

The Ministry of Education, Youth and Sports has registered, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended, under Ref. No. MSMT-13028/2026-3, this Internal Wage Regulation of the Czech University of Life Sciences Prague as of the date of signing the registration.



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Bc. Petra Olivová
Date: 2026.08.28
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*Mgr. Bc. Petra Olivová
Acting Director of the Higher Education Department*



INTERNAL WAGE REGULATION OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Regulation validity on the date of registration of the Ministry of Education, Youth and Sports	28 August 2026
Regulation effectiveness	1 September 2026

Internal Wage Regulation of the Czech University of Life Sciences Prague

Part One Introductory provisions

Article 1 Introductory provisions

This Internal Wage Regulation of the Czech University of Life Sciences Prague constitutes an internal regulation of the Czech University of Life Sciences 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 Additions to Other Acts (the Higher Education Act), as amended, (hereinafter referred to as the "Act") and regulates the remuneration of CZU employees pursuant to Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code"). This Regulation applies to all employees of the CZU except for the Rector, whose wage is determined by the Minister of Education, Youth and Sports.

Article 2 Wage, remuneration from agreements

- (1) Employees are entitled to a wage or remuneration under agreements for work performed.
- (2) In accordance with the Labour Code, wages are monetary benefits and payments of monetary value (wages in kind) provided by the employer to employees for completion of work (hereinafter referred to as "wages"). The amount of the wage components, in particular the wage tariff in the relevant wage level, personal performance premium and bonuses, are determined by a wage statement, or the wage is agreed in a contract. For university agricultural or forest farms (hereinafter referred to as "University Estates") of the CZU, the wage of employees in blue-collar professions may be determined on a time-rate or piece-rate basis.
- (3) The wage is determined or agreed according to the level of complexity, responsibility and difficulty of the work performed, qualification requirements and work performance individually in accordance with the overall level of wages at the CZU and, in justified cases, also taking into account the level of wages for a specific job position on the relevant labour market.
- (4) The wage is further determined in accordance with the Labour Code and its implementing regulations.
- (5) In accordance with the Labour Code, remuneration under an agreement is a monetary payment provided for work performed on the basis of an agreement to complete a job or an agreement to perform work (hereinafter referred to as "remuneration under agreements").

Part Two: Remuneration of CZU employees

Article 3 Classification of employees into wage levels and Job Catalogue of the CZU

- (1) Employees are assigned to a certain wage level according to the agreed type of work according to the CZU Job Catalogue. The division of wage levels is based on the Labour Code; jobs are graded and classified into eight levels according to the complexity, responsibility and physical demand of the work performed.
- (2) The basis for classifying an employee into a wage level 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 informed of the job description before starting work.
- (4) The characteristics of work activities for individual types of work, their classification into wage levels and minimum qualification requirements are determined by the employer and specified in more detail in the CZU Job Catalogue, which is issued and regularly updated by the Rector's decision. The CZU Job Catalogue is available to employees on the CZU intranet.

(5) If the agreed type of work is not listed in the CZU Job Catalogue, the employer shall place the employee in a wage level in which the CZU Job Catalogue includes work of comparable job description in terms of complexity, responsibility and physical demand.

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

- a. Academic staff for whom wage levels AP1 to AP5 are introduced**
- b. Scientific, research or artistic workers (non-academics) for whom wage levels VP1 to VP4 are introduced**
- c. Other workers for whom wage levels OP1 to OP7 are introduced**
- d. Manual workers of University Estates.**

(7) In accordance with the Act, academic staff comprise those professors, associate professors, adjunct professors, assistant professors, assistants, lecturers and scientific, research and development workers who perform 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, within the scope of their job description, are engaged in scientific research, development, artistic and other creative activities, while not being involved in any teaching activities.

(9) The category of other employees includes all employees of the CZU who do not fall within the category of academic staff according to para. 7, scientific, research or artistic workers (non-academics) according to para. 8, or employees of University Estates in blue-collar professions. These employees include, in particular, technical and administrative and operational staff.

(10) The inclusion of an employee in a specific wage level is conditional upon the fulfilment of the relevant qualification requirements specified in the CZU Job Catalogue. Achieving the qualification requirements necessary for inclusion in a different wage level does not automatically entitle the employee to be included in that group.

(11) In exceptional cases, the employer may include an employee in an administrative or technical profession or in a managerial position who does not meet the required level of education, in a higher wage level, if he/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 Estate, the Rector or the Bursar.

(12) Positions of CZU employees are filled in accordance with the procedure set out in the Selection Procedure Rules of the Czech University of Life Sciences Prague as an internal regulation of the CZU.

(13) The specific scope of teaching and creative activities of academic staff for individual job positions may be determined by the Dean of the Faculty or the Director of the CZU unit to which these employees are assigned, in addition to the CZU Job Catalogue, by the Dean's or Director's regulation, according to the focus of teaching and scientific activities of the relevant faculty or other unit. The content of the aforesaid regulation shall be discussed by the Dean or Director of the unit of the CZU with the Rector in advance, and the academic senate of the faculty shall also comment on this regulation, whilst in the case of other units, the Academic Senate of the CZU shall express its opinion.

(14) To enable international comparison of the level of employees, the CZU has implemented a uniform comparative categorisation of researchers and academic staff according to the international Euraxess standard in the Job Catalogue. For the positions of academic staff and scientific, research or artistic staff (non-academics), the relevant categories are R1 – PhD Candidate, R2 – Postdoc, R3 – Senior Postdoc, R4 – Leading Researcher.

Article 4

Determination of the wage tariff

(1) Academic staff, scientific, research or artistic workers (non-academics) and other employees are entitled to a wage tariff according to the relevant wage level to which they have been assigned, while the amount of the wage tariff is

specified in Appendices No. 1 and No. 2.

(2) On the basis of the work performed according to the CZU Job Catalogue, the wage of manual workers at the University Estates is determined on a time-rate or piece-rate basis or a combination thereof. The amount of wages on a time-rate or piece-rate basis for individual types of work is determined by the Director's Regulation. The Director is obliged to discuss this in advance with the trade union and the Bursar.

Article 5

Personal performance premium

(1) Personal performance premium is an individually determined non-entitlement component of the wage.

(2) The quality of the work performed by the employee is decisive for determining the amount of personal performance premium, including the assessment of the contribution and value of the work for educational activities, creative activities and for all other roles at the CZU and the assessment of the employee's consistent long-term performance. At the same time, managerial and organisational abilities, knowledge, skills, experience, activity, professional and personal development, the ability to work in a team and the employee's personal contribution to the employer are taken into account. In the case of new employees, the personal performance premium is taken into account when determining the potential to meet these criteria.

(3) The personal performance premium may be changed (increased, decreased or withdrawn) in connection with changes in any of the criteria on the basis of which the current amount of personal performance premium was awarded, especially in relation to the assessment of the employee's work performance according to the Career Rules of the CZU.

(4) The amount of personal performance premium is proposed by a superior employee and determined by the Dean in the case of a faculty, the Director in the case of University Estates, the Rector in the case of academic staff of other units of the CZU and the Bursar in the case of other employees of other units of the CZU.

Article 6

Project allowance

(1) For the purposes of the project allowance, projects are understood as educational or scientific research projects that are duly registered in the CZU Register of Projects (hereinafter referred to as the "project").

(2) The project allowance is a non-entitlement component of the wage paid from the funds allocated for this purpose.

(3) The project allowance may be provided to an employee only for a definite period of time, for a period not exceeding 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 stipulation does not exclude the option of combining several methods of remuneration for this activity (remuneration as a non-entitlement component of the wage, personal performance premium, etc.).

(4) The wage statement shall state the amount of the project premium as a separate component of the wage; in the event of a change in the circumstances decisive for its award, an updated wage statement shall be issued taking this fact into account.

Article 7

Other personal allowances

(1) The employer may stipulate another personal allowance to the employee for a specific defined activity or according to specifically defined working conditions, e.g. for teaching in English. The entitlement to this personal allowance expires upon termination of the performance of that particular activity or upon a change in the specific conditions under which the entitlement to it was granted.

Article 8

Management allowance

(1) A senior employee of the CZU is entitled to a management allowance depending on the level of management and the complexity of the management work; the amount of this allowance is specified in Annex No. 3.

(2) The entitlement to the management allowance arises and expires in relation to the facts that establish the entitlement. A management allowance financed from a source other than a contribution under Section 18(2)(a) of the Act or a subsidy under Section 18(2)(c) of the Act is not an entitlement component of wages.

Article 9

Allowance for representation

(1) An employee who deputises for a senior employee at a higher management level during the latter's temporary absence or while the position is vacant, performing the full range of that employee's managerial duties for more than four weeks, shall, provided that such deputising is not part of the employee's duties under the employment contract or job description, be entitled, from the first day of deputising, to an allowance for representation equal to the management allowance payable to the managerial employee being replaced pursuant to Annex 3. The allowance for representation shall be paid in the form of a management allowance on the basis of a written appointment.

Article 10

Stabilisation allowance

(1) Employees in an employment relationship with a fixed weekly working time of at least 15 hours per week, i.e. a workload of 0.375, are entitled to a stabilisation allowance on the first day of the month following the month in which 12 calendar months of the employment relationship elapse.

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

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

(4) The stabilisation allowance is not payable to employees remunerated on a contractual wage basis.

(5) The stabilisation allowance is paid monthly.

Article 11

Care allowance provided in connection with the project

(1) Employees involved in projects within the meaning of Article 6, para. 1, whose conditions allow for the drawing of a financial care allowance (e.g. for a child, a close relative), may be provided with such a contribution by the employer if financial resources are allocated for them within the project.

(2) The care allowance under this Article does not constitute an entitlement component of wages and is not provided in consideration for work performed. There is no legal entitlement to the care allowance under this Article. Meeting the conditions laid down in the project rules does not, in itself, establish the employee's entitlement to the allowance. If the employer grants the care allowance in accordance with this Article, it shall be paid together with the employee's wage. The granting of the care allowance shall not create any entitlement to its being granted again in a subsequent period or under another project.

(3) The specific conditions under which the care allowance may be provided under this Article, as well as the amount of the care allowance, the frequency of its payment and the period of its provision, shall be governed by the rules and conditions of the relevant project.

(4) The care allowance is provided to employees on the basis of a written agreement concluded with the employer. This agreement is always concluded only for a certain period of time – at most for the duration of the project or for the duration of the employment relationship, whichever expires first.

(5) The provision of the care allowance ends on the day when any of the conditions for its provision cease to exist, in particular the termination of the employee's participation in the project, the termination of employment, the termination of the project, the termination or limitation of the project funds intended for this purpose, or the employee ceases to meet the conditions stipulated by the rules of the relevant project or by a written agreement for its provision.

Article 12

Time-rate wages

(1) Time-rate wages may be determined exclusively for employees of University Estates in blue-collar professions.

(2) Employees in blue-collar professions are remunerated with time-rate wages if the employee alternates between work activities classified into different work groups and changes in the scope of work across various pay scales for which it is not possible to determine piece-rate wages.

(3) For the purposes of determining the amount of time-rate wages, individual professions are classified into eight work groups, and each work group is also assigned a certain tariff rate. The classification of blue-collar jobs into groups according to individual centres of university estates is regulated by the CZU Job Catalogue.

(4) The time-rate wage is then determined by the multiplication of the hours worked in the given profession and the hourly tariff rate according to para. 3 of this Article.

Article 13

Piece-rate wages

(1) Piece-rate wages may be determined exclusively for employees of University Estates in blue-collar professions.

(2) The piece-rate wage is determined according to the number of units of work performed based on performance tariffs, such that the senior employee determines the piece-rate wage on the basis of the number of products or outputs that the employee produces, and according to the rate per unit. In addition, a senior employee may set a piece-rate wage according to the degree of fulfilment of a specified performance objective by the employee. For the purposes of work evaluation, the employer sets labour consumption standards, which are issued in the form of a Director's Regulation containing, among other things, labour consumption performance standards and labour norms under Section 300 of the Labour Code. The issuance of the Director's Regulation referred to in the preceding sentence shall be subject to discussion and approval by the trade union.

Article 14

Wages or compensatory time off for overtime work

(1) In accordance with Section 114 of the Labour Code, the employee is entitled to the wage to which he/she became entitled for the period of ordered overtime work (hereinafter referred to as the "wage earned ") and a bonus in the amount of 25% of his/her average earnings, unless the employer and the employee have agreed on the provision of compensatory time off to the extent of overtime work instead of the above-mentioned bonus.

Article 15

Wages, compensatory time off or compensation for public holidays

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

(2) The employer may agree with the employee on the provision of a supplement to the wage earned in the amount of average earnings instead of compensatory time off.

Article 16

Wages for work on Saturdays and Sundays

(1) In accordance with Section 118 of the Labour Code, the employee is entitled to the wage earned and a bonus of 10% of his/her average earnings for the period of work on Saturdays and Sundays.

Article 17

Wages for night work

(1) In accordance with Section 116 of the Labour Code, the employee is entitled to the wage earned and a bonus in the amount of 10% of his/her average earnings for the night work period, i.e. the performance of work between 10 p.m. and 6 a.m.

Article 18

Wages and allowances for work in a difficult working environment

(1) For the period of work in a difficult working environment, the employee is entitled to the wage and an allowance. The definition of a difficult working environment for the purposes of remuneration and the amount of the allowance shall be determined by the Government in a regulation. The allowance for work in a difficult working environment stands at 10% of the statutory minimum wage for each hour of work in a difficult environment.

Article 19

Bonuses

- (1) An employer may provide an employee with in an employment relationship with a bonus:
- for the one-off or repetitive, but time-limited performance of a certain activity, for the 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 implementation of grant projects, research tasks and projects, for the performance of work for an absent colleague;
 - for providing assistance in preventing fires or natural disasters, their liquidation or addressing their consequences, or in other emergencies where property, health or life may be endangered;
 - in recognition of an employee's work achievements upon reaching a work or life anniversary.
- (2) Bonuses paid in accordance with para. 1, points b. and c. of this Article are not included in the calculation for determining average earnings.
- (3) Extraordinary bonuses may be awarded for extraordinary one-off performance of work or creative implementation of difficult work in solving research and development tasks and other demanding tasks, for promoting the reputation of the CZU, representing the CZU and for an employee work.
- (4) The employer may also provide bonuses for exceptional work performance to an employee working on the basis of an agreement held outside the employment relationship.

Article 20

Discretionary award

- (1) Employees of University Estates, in particular, may be paid a discretionary award for their contribution to improving the economic result, provided that they have met predetermined key performance indicators.
- (2) The employee must be informed of the conditions for the receipt of the discretionary award in writing in advance.

Article 21

Remuneration for on-call work

- (1) In accordance with Section 140 of the Labour Code, employees are entitled to remuneration in the amount of 10% of their average hourly earnings.

Article 22

Contractual wages

- (1) A contractual wage is understood as wages agreed on an individual basis in advance between the employee and the employer. Its amount and all conditions for its payment are negotiated in the employment contract or in another contract in accordance with Section 113 of the Labour Code.
- (2) Generally, the contractual wage may be agreed with adjunct professors, senior employees of units, or other employees, in particular foreign experts, specialists involved in solving important project tasks, and employees who achieve work of a high value consisting primarily in a high level of expertise, complexity, difficulty and quality of the work performed.
- (3) The contractual wage is agreed for a definite period of time. Exceptions to this rule may only be granted by the Rector.

(4) At the CZU, a contractual wage may be agreed only by the Dean in the case of faculty employees, by the Bursar in the case of other employees pursuant to Section 3(9) or the Rector in other cases.

Article 23

Sabbatical leave

(1) During the period of sabbatical leave granted in accordance with section 76 of the Act, an academic employee is entitled to a wage equal to the agreed contractual wage or the sum of the wage tariff and personal allowance as awarded to the employee immediately prior to the commencement of the sabbatical leave.

Article 24

Remuneration from agreements concluded outside the employment relationship

(1) The amount of remuneration arising from agreements concluded outside the employment relationship and the conditions for its provision are agreed in an agreement to complete a job or an agreement to perform work. Recommended rates are set for teaching activities by an internal regulation of the CZU.

Article 25

Payment of wages

(1) Wages, remuneration under agreements, remuneration for on-call work and wage compensation are payable after the performance of work, no later than on the tenth calendar day in the calendar month following the month in which the employee became entitled to wages, remuneration under agreements, remuneration for on-call work and wage compensation.

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

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

(4) The reason for the different determination of payment dates according to paras. 2 and 3 is the complexity of the method of calculating the wages of the vast majority of employees of these units of the CZU consisting in the calculation of time-rate and piece-rate wages.

(5) If the pay date falls on a Saturday, Sunday or public holiday, wages, remuneration under agreements, remuneration for on-call work and wage compensation are payable on the last working day before the pay date. If the pay date falls on a day when the employee does not work for the reason that he/she is not scheduled for a shift, the wage, remuneration under agreements, remuneration for on-call work and wage compensation are payable on the next working day after that day.

Article 26

Transitional and final provisions

(1) This internal wage regulation includes the following appendices:

- a. Annex No. 1 - Table of wage tariffs for academic and scientific, research or artistic staff,
- b. Annex 2 - Table of wage tariffs for other workers,
- c. Annex No. 3 – Amount of the management allowance,

(2) The CZU Internal Wage Regulation registered by the Ministry of Education, Youth and Sports on 11 November 2025 is hereby repealed.

(3) This Internal Wage Regulation was approved in accordance with Section 9(1)(b)(3) of the Higher Education Act by the CZU Academic Senate on 26 March 2026.

(4) This Internal Wage Regulation shall enter into force in accordance with Section 36(4) of the Act on the date of registration with the Ministry of Education, Youth and Sports.

(5) This Internal Wage Regulation shall take effect on 01 September 2026.

prof. PhDr. Michal Lošt'ák, Ph.D., m. p.
Rector

Annex 1 Table of wage tariffs for academic staff and for scientific, research or artistic staff

Academic staff

Payroll Class	Job Title		Wage tariff
AP1	Lecturer		CZK 30,800
AP2	Assistant		CZK 30,800
AP3	Assistant professor Scientific, R&D Worker - postdoctoral researcher		CZK 33,000
AP4	Associate professor Scientific, R&D worker		CZK 38,500
AP5	Professor Scientific, R&D worker - senior		CZK 44,000

Scientific, research or artistic workers (non-academics)

Payroll Class	Job Title		Wage tariff
RP1	Researcher I - Ph.D. student		CZK 30,800
RP2	Researcher II		CZK 33,000
RP3	Researcher III		CZK 38,500
RP4	Researcher IV - senior		CZK 44,000

Annex 2

Table of wage tariffs for other workers

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

Pay band	Job Category	Wage tariff
OP1	Routine handling and repetitive work	CZK 20,900
OP2	Simple skilled work	CZK 23,100
OP3	Professional work with a higher degree of autonomy	CZK 26,400
OP4	Professional specialised work	CZK 29,700
OP5	Systems-based work with a higher degree of responsibility	CZK 33,000
OP6	Specialised, managerial, organisational and conceptual work with a high level of responsibility	CZK 44,000
OP7	Creative, systemic and managerial work with a high degree of responsibility	CZK 55,000

Annex No. 3**Amount of the management allowance**

Pursuant to Article 8, the amount of the management allowance for individual categories of senior employees (hereinafter referred to as "functions") is set in CZK as follows:

Management level	Position	Amount of the allowance
I.	First Vice-Rector	CZK 11,500
	Vice-Rector	CZK 9,500
	Dean of the Faculty	CZK 10,000
	Bursar	CZK 10,000
	Chancellor	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.	First Vice-Dean	CZK 6,600
	Vice-Dean	CZK 4,800
	Faculty Secretary	CZK 6,300
	Deputy Director of a university institute	CZK 3,200
	Secretary of a university institute	CZK 4,000
	Secretary of the Department of Physical Education	CZK 3,800
	Director of Halls of Residence and Refectory	CZK 7,200
	Directors of Departments of the Rector's Office	CZK 6,100
	Heads of departments, based on the number of supervised employees (i.e. the number of individuals excl. the head):	
	1 – 10 managed employees in employment relationship	CZK 4,500
	11 – 20 managed employees in employment relationship	CZK 5,200
	more than 20 managed employees in employment relationship	CZK 6,400
	Heads of faculty departments according to the Statutes of faculties or organisational rules of faculties, other organisational units and departments of the Rector's Office, based on the number of managed employees (i.e. the number of individuals excl. the head):	
	1 managed employee in 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.	Management of lower-level organisational units within departments, Deans' offices, university institute directorates, departments of the Rector's Office, centres of the University Estate, based on the number of managed employees (i.e. the number of individuals excl. 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