

The Ministry of Education, Youth and Sports registered pursuant to the Section 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) under ref. No. MSMT-28034/2023-2 Internal wage regulation of the Czech University of Life Sciences in Prague as of the date of signing the registration.

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director of Higher Education*



**Czech University of
Life Sciences Prague**

**INTERNAL WAGE REGULATION
OF THE CZECH UNIVERSITY OF LIFE SCIENCES IN
PRAGUE
OF 13/ 11/ 2023**

Validity of the regulation on the date of registration by the Ministry of Education, Youth and Sports	13 November 2023
Regulation in effect from	1 March 2024

Internal Wage Regulation of the Czech University of Life Sciences in Prague of 13 November 2023

Part One Introductory provisions

Article 1 Introduction

The internal wage regulation of the Czech University of Life Sciences in Prague is an internal regulation of the Czech University of Life Sciences in Prague (hereinafter referred to as "CZU" or "employer") pursuant to Section 17(1)(d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, (hereinafter referred to as the "Act") and regulates the remuneration of CZU employees according to Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code"). It applies to all CZU employees except the Rector, whose salary is set by the Minister of Education, Youth and Sports.

Article 2 Salary, Remuneration from Agreements

(1) The CZU employees are entitled to a salary or remuneration from agreements for the work performed.

(2) In accordance with the Labour Code, wage is a monetary benefit and benefit of monetary value (wages in kind) provided by an employer to an employee in return for work (hereinafter also referred to as "wage"). The amount of the wage components, in particular the wage rate in the relevant wage bracket, personal assessment and additional payments, are determined by the wage assessment or the wage is agreed in the contract. For the CZU Estates and the CZU Forests, the wage of employees in blue-collar occupations may be set as time or piecework wages.

(3) The wage is determined or negotiated according to the degree of complexity, responsibility and difficulty of the work performed, qualification requirements and work performance individually in accordance with the overall salary level at the CZU and, in justified cases, also taking into account the wage level for a specific position in the relevant labour market.

(4) The wage is also determined in accordance with the Labour Code and Government Decree No. 567/2006 Coll., on the minimum wage, on the lowest levels of guaranteed wages, on the definition of difficult working environment and on the amount of wage supplement for work in a difficult working environment, as amended (hereinafter referred to as the "Government Decree No. 567/2006 Coll."), specifically in Section 3 of Government Decree No. 567/2006 Coll. "Guaranteed minimum wage levels".

(5) According to the Labour Code, remuneration from an agreement is a monetary benefit provided for work performed on the basis of an agreement on the performance of work or an agreement on work activity (hereinafter referred to as the "remuneration from agreements").

Part Two

Remuneration of CZU Employees

Article 3 Classification of Employees into Pay Grades and the Catalogue of Positions at CZU

(1) Employees are classified according to the agreed type of work according to the CZU Job Catalogue into a certain pay grade. The division of pay grades is based on Government Regulation No. 567/2006 Coll., in which jobs are graded and classified according to the complexity, responsibility and exertion of the work performed into 8 groups.

(2) The basis for classifying an employee in a pay grade is the job description, which must be based on the type of work agreed in the employment contract (hereinafter referred to as the "agreed type of work").

(3) The employee must be familiar with the job description before starting work.

(4) The characteristics of the work activities for individual types of work, their classification into pay grades and minimum qualification requirements are set by the employer and specified in more detail in the Catalogue of job positions of the CZU, which is issued and regularly updated by decision of the Rector. The Catalogue of positions is available to employees on the intranet of CZU.

(5) If the agreed type of work is not listed in the CZU Catalogue of Job Positions, the employer shall classify the employee in a pay grade in which the CZU Catalogue of Job Positions includes work of comparable workload in terms of complexity, responsibility and demanding nature.

(6) Employees within the CZU are divided into four categories:

- a. Academic staff** for whom pay grades AP1 to AP5 are being introduced
- b. Scientific, research or artistic staff (non-academics)** for whom pay grades VP1 to VP4 are introduced
- c. Other staff** for whom pay grades OP1 to OP7 are being introduced
- d. Workers of the CZU Estates and CZU Forests**

(7) According to the Act, academic staff are professors, associate professors, extraordinary professors, assistant professors, assistants, lecturers, and scientific, research and development workers performing both teaching and creative activities in an employment relationship according to the agreed type of work.

(8) Scientific, research or artistic staff (non-academics) are employees who are engaged in scientific research, development, artistic and other creative activities as part of their job description and are not involved in any teaching activities.

(9) The category of other workers includes all employees of CZU who are not academic workers according to paragraph 7, scientific, research or artistic workers (non-academics) according to paragraph 8 or employees of CZU Estates and the CZU Forests in working professions. These are in particular technical and operational staff.

(10) A condition for the classification of an employee to a specific pay grade is the fulfilment of the relevant qualification requirements listed in the Catalogue of the positions of CZU. Achievement of the qualification requirements necessary to be placed in another pay grade does not automatically entitle a person to be placed in that grade.

(11) Exceptionally, the employer may place an employee in an administrative or technical occupation, or in a managerial position, who does not meet the required level of education, in a higher pay grade if he or she has demonstrated the ability to perform the required work through long-term activity in the relevant field. Such an exception is granted by the dean, the director of the university farm, the rector or the bursar.

(12) The positions of CZU employees are filled according to the procedure set out in the Regulations of the Selection Procedure of the Czech University of Life Sciences in Prague as an internal regulation of the CZU.

(13) The specific scope of pedagogical and creative activities of academic staff for individual positions may be determined by the dean of the faculty or the director of the unit of the CZU to which these employees are assigned, in accordance with the focus of the pedagogical and scientific activities of the faculty or other unit, by regulation. The content of this regulation is discussed in advance by the dean or director of the unit with the rector and the Academic Senate of the faculty expresses its opinion on this regulation; in the case of other units, the Academic Senate of the CZU expresses its opinion.

(14) For international comparison of the level of employees, the CZU has implemented a uniform comparative categorization of research and academic staff according to the international Euraxess standard in the Catalogue of job positions. For academic staff and scientific, research or artistic staff (non-academics), the relevant category is R1 - Ph.D. Candidate, R2 - Postdoc, R3 - Senior Postdoc, R4 - Leading Researcher.

Article 4

Determination of the wage grade

(1) Academic staff, scientific, research or artistic staff (non-academics) and other staff are paid according to the appropriate wage grade to which they have been assigned, with the salary rates set out in Annexes 1 and 2.

(2) The wages of the workers of the CZU Estates and the CZU Forests are determined on the basis of the work performed according to the Catalogue of the CZU positions as time or task wages or their combination. The amount of task and time wages for each type of work is set by the Director's Regulation. The Director is obliged to discuss this with the trade union and the Bursar in advance.

Article 5

Personal remuneration

(1) The personal remuneration is an individually determined variable wage component.

(2) The quality of the work performed by the employee, including the appreciation of the contribution and value of the work for educational activities, creative activities and all other roles of the CZU and the appreciation of stable long-term performance of the employee are decisive for determining the amount of personal remuneration. At the same time, managerial and organisational skills, knowledge, skills, experience, activity, professional and personal development, teamwork skills and the employee's personal contribution to the employer are taken into account. For newly recruited staff, the potential to meet these criteria is taken into account when determining their remuneration.

(3) The personal evaluation may be changed (increased, decreased or removed) following changes in any of the criteria on the basis of which the current amount of personal evaluation was awarded, in particular following the evaluation of the employee's work performance according to the Career Regulations of the CZU.

(4) The amount of personal remuneration is proposed by the employee's superior and determined by the dean in the case of the faculty, the director in the case of the CZU Estate and the CZU Forest, the rector in the case of academic staff of other CZU units and the bursar in the case of other staff of other CZU units.

Article 6

Project allowance

(1) For the purposes of the project allowance, a project is defined as an educational or scientific research project that is duly registered in the CZU Project Register (hereinafter referred to as a "project").

(2) The project allowance is a variable wage component paid from the funds determined for this purpose.

(3) The project allowance can only be granted to an employee for a definite period of time, at most for the duration of the project, or for the duration of the employee's work on the project, unless the employee is otherwise remunerated for this activity; this does not exclude the possibility of combining several ways of remuneration for this activity (remuneration as a non-monetary component of the wage, personal evaluation, etc.)

(4) The amount of the project allowance shall be stated in the wage assessment as a separate component of the wage; if the circumstances determining its award change, an updated wage assessment shall be issued to reflect this fact.

Article 7 **Other personal allowance**

(1) The employer may determine a different personal allowance for a specific defined activity or according to specific defined working conditions, for example for teaching in English. Entitlement to this personal allowance shall cease on cessation of that particular activity or on a change in the particular conditions under which entitlement was granted.

Article 8 **Leadership allowance**

(1) A senior employee of the CZU is entitled to a management bonus according to the level of management and the complexity of the management work; the amount of this bonus is set out in Annex 3.

(2) Entitlement to the management allowance shall arise and cease in relation to the facts giving rise to it. Leadership allowance financed from a source other than the allowance referred to in Section 18(2)(a) of the Act or a subsidy under section 18(2)(c) of the Act is not an entitlement component of pay.

Article 9 **Representation allowance**

(1) A staff member who replaces a senior member of staff at a higher management level during their temporary absence or during a vacancy in the full scope of their management activity which is longer than four weeks and the replacement is not part of their duties under their contract of employment or job description, shall be entitled to a replacement allowance from the first day of the replacement in an amount equivalent to the management allowance of the replaced senior member of staff in accordance with Annex 3. The representation allowance shall be paid in the form of a management allowance on the basis of a written mandate.

Article 10 **Stabilisation allowance**

(1) Employees employed on a contract with a minimum working week of 15 hours per week, i.e. 0.375 hours, shall be entitled to a stabilisation supplement on the 1st day of the month following the month in which the 12 calendar months of employment have elapsed.

(2) The stabilisation allowance is granted to employees in the amount of 1/12 of the employee's salary (tariff salary according to Article 4 and personal assessment according to Article 5) financed from the contribution according to Section 18(2)(a) of the Act or the subsidy according to Section 18(2)(c) of the Act, i.e. from the funds for long-term conceptual development, determined by the employer as of 28/ 2/ 2024/

(3) Employees who meet the conditions for a stabilisation allowance after 1/ 3/ 2024, the stabilization supplement shall be granted in the amount of 1/12th of the employee's salary (tariff salary under Article 4 and personal assessment under Article 5) financed from the contribution under Section 18(2)(a) of the Act or the subsidy under Section 18(2)(c) of the Act, i.e., from the long-term conceptual development funds determined by the employer for the calendar month preceding the date of entitlement under the terms of this Article.

(4) Neither the wage nor the part of the wage paid by grant projects and other research projects is subject to the calculation of entitlement to the stabilisation allowance.

(5) The stabilisation allowance is not payable to employees remunerated by contractual wages.

(6) The stabilisation allowance is paid monthly.

Article 11

Time wage

- (1) Time wages may be determined exclusively for employees of the CZU Estates and the CZU Forests in working professions.
- (2) Employees in blue-collar occupations are remunerated with time wages if the employee has frequent changes in work activities classified in different work groups and changes in the scope of work in different pay grades for which a piece rate cannot be established.
- (3) For the purpose of determining the amount of time wages, individual professions are classified into one of eight groups of work according to Section 3 of Government Regulation No. 567/2006 Coll., and each group of work is also assigned a certain tariff rate by this Government Regulation. Classification of work of workers' professions into groups according to individual centres of the CZU Estates and CZU Forests is regulated by the Catalogue of CZU job positions.
- (4) The hourly wage is then determined by multiplying the hours worked in the occupation by the hourly rate of pay in accordance with paragraph 3 of this Article.

Article 12

Task wage

- (1) Only employees of the CZU Estates and CZU Forests in working professions may be paid task wages.
- (2) The task wage is determined by the number of units of work performed based on performance rates, with the manager setting the task wage based on the number of products or outputs performed by the employee and the rate per unit. The manager may also set the task wage according to the level of performance set by the employee. For the purposes of work evaluation, the employer shall establish labour consumption standards, which it shall issue in the form of a director's order containing, inter alia, labour consumption performance standards and labour standards pursuant to Section 300 of the Labour Code. The issuance of the Director's order referred to in the preceding sentence shall be subject to consultation and approval by the trade union.

Article 13

Pay or compensatory time off for overtime work

- (1) In accordance with Section 114 of the Labour Code, an employee shall be entitled to the wage to which they have been entitled for the period of overtime work ordered (hereinafter referred to as the "earned wage") and a supplement of 25% of the average earnings, unless the employer and the employee have agreed to provide compensatory time off in lieu of the overtime work.

Article 14

Pay, compensatory time off or holiday pay

- (1) In accordance with Section 115 of the Labour Code, an employee shall be entitled to the wage earned and compensatory leave to the extent of work performed on a public holiday, which shall be granted by the employer no later than the end of the third calendar month following the performance of work on a public holiday or at a differently agreed time. For the period of compensatory time off, the employee is entitled to a wage replacement in the amount of average earnings.
- (2) The employer may agree with the employee to provide a wage supplement equal to the average earnings in lieu of compensatory time off.

Article 15

Saturday and Sunday pay

- (1) In accordance with Section 118 of the Labour Code, the employee is entitled to the wage earned and a supplement of 10% of average earnings for working on Saturdays and Sundays.

Article 16
Wage for night work

(1) In accordance with Section 116 of the Labour Code, night work, i.e. work performed between 10 pm and 6 am, entitles the employee to the wage earned and a supplement of 10% of average earnings.

Article 17
Pay and extra pay for working in a difficult working environment

(1) The employee is entitled to the wage and bonus earned for the time spent working in a difficult working environment. The definition of a difficult working environment for remuneration purposes and the amount of the supplement shall be determined by the Government by regulation. The supplement for work in a difficult working environment is 10% of the statutory minimum wage for each hour of work in a difficult working environment.

Article 18
Bonuses

(1) An employer may provide bonus to an employee in an employment relationship:

- a. for a one-off or recurring but time-limited performance of a specific activity, for successful performance of tasks performed beyond the scope of normal work duties, for the completion of tasks of high quality, for demanding work and activities carried out in the course of grants, research tasks and projects, for the performance of work in the place of an absent colleague;
- b. for providing assistance in the prevention of fires or natural disasters, their destruction or recovery, or other emergencies in which property, health or life may be endangered;
- c. to recognize the employee's meritorious service on the completion of a work or life anniversary.

(2) Bonuses paid under paragraph 1, point b. and c. of this Article shall not be included in the calculation for determining average earnings.

(3) Exceptional bonus may be awarded for exceptional one-off performance of work or creative solutions to difficult work in solving research and development tasks and other demanding tasks, for promoting the good name of the CZU, representation of the CZU and for employee work.

(4) An employer may also provide bonus for above-standard performance of work to an employee working under an agreement held outside the employment relationship.

Article 19
Premium

(1) Employees of the CZU Estates and CZU Forests in particular may be paid an annual premium for their contribution to the improvement of the economic result for meeting predefined key performance indicators.

(2) The conditions for the award of the premium must be communicated to the employee in writing in advance.

Article 20
On-call pay

(1) In accordance with Section 140 of the Labour Code, the employee is entitled to a bonus of 10% of their average hourly earnings for the period of on-call duty.

Article 21

Contractual wage

(1) A contractual wage is a wage that is individually agreed in advance between the employee and the employer. Its amount and any conditions for its payment shall be negotiated in the employment contract or in another contract in accordance with Section 113 of the Labour Code.

(2) As a rule, contractual wage can be negotiated with extraordinary professors, senior employees of units, or other employees, especially foreign experts, specialists who are involved in the solution of significant project tasks, and employees who achieve a high level of work value consisting primarily in a high degree of expertise, complexity, difficulty and quality of the work performed.

(3) The contractual wage is agreed for a definite period. Exceptions to this rule may be granted only by the Rector.

(4) Only the dean in the case of faculty employees, the bursar in the case of other employees under Article 3(9), or the rector in other cases may negotiate a contractual wage at CZU.

Article 22

Creative leave

(1) During the period of creative leave granted under section 76 of the Act, the academic staff member shall be entitled to a salary equal to the agreed contractual salary or the sum of the salary scale and the personal allowance as awarded immediately before the commencement of the creative leave.

Article 23

Remuneration from agreements held outside the employment relationship

(1) The amount of remuneration from agreements held outside the employment relationship and the conditions for its provision are agreed in the agreement on the performance of work or in the agreement on work activity in accordance with Government Regulation No. 567/2006 Coll. Recommended rates for teaching activities are set by internal regulations of the CZU.

Article 24

Payment of wage

(1) Wage, remuneration from agreements, on-call pay and wage compensation are payable after the work has been performed, no later than the 10th calendar day of the calendar month following the month in which the employee became entitled to wage, remuneration from agreements, on-call pay and wage compensation.

(2) In the case of employees of the CZU Forestry, the pay date is set differently, i.e. no later than the 12th calendar day of the calendar month following the month in which the employee became entitled to wage, remuneration from agreements, remuneration for on-call pay and wage compensation.

(3) In the case of employees of the CZU Estates, the payment date is set differently, i.e. no later than the 15th calendar day of the calendar month following the month in which the employee became entitled to wage, remuneration from agreements, remuneration for on-call pay and wage compensation.

(4) The reason for the deviation in the determination of pay dates according to paragraphs 2 and 3 is the complexity of the method of calculating wages of the vast majority of employees of these units of the CZU, which consists in the calculation of time and task wages.

(5) If the pay date falls on a Saturday, Sunday or public holiday, wage, remuneration from agreements, on-call pay and wage compensation are due on the last working day before the pay date. If the pay date falls on a day on which the employee is not working because a shift has not been worked, wage, remuneration from agreements, on-call pay and wage compensation shall be payable on the next working day thereafter.

Article 25
Transitional and final provisions

(1) The following annexes form part of this internal wage regulation:

- a. Annex 1 - Table of wage rates for academic and scientific, research or artistic staff,
- b. Annex 2 - Table of wage rates for other staff,
- c. Annex 3 - Amount of the management surcharge,

(2) The Internal Wage Regulation of the CZU registered by the Ministry of Education, Youth and Sports on 2/ 7/ 2019 under ref. No. MSMT-22392/2019-1.

(3) These internal wage regulations have been approved under the Section 9 (1) (b) (3) of the Higher Education Act by the Academic Senate of CZU on 9/ 11/ 2023/

(4) This internal wage regulation shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.

(5) This internal wage regulation shall enter into force on 1/ 3/ 2024/

prof. Ing. Petr Sklenička, Csc., v.r. (manu propria)

Rector

Annex 1:

Table of wage rates for academic staff and for scientific, research or artistic staff

Academic staff

Wage grade	Work position		Wage tariff
AP1	Lecturer		CZK 28,000.00
AP2	Assistant		CZK 28,000.00
AP3	Professional assistant Scientific, research and development worker - postdoctoral fellow		CZK 30,000.00
AP4	Associate Professor Scientific, Research and Development Officer		CZK 35,000.00
AP5	Professor Scientific, Research and Development Officer - Senior		CZK 40,000.00

Scientific, research or artistic staff (non-academics)

Wage grade	Work position		Wage tariff
VP1	Researcher I. - Ph.D. student		CZK 28,000.00
VP2	Researcher II.		CZK 30,000.00
VP3	Researcher III.		CZK 35,000.00
VP4	Researcher IV. - senior		CZK 40,000.00

Annex 2:
Table of wage tariffs for other staff

For other employees of the CZU, the wage tariff is determined by a fixed amount for a specific wage grade.

Wage grade	Category of work	Wage tariff
OP1	Handling, same type of work	CZK 19, 000
OP2	Simple professional work	CZK 21, 000
OP3	Professional work with a higher degree of autonomy	CZK 24, 000
OP4	Specialised professional work	CZK 27, 000
OP5	Systematic work with a higher level of responsibility	CZK 30, 000
OP6	Specialized, managerial, organizational and conceptual work with a high level of responsibility	CZK 40, 000
OP7	Creative systems and management work with a high level of responsibility	CZK 50, 000

Annex 3:**The amount of the management bonus**

In accordance with Article 8, the amount of the management bonus for each category of senior staff (hereinafter referred to as "function") is set in CZK as follows:

Degree of control	Function	Amount of bonus
I.	1. vice-Rector	CZK 11,500
	vice-Rector	CZK 9,500
	dean of the Faculty	CZK 10,000
	Bursar	CZK 10,000
	secretary	CZK 2,900
	director of a university institute	CZK 7,300
	director of the CZU Library	CZK 7,000
	Head of the Department of Physical Education	CZK 6,600
II.	1. vice-Dean	CZK 6,600
	vice-Dean	CZK 4,800
	secretary of the Faculty	CZK 6,300
	deputy Director of the Higher Education Institute	CZK 3,200
	secretary of the Higher Education Institute	CZK 4,000
	secretary of the Department of Physical Education	CZK 3,800
	director of Halls of Residence and Cafeteria	CZK 7,200
	directors of departments of the Rector's Office	CZK 6,100
	heads of Departments, according to the number of staff managed (i.e. the number of natural persons excluding the head):	
	1 - 10 managed employees in an employment relationship	CZK 4,500
	11 - 20 managed employees in employment	CZK 5,200
	more than 20 managed employees in employment	CZK 6,400
	heads of faculty departments according to the statutes of faculties or organisational regulations of faculties, other organisational units and departments of the Rector's Office, according to the number of employees managed (i.e. the number of natural persons excluding the head):	
	1 managed employee in an employment relationship	CZK 1,300
	2 - 5 managed employees in employment relationship	CZK 2,600
	6 - 10 managed employees in employment relationship	CZK 3,900
	11 - 25 managed employees in employment relationship	CZK 4,700

	more than 25 managed employees in employment relationship	CZK 6,000
III	the management of lower-level organisational units within departments, deans' offices, directorates of higher education institutes, departments of the Rector's Office, centres of university estates, according to the number of employees managed (i.e. the number of natural persons excluding the head):	
	2 - 5 managed employees in employment relationship	CZK 1,100
	6 - 10 managed employees in employment relationship	CZK 1,600
	11 - 25 managed employees in employment relationship	CZK 2,100
	more than 25 managed employees in employment relationship	CZK 2,400