

Masaryk University Directive No. 3/2018

Catalogue of posts

(in the wording effective from 1 July 2018)

Under Section 10 (1) Act No. 111/1998 Coll., on Higher Education Institutions and on modifications and amendments to other acts (Higher Education Act), as amended by subsequent regulations (hereinafter referred to as the "Act"), I hereby issue this Directive:

Section 1

Subject of regulation

- (1) This Directive, with regard to the provisions of the Internal Wage Regulations of Masaryk University, defines the posts and jobs of academic staff and other, non-academic, employees (hereinafter referred to as "non-academic staff"), at Masaryk University and their inclusion into wage categories.
- (2) This Directive also defines the characteristics of working activities and job descriptions of academic staff according to posts, general characteristics of working activities of non-academic staff according to posts, determining the minimum qualification requirements and other prerequisites for inclusion into individual wage categories.
- (3) This Directive also determines the method of inclusion of Masaryk University employees into wage categories, the method of evidencing the wage category assigned and the method of changing the wage category.

Section 2

Definitions

- (1) *General job description of an academic employee* in Annex No. 1 defines the range of activities performed by an academic employee in his/her employment.
- (2) *General characteristics of working activities of academic staff* provide detailed description of activities involved in a particular post and form a basis for inclusion of an academic employee into a wage category.
- (3) *General characteristics of working activities of non-academic staff* define the complexity, responsibility and strenuousness of performed activities and form a basis for inclusion of a non-academic employee into a wage category.
- (4) *Requirement for the level of completed education, academic qualification and degree* is one of the criteria to be met by an employee/applicant so that he/she may perform the given type of work / be accepted for the job. It is also an additional criterion for inclusion of a job into a wage category.
- (5) *Post* is a collective term denoting jobs with a similar level of professional and specialized requirements.
- (6) *Similar posts* are posts with a similar level of professional and specialized requirements, which are included into the same wage category under Annexes 3 and 6.
- (7) *Job* is a concrete type of work performed. For academic employees, a post can be identical with a job.
- (8) *Job description* defines concrete requirements for a job including specification of working activities to be performed by an employee as part of the agreed type of work.

- (9) *Wage category* is a level of remuneration for work performed, based on the complexity (qualification and expertise), degree of responsibility and mental or physical strenuousness of the work performed.
- (10) *Wage tariff* is a specific determination of financial remuneration for individual posts.
- (11) *Similar position achieved abroad* is the performance of a corresponding job at a foreign university-type institution.
- (12) *Head of a constituent part of Masaryk University* means a dean, bursar, director of a university institute and director of a purpose-built facility of Masaryk University.
- (13) *Senior employee (head of unit)* is a senior employee under Act No. 262/2006 Coll., Labour Code, as amended by subsequent regulations.

Section 3

Method of inclusion of academic staff to posts and wage categories

- (1) Posts of academic staff are divided into 3 areas according to prevailing activities:
 - a) Teaching, research, development;
 - b) Teaching;
 - c) Research, development.
- (2) Academic employees are included to posts and wage categories on the basis of characteristics of working activities under Annex No. 2, in accordance with requirements for the level of minimum completed education, academic qualification and degree, as stated in Annex No. 3 and in line with the provisions of the Internal Wage Regulations of Masaryk University.
- (3) For academic employees, Annex No. 2 applies instead of the concrete job description.

Section 4

Method of inclusion of non-academic staff to posts and wage categories

- (1) Posts of non-academic staff are classified according to the complexity, responsibility and strenuousness of performed activities specified in the job description.
- (2) Non-academic staff are included to posts and wage categories on the basis of characteristics of working activities under Annex No. 4, with regard to the level of professional and specialized requirements for the job and in accordance with requirements for the minimum level of completed education under Annex No. 6.
- (3) In cases where the requirement for the level of minimum completed education within one post is expressed as more levels of education, the requirement is decided by the senior employee with regard to the requirements of the particular job.
- (4) Postdoc I – IV is a post where an employee can be included only for a definite period. Detailed specification of such post and rules of inclusion of employees are determined by the head of the relevant constituent part of Masaryk University.
- (5) Jobs of non-academic staff may be included regardless of posts on the basis of the level of professional and specialized requirements for the given job, taking into account the degree of the complexity, responsibility and strenuousness of the work performed.
- (6) A prerequisite for inclusion of non-academic staff to posts and wage categories is an existing job description. An exception is managerial jobs, whose descriptions are part of Masaryk University regulations, in particular the organizational regulations.

- (7) The job description is prepared by the senior employee in writing always before commencement or change of an employment relationship. Employees are always informed of their job descriptions.

Section 5

Common provisions governing the inclusion of staff to posts and wage categories

- (1) Inclusion of an employee to a post is contingent on the performance of majority (not all) of activities under Annexes No. 2 and 4. Activities performed exceptionally are not taken into account.
- (2) A higher level of education or of academic qualification/degree shall not constitute the right of an employee to be included into a higher wage category.
- (3) The senior employee may exceptionally, upon written justification, include an employee into a wage category, although he/she fails to meet the qualification requirements and prerequisites of that category, provided that the employee performs work corresponding to the higher wage category, in case the employee has experience in the field concerned and skills and abilities to perform such work.
- (4) The senior employee is responsible for the correct choice of the post and wage category. The senior employee shall be assisted by the relevant personnel office in this process.
- (5) The qualification required under Annexes No. 3 and 6 may be considered met also in cases where the employee acquired such qualification by completion of a corresponding degree programme at a foreign higher education institution or, if it concerns the inclusion of an academic employee into the 3rd and 4th category under Annex No. 3, by performance of a corresponding job at a foreign university-type institution.
- (6) In the area of medicine and health care, Masaryk University may acknowledge the required qualification as met for the purpose of inclusion of an academic employee into the 2nd wage category, in case the employee obtained the specialized qualification of a doctor or a dentist under Act No. 95/2004 Coll., on Conditions of Acquiring and Acknowledging Professional Qualification and Specialized Qualification for the Performance of Medical Profession of a Doctor, Dentist and Pharmacist, as amended by subsequent regulations, or in case the employee obtained the specialized qualification for the performance of medical profession under Act No. 96/2004 Coll., on Conditions of Acquiring and Acknowledging Professional Qualification and Specialized Qualification for the Performance of Non-Medical Health Professions and for the Performance of Activities Related to the Provision of Health Care and on amendment of certain related acts (Act on Non-Medical Health Professions), as amended by subsequent regulations.
- (7) The qualification is acknowledged by taking it into account.

Section 6

Method of evidencing the wage category and its change

- (1) The assignment of a wage category is evidenced by a wage assessment, which contains the number of wage category assigned.
- (2) A change in the wage category may be made only in the event of a change in the agreed type of work, substantial change in the job description or modification hereof.
- (3) Under the Internal Wage Regulations, an exception is the case where an employee who has achieved a higher level of education or academic qualification may be included into a higher wage category upon submitting a document confirming the education or qualification achieved, provided that the employee performs work corresponding to the

higher wage category. Such exception shall be based on a decision of the head of the relevant constituent part of MU in accordance with this Directive.

Section 7

Transitional provisions

- (1) Employees who are employed by Masaryk University as of the effective date hereof are included to posts and wage categories as follows:
 - a) academic staff under Annex No. 3,
 - b) non-academic staff under Annexes No. 4 and 6.
- (2) Employees who concluded a contract for the post of "lecturer" prior to the effective date hereof shall be included to the post of lecturer I and lecturer II under subsection 1 (a) of this Section in accordance with the prevailing activities performed regardless of the requirement of the minimum achieved qualification for the post of lecturer II.
- (3) Senior employees are responsible for the potential transfer of their immediate subordinates to a wage category or post that corresponds to this Directive. Such transfer shall be made as of the effective date hereof.

Section 8

Final provisions

- (1) This Directive repeals the Rector's Directive No. 4/2008 – Inclusion of employees into wage categories in accordance with the Catalogue of posts of 8 December 2008, effective from 1 January 2009.
- (2) I authorize the director of the RMU Personnel Management Office to interpret the individual provisions hereof.
- (3) This Directive is part of the methodology management "HR and Wages".
- (4) The compliance with this Directive shall be inspected by the director of the RMU Personnel Management Office.
- (5) This Directive becomes valid as of the day of its execution.
- (6) This Directive becomes effective as of 1 July 2018.

Annexes: No. 1 – General job description of an academic employee

No. 2 – General characteristics of working activities of academic staff

No. 3 – Inclusion of posts of academic staff into wage categories incl. determination of prevailing activities and requirements for the minimum completed education, academic qualification and degree

No. 4 – General characteristics of working activities of non-academic staff

No. 5 – Job description

No. 6 – Inclusion of posts of non-academic staff to wage categories incl. an indicative list of typical jobs and determination of minimum education for such posts

In Brno on 9 April 2018

Mikuláš Bek
Rector