational preparation and resolving disputes, and preparing professional technical assessments, organizing property-right relationship settlement. Independent creation and negotiation of preparatory documents and projects of large, important, and technically demanding constructions and technological equipment including negotiations with respective authorities and organizations. Designing major changes and reconstructions of facilities and projects of new arrangements of facilities with a high level of mechanization and automation.

### **SALARY GRADE 7**

Defining financial strategies, performing complex and large financial operations, coordination of financial and other activities as well as maintaining a balance between the assets and needs of the organization. Maintaining the system of funding, economy management and internal management of a UWB part, maintaining a balanced management of assets of a UWB part. Creating general marketing strategies, marketing coordination of all activities. In the area of IT, it is creating a concept if ICT systems of large hierarchical structure with connections to other information



systems, and large databases, development of new application software and ICT systems and their superstructures, programming means, multi-media systems, communication systems, information systems, database systems, scientific, technological, technical, engineering, graphical, office, and other applications for end users, networks, databases. Designing new instruments and means of implementing these systems. Performing of such work may be psychologically strenuous due to the complexity of solving the work tasks.

Processing the entire agenda related to pedagogical or scientific activities of the respective UWB part, performing systemic works related to overall security of the most complex sections and agendas of all accommodation and boarding facilities of the UWB, managing the funding of the respective department including the security of its operating and other similar activities. Coordination of teams in the area of legislation and law, solving complex legal matters, overall management of project preparation, especially of international projects, and their management during the phase of implementation, including coordination of demanding projects.

### **SALARY GRADE 8**

Specialized systemic tasks where the subject of work are acts in a field(s) of a complex internal structure and outward links. Performing such work is associated with high psychological strenuousness due to demands on creative thinking on a highly abstract level together with high variableness and combinableness of processes.

These are especially positions based on high rank management functions in the area of conceptual and professional tasks within the main or supplementary activities of large units of the UWB including analysing of this activity, managing financial assets of the UWB including maintaining its operational activities, defining the overall financial strategy of the UWB including defining the conceptual intents of broad investment activities of the entire UWB, acting on behalf of the UWB in the extent stated by the rector. Maintaining balance between the assets and needs of the organization.

## **IV. ASSIGNATION OF BLUE-COLLAR EMPLOYEES TO SALARY GRADES**

### **SALARY GRADE 1**

Works consisting of simple and repetitive tasks which is based on handling simple accessories and tools with potential unilateral stressing of small muscle groups, in moderately difficult working conditions and with a potential risk of a work injury. These are preparatory and partial works in business operation including manual transport of goods, assisting works in preparation of meals, such as collecting, washing, and cleaning dishes, operation of hand-held kitchen appliances. Manual handling of goods, products, material, packaging, and raw materials up to 15 kg of weight with potential use of simple mechanization. Tending to greenery within the UWB premises such as watering, grubbing, etc. Also, jobs based on performing usual cleaning, taking out garbage, disinfecting, cleaning carpeting with an electric Hoover. Managing operation of changing rooms, access to buildings during working hours, operating simple copying devices, performing other auxiliary manual tasks, etc.

### **SALARY GRADE 2**

Jobs posing greater demands on employees, manual handling of materials, semi-finished and finished products, or goods above 15 kg of weight. Working of several elements, handling object requiring special attention and performing individual work activities which are parts of broader processes. Driving and running maintenance of accumulator-powered vehicles operated outside public roads including handling loads, driving powered road vehicles of under 3.5 tons of weight. Manual, physically strenuous agricultural works, operating simple trailers, handling work with agricultural machinery. Preparation and cultivation of soil using small machinery, planting decorative and fruit trees, performing spraying and disinfection of soil, manual lopping, grafting, and cultivation of plants, performing maintenance trimming of trees, application of chemical sprays and fertilizing, digging, and hodman works.

In the area of food preparation, it is processing slaughterhouse meat for cooking, including sorting according to types; preparing doughs for making cookies, crackers, etc., independent sale of goods and hot meals in canteens and cafeterias including arranging food on plates, preparing simple hot and cold dishes from ready foods according to defined work processes, making soups and side dishes, tending in company cafeterias and similar catering facilities with optional cash operations. Offering and sale of limited ranges of goods or goods not requiring thorough experience, such as newspapers, stationery, frozen products, beverages, and souvenirs in kiosks. Upkeeping of rooms and their equipment and inventory in UWB accommodation facilities, providing services to guests including processing minor claims, managing local linen rooms and auxiliary material storage rooms.

Other tasks included are activities related to checking comings and goings in the employer's buildings, performing security beats and other related activities, maintaining security of buildings and facilities and preliminary investigation of thefts and damages, cooperation with police. In the area of cleaning, it is ensuring complex thorough cleaning with potential use of various cleaning machinery or cleaning large areas. Maintenance works of electrical, mechanical, or structural nature, joinery, varnishing, painting, plumbing, and maintenance works including performing simple repairs.

### **SALARY GRADE 3**

Jobs, the gist of which are exactly defined inputs and outputs, and that are connected to other work processes. In the area of catering, it is the offer and independent sale of goods, receipt, storage, display, and arranging goods in a point of sale including the receipt of payments, inspections of purchased goods, receiving cash and cashless payments, preparing and serving common types of hot meals, such as stews, soups, sweet dishes and side dishes, preparing technologically demanding hot meals and specials, such as steaks, preparing and processing of slaughterhouse meat, preparing of all types of a broad range of confectionery products. Independent receipt and processing of accommodation and other services in accommodation facilities of the UWB, receipt of payments in foreign currencies and cashless payments, providing services to customers according to their orders in restaurants or bars including mixing drinks and serving meals and laying tables and collecting payments.

Activities based on professional bookbinding works on binding and rebinding books, creating bindings including manual manufacture of covers, paste work and cutter work. Independent performing special laboratory analyses among other also of non-standard substances. Preparing demanding journals, publications, and promotion materials, simple three- or four-colour and polychromic copies of journals, books, etc.

In the area of construction adaptation or repairs of UWB buildings and their equipment, this includes building partitions using all kinds of materials including creation and repairs of facades, performing and repairs of wall painting in white, light and semi-light hues, patterned painting using rollers or simple templates including scoring, bricklaying, installation and heating engineering works, tiling, façade repairs. Welding works, electric installation repairs. Professional works in the scope of an operation electrician, metalworker, heating engineer, joiner, mason, and other similar jobs participating in operational works.

### **SALARY GRADE 4**

Jobs of similar nature with exactly defined inputs and outputs, allowing choosing a specific work procedure, which are connected to other work procedures. Providing for repairs, maintenance, and commissioning of simple machinery, transportation, mechanization, and other technical and operating equipment including providing for service activities or operation organizing. In the area of management of the assets and buildings of the UWB, this is defining technological procedures and technical conditions of integral parts of production using common universal machinery and equipment, a limited range and quality of raw materials, tools, fixtures, etc., independent performance of demanding integral technical works or providing for partial professional technical agendas. Independent management of technical operation, assemblies, service activities and commissioning of technological devices. Technical management and organization of maintenance and repairs of technological equipment, buildings, and other extensive sets of property. In the area of catering, this includes catering operation with production of hot meals and maintaining administrative and economic agenda.

### **SALARY GRADE 5**

Providing for appropriate technical conditions of selected technical equipment. Provision of maintenance and organizations of repairs of entrusted equipment. Providing for availability of

spare parts, plans of inspections, maintenance, and common to middle-scope repairs of entrusted equipment. Managing larger groups of blue-collar employees.