

**Measure of the Director  
of the Central European Institute of Technology of Masaryk University  
No. 5/2018**

**Rules of Setting Personal Evaluation Bonuses and  
Function-Based Wage Supplements in Line with the  
Internal Wages Regulation of MU**

*(Effective as of 1. 8. 2018)*

*Pursuant to Article 4.6 of the Organisational Order of the Central European Institute of Technology of Masaryk University, I hereby issue the following measure:*

Article 1

**Introductory Provisions**

- (1) The Internal Wages Regulation of MU (hereinafter the "Internal Wages Regulation") available here: [https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Vnitrni\\_predpisy\\_MU/Vnitrni\\_mzdovy\\_predpis/Vnitrni\\_mzdovy\\_predpis\\_Masarykovy\\_univerzity\\_ucinny\\_od\\_29.12.2017.pdf?info=1](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Vnitrni_predpisy_MU/Vnitrni_mzdovy_predpis/Vnitrni_mzdovy_predpis_Masarykovy_univerzity_ucinny_od_29.12.2017.pdf?info=1), stipulates, in line with the provisions of 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 the "Act"), in conjunction with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter the "Labour Code"), in particular the manner of determining the wages and the components thereof for employees who receive remuneration for their work as employees of Masaryk University (hereinafter "MU").
- (2) The Internal Wages Regulation sets forth the wage components applied at MU. They are the following:
- a) fixed tariff salary (pursuant to Art. 5 of the Internal Wages Regulation);
  - b) personal evaluation bonus substituting the performance bonus (pursuant to Art. 6 of the Internal Wages Regulation);
  - c) function-based wage supplement (pursuant to Art. 7 of the Internal Wages Regulation);
  - d) reward payment (pursuant to Art. 8 of the Internal Wages Regulation and pursuant to the Director's Measure No. 10/2017, on Evaluation and Rewarding Rules for CEITEC MU Employees).

Article 2

**Subject Matter**

This Measure stipulates the rules for setting the personal evaluation bonus and function-based wage supplements at the university institute CEITEC MU (hereinafter the "Institute") in line with the Internal Wages Regulation of Masaryk University. Furthermore, it stipulates the rules for determining the amount of wages during their sabbatical leave longer than 6 months.

### Article 3

#### Personal Evaluation Bonuses

- (1) General provisions applicable to the definition of personal evaluation bonuses are set forth in art. 6 of the Internal Wages Regulation.
- (2) Personal evaluation bonus represents an individual variable wage component and its amount is proposed by the direct supervisor of the given employee, reflecting the nature of the agreed type of work and the specific work activities performed.
- (3) The determined personal evaluation bonus amount shall not exceed the maximum of ten times the fixed tariff wage of the given employee.
- (4) The maximum amount of the personal evaluation bonus shall be set by the Institute's Director in line with the financial possibilities of the Institute. Personal evaluation bonus may be changed (increased, reduced, withdrawn) based on changes of any of the criteria used for the determination of the hitherto amount of the personal evaluation bonus.
- (5) Personal evaluation bonus may also be changed in the event of changed conditions of the project financing.
- (6) The determined amount of the personal evaluation bonus shall always apply until the time when a reason for its change occurs pursuant to Art. 3.4 and 3.5 hereof.

### Article 4

#### Function-Based Wage Supplements

- (1) The minimum amount of function-based wage supplements is set forth in Art. 7 of the Internal Wages Regulation. The decision on their maximum amount and possible further types of function-based supplements is made by the Institute's Director through this Measure.
- (2) A function-based wage supplement within the Institute is defined as a lump amount and the employees shall be entitled to such wage supplement based on their management level and the demandingness of their management work:
  - a) For management level 1 (pursuant to Art. 7.1 a) of the Internal Wages Regulation), the function-based wage supplement is determined in the lump amount of CZK 3,000;
  - b) For management level 2 (pursuant to Art. 7.1 b) of the Internal Wages Regulation), the function-based wage supplement is determined in the lump amount of CZK 5,000;
  - c) For management level 3 (pursuant to Art. 7.1 c) of the Internal Wages Regulation), the function-based wage supplement is determined in the lump amount of CZK 12,000.
- (3) Furthermore, the following employees shall be entitled to function-based wage supplements:
  - a) an employee who, as a part of their assigned function, permanently substitutes the Institute's Director within the specified scope, in the amount of CZK 12,000;

b) an employee who substitutes, without interruption, a temporarily absent managing employee in the full scope of their work obligations for at least 4 weeks. The wage supplement amount in the case of such substitution shall be determined as follows:

- in the maximum amount of CZK 3,000 if the substituted employee is ranked at management level 1 pursuant to Art. 3.2 a) of the Internal Wages Regulation;
- in the maximum amount of CZK 5,000 if the substituted employee is ranked at management level 2 pursuant to Art. 3.2 b) of the Internal Wages Regulation;
- in the maximum amount of CZK 12,000 if the substituted employee is ranked at management level 3 pursuant to Art. 3.2 c) of the Internal Wages Regulation.

#### Article 5

##### **Salary During Sabbatical Leave**

- (1) An employee who is taking their sabbatical leave shall be entitled, during the statutory 6 months of their sabbatical leave, to the salary equal to the fixed tariff salary and the personal evaluation bonus, provided that it has been granted (pursuant to Art. 11 of the Internal Wages Regulation).
- (2) Additional wage components may be granted to the employee based on the decision of the head of the given workplace.
- (3) If the approved sabbatical leave is longer than 6 months, the salary amount for the period after the expiry of the 6th month until the end of the sabbatical leave shall always be determined on an individual basis by the Institute's Director, based on the proposal of the head of the given workplace.

#### Article 6

##### **Final Provisions**

- (1) The Head of the HR Department shall be responsible for the interpretation of this Measure.
- (2) The Institute's Deputy Director for Administration is appointed to supervise the observance of this Measure.
- (3) This Measure shall become valid as of the execution date hereof.
- (4) This Measure shall become effective as of 1 August 2018.

In Brno, on 23.7. 2018

*Jiří Nantl*  
*Director of the Institute*