



**Measure of the Director  
of the Central European Institute of Technology of Masaryk University**

**No. 8/2023**

**Wage Policy, Evaluation and Remuneration of CEITEC  
MU Employees**

*(effective as of 1 January 2024)*

*According to Art. 7.4 g) of the Rules of Organization of the Central European Institute of Technology of Masaryk University, I hereby issue the following Measure:*

Article 1

**Subject matter**

- (1) This Measure constitutes the institute's wage policy and rules for the evaluation and remuneration of CEITEC MU employees to create transparent, fair and motivational conditions for all employees.
- (2) This Measure applies to all CEITEC MU employees regardless of the form of employment.

Article 2

**Remuneration of Employees**

- (1) The MU Internal Wage Regulations governs the remuneration of employees for work in accordance with their position classification and the effective Collective Agreement.
- (2) Remuneration of employees may be underway:
  - a) determining the amount of wage components in a wage statement or by agreeing on a contractual wage in cases defined by the MU Internal Wage Regulations;
  - b) by paying out the bonus.
- (3) A combination of the methods of remuneration mentioned above may also be used.

Article 3

**Wage Components and Their Amount**

- (1) The wage rate is determined for employees based on the agreed type of work and corresponds to their job classification in the wage category.
- (2) The performance premium is a variable, individually stipulated wage component, which may be determined for a fixed period. The MU Internal Wage Regulations governs the determination of the performance premium.

- (3) The range of the performance premium is set at a maximum of ten times the wage rate converted to the employee's full-time working contract.
- (4) The amount of an employee's performance premium is proposed by the head, who is directly superior to the employee, and is approved by the institute's director in the form of a wage statement.
- (5) Employees are entitled to a function premium by the MU Internal Wage Regulations. The amount of the function premium is determined in the amount of the function premium minimum according to the MU Internal Wage Regulations.

#### Article 4

##### **Recommended Minimum Wage for Job Positions According to the Career System**

- (1) Based on the agreed type of work, employees are subject to a wage rate corresponding to their job classification in a wage category. The wage consisting only of the wage rate component is the lowest possible wage an employee can remunerate for his work.
- (2) Every two years, the director of the Institute announces, in the form of the director's instruction, the recommended minimum wage above the wage rates for job positions according to the Career System.
- (3) Every year, the HR department sends to the director and heads of workplaces an overview of workplaces and their employees, including information on whether the recommended minimum wage is being met.
- (4) The recommended minimum wage represents the employee's total monthly gross wage converted to a full-time working contract. Bonuses are not included in the minimum wage.
- (5) In the director's instruction mentioned above, the institute's director also determines the recommended percentage for the year-on-year increase in personnel costs in the planned budgets of the submitted projects.

#### Article 5

##### **Wage Indexation**

- (1) Once every two years, the head of the workplace discusses with the employee their total wage.
- (2) If the employee's wage is not increased within two years, the head of the workplace will increase the employee's wage the following year.
- (3) Every year, an HR department representative prepares an overview of the employee's wage development for the head of the workplace, usually in the second half of the calendar year.
- (4) A wage increase based on a job offer or a position change is also considered a wage increase.
- (5) A wage increase based on an increase in the wage rate is not considered an increase in wages if the employee's wage is determined only by the wage rate.
- (6) A wage increase in an employee's workload is not considered a wage increase.

(7) A wage increase depends on the economic possibilities of the workplace in the given period.

Article 6  
**Bonus Payment Rules**

(1) An employee can be paid:

- a) a performance-based bonus based on the employee's evaluation of the performance for a given period, usually year-round, when the employee's contribution to the achieved results, the effectiveness and quality of the work performed is assessed, and based on a scale evaluation in the evaluation form, which a verbal commentary may follow;
- b) project bonus based on the employee's above-standard performance, especially in connection with the fulfilment of commitments of research and similar projects, for the employee's contribution to establishing cooperation with external users, participation in international projects, and project dissemination. This bonus is linked to a specific project and considers the employee's contribution to the implementation of the project;
- c) bonuses according to the valid and effective Collective Agreement;
- d) bonuses based on awarded prizes and awards to CEITEC MU and other bonuses paid to employees directly based on a proposal by the institute's director or based on a proposal by an employee authorized by the institute's director to make such a proposal.

(2) The total amount of an employee's bonuses in a calendar year is set at a maximum of twice the employee's monthly gross wage, considering the duration of the employment and the number of contracted hours at CEITEC MU. Bonuses paid to employees under Article 6 para. 1), lit. (c) and (d) are not counted towards this limit.

(3) The overall amount of bonuses of all employees at the workplace paid by Art. 6, para. 1), lit. (a) and (b) in a calendar year, a minimum of 60% must be paid to ordinary employees, and a maximum of 40% may be paid to the head of the workplace.

(4) Bonus payment under Art. 6, para. 1), lit. (a) and (b) are proposed by a head, who is directly superior to the employee, and the institute's director approves the bonus. Bonus payment under Art. 6 para. 1), lit. c) are proposed by the head of the HR department and approved by the institute's director. Bonus payment under Art. 6 para. 1), lit. d) are proposed by the director of the institute or an employee authorized by the institute's director for this proposal and approved by the institute's director.

(5) The bonus payment must be duly justified in written form by the bonus applicant.

(6) If the institute has provided the workplace with repayable financial assistance over the institutional budget granted based on the institute's budgetary rules and such assistance has not been repaid to the institute by the workplace, the head of this workplace may not be paid a bonus under Art. 6, para. 1), lit. (a) and (b) where the financial source of such bonus is institutional support.

(7) There is no legal entitlement to awarding a bonus or determining a specific bonus amount.

Article 7

**Evaluation of Employees**

- (1) Evaluation of employees takes place at least once a year.
- (2) A written record of the course of the evaluation process is made.
- (3) The head, who is directly superior to the evaluated employee, conducts the evaluation interview.

Article 8

**Final Provisions**

- (1) The head of the HR department is responsible for interpreting, continuously updating and checking compliance with this Measure.
- (2) This Measure repeals the Measure of the CEITEC MU Director No. 10/2017 On Evaluation and Rewarding Rules for CEITEC MU Employees and the Measure of the CEITEC MU Director No. 5/2018 Rules of Setting Personal Evaluation Bonuses and Function-Based Wage Supplements in Line with the Internal Wages Regulations of MU.
- (3) This Measure shall become valid as of the date of signature hereof.
- (4) This Measure shall become effective from 1 January 2024, except for Articles 4 and 5, which become effective on 1 January 2025.

Pavel Plevka  
*Acting Director*