

Dean's Instruction No. 1/2020

ON CERTAIN PROVISIONS OF THE MU INTERNAL WAGE REGULATION

(as amended with effect from 25 November 2020)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as "the Act"), I issue this instruction:

Part One
General provisions

Article 1
Subject of modification

- (1) This instruction follows the Internal Wage Regulation of Masaryk University and the Masaryk University Directive Catalogue of Job Positions and, in accordance with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code"), sets out the method of determining the wages and their components of employees who are in an employment relationship with the Faculty of Informatics of Masaryk University (hereinafter referred to as the "FI").
- (2) In applying this guideline, the basic principles of labour relations listed in Section 1a of the Labour Code must be respected.

Part Two
Employees and remuneration for work

Article 2
Staff

- (1) For the purposes of this Guideline, an employee is a natural person who has undertaken to perform dependent work for FI by means of an employment contract or an agreement to perform work or an agreement to perform work. For the purposes of this Guideline, employees are subdivided into:
 - a) academic staff, who are professors, associate professors, assistant professors, assistant professors, assistant lecturers, lecturers and scientific, research and development staff, performing both teaching and creative activities in the employment relationship according to the agreed type of work, and
 - b) other non-academic staff.
- (2) Positions at FI are filled on the basis of the results of selection procedures in accordance with the Masaryk University Selection Procedure Regulations.
- (3) The qualifications and requirements that an employee must meet in order to be able to perform the agreed type of work are set out in the Masaryk University Job Catalogue Directive, which defines the positions and jobs of academic staff and other employees and their classification

into pay grades. It also defines the characteristics of the work activities and job descriptions of academic staff according to job positions, the general characteristics of the work activities of other staff according to job positions, and sets out the minimum qualification requirements including other prerequisites for classification into individual pay grades.

- (4) The performance of the predominant activities is a condition for inclusion in the job, and activities performed sporadically or exceptionally are not taken into account. A higher level of education or higher academic qualification/scholarly rank does not confer the right to a higher salary grade.

Article 3 Salary

- (1) The employee is entitled to wages or remuneration from the agreement for the work performed. Wage means monetary remuneration provided for the work of an employee in an employment relationship in accordance with the Labour Code. In the case of an academic staff member, wages shall also mean the monetary remuneration provided during creative leave in accordance with the Masaryk University Creative Leave Directive. Remuneration from an agreement means monetary remuneration provided for work performed on the basis of a work performance agreement or a work activity agreement.
- (2) The salary is determined or negotiated individually taking into account the degree of complexity and difficulty of the work, qualification requirements and work performance, in accordance with the overall salary level at Masaryk University, and in justified cases also taking into account the salary level for a specific position in the relevant labour market.
- (3) At Masaryk University, the following salary components are applied:
 - a) wage tariff,
 - b) personal evaluation,
 - c) functional surcharge,
 - d) Reward.
- (4) The amount of the wage components, in particular the wage tariff, personal assessment and functional allowance, are determined by the wage assessment or the wage is negotiated in the contract.

Article 4 Wage tariff

- (1) The wage rate is determined on the basis of the agreed type of work and the corresponding classification in wage classes.
- (2) The characteristics of work activities for individual positions, their classification into pay grades, minimum qualification requirements including other prerequisites for classification into individual pay grades are determined by the employer and specified in more detail in the Masaryk University Job Catalogue. In the case of academic staff in the position of associate professor and professor, the international relevance of their research activities is also taken into account when classifying them into salary grades.
- (3) If an employee performs more than one activity in a single employment relationship, the most demanding activity of the employee shall always be taken into account when assigning the

employee to a pay grade. Occasional or exceptional work activities shall not be taken into account for the purposes of classification.

- (4) An employee who has attained a higher education or academic qualification may, subject to an agreed type of work corresponding to a higher pay grade, be placed in a higher pay grade at the discretion of the Dean or the Secretary and in accordance with the Job Catalogue Directive, on presentation of evidence of the education or academic qualification.

Article 5

Personal evaluation

- (1) The personal assessment is an individually determined variable wage component.
- (2) The quality of the work performed by the employee, including recognition of his/her contribution to teaching and scientific activities and stable long-term performance, is 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 employees, the potential to fulfil these criteria is taken into account when determining their personal remuneration.
- (3) The personal evaluation from the state budget contribution for educational and creative activities (hereinafter referred to as "contribution") and institutional support for the long-term conceptual development of the research organisation (hereinafter referred to as "institutional support") is usually determined for a period of one calendar year on the basis of an evaluation of employees, which takes place annually, usually at the end of the year. The amount (range) of the personal assessment from the contribution and institutional support is determined by the Dean in relation to the economic possibilities of the FI (Annex 1 to this Instruction).
- (4) Personal evaluation from project or extra-budgetary sources is determined by the project manager or the operation principal in accordance with the rules of the providers of these sources.
- (5) During the period for which the personal evaluation from the allowance or institutional support is granted, the personal evaluation may be changed (increased, decreased or withdrawn) if there is a change in the employee's performance that justifies a change in the amount of the personal evaluation.
- (6) The personal evaluation can also be changed if the conditions of the project financing change, as well as if the salary rates are adjusted.
- (7) The dean, after consultation with the head of the department and the employee, may decide to withdraw the personal evaluation in the event of a violation of the Masaryk University's Code of Ethics for Academic and Professional Staff.
- (8) If the personal allowance is reduced or withdrawn during the period for which the personal allowance is granted, the staff member must be notified in writing, including the reasons, no later than the date on which the change takes effect. Reasons shall not be required in the case referred to in paragraph 6.

Article 6
Functional surcharge

- (1) Functional allowance is due to the employee according to the level of management in accordance with the organizational structure given by the Organizational Regulations of the Faculty of Informatics:
 - a) Level 1 management: a staff member who is not a manager but who is authorised to direct and control the work of other staff members at the discretion of the relevant manager,
 - b) 2nd level of management: a senior employee who manages the work of subordinate employees within the assigned organisational unit,
 - c) Level 3 management: a senior member of staff who manages other senior members of staff and/or manages the work of several organisational units.
- (2) The amount of the functional allowance reflects the level of responsibility, complexity and quality of the management work, as well as the number of directly managed employees. Direct management of at least two employees is a condition for the award.
- (3) If the conditions for awarding more than one management allowance are met, the employee shall be entitled to only one allowance, namely the one that is more favourable to the employee.
- (4) Functional allowance is also due:
 - a) a staff member who, within the scope of the function entrusted to him, permanently represents the FI's senior staff member,
 - b) a member of staff who continuously replaces a temporarily absent senior member of staff in the full scope of his duties for at least 4 weeks, unless such replacement is part of his normal duties,
 - c) a staff member who performs the activities of the study programme guarantor.
- (5) The functional allowance referred to in paragraph 4(c) shall be paid to the employee for the performance of his/her activities as a guarantor, regardless of the number of study programmes for which he/she is a guarantor.
- (6) The range of the amount of functional allowances is determined by the dean in relation to the economic possibilities of the FI and is set out in Annex 1 to this instruction.

Article 7
Reward

- (1) An employee may be awarded performance or exceptional pay in accordance with the Internal Wage Regulations.
- (2) A performance award may be granted for:
 - a) one-off or recurring but time-limited performance of a specific activity, for successful performance of tasks performed beyond 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 a working contribution to improving the economic result, for the performance of work for an absent colleague,
 - b) Successful completion of predetermined work goals or tasks or achievement of a certain status within the employee's competence (target remuneration for a specified period),
 - c) for above-standard performance of work in agreements held outside the employment relationship.

- (3) If the employee has been informed in advance of the conditions for receiving the bonus and has fulfilled these conditions, the employee is entitled to a performance bonus.
- (4) Exceptional remuneration may be awarded for exceptional one-off performance of work or creative solutions to difficult work, for solving research and development tasks and other demanding tasks, for promoting the good name of FI, for representing FI, for contribution to solving an emergency situation (for example, protection of FI property and the lives or health of employees), for employee work.

Article 8

Other payroll rights

- (1) The granting of night work premium, overtime premium, Saturday, Sunday and public holiday premium, premium for work in difficult working environments, as well as the granting of wage compensation and on-call pay shall be governed by the Labour Code and the legislation issued to implement it.

Part Three
Rating

Article 9

Basic rules of employee evaluation

- (1) Employee appraisal is one of the main tools of HR work, which provides information about the performance of individual employees and helps in its management. It is the basis for setting work tasks, goals and plans for personal and professional development of employees, thus supporting their performance and motivation. It provides the possibility of periodic monitoring of the quality of activities in all areas in which FI operates and thus helps to optimise its human resources and capacities. The results of individual staff appraisals are taken into account when setting the plan for formal and informal skills development and upgrading, when setting the amount of variable pay, when changing employment relationships, when identifying and working with talent, etc.
- (2) The obligation to evaluate the performance and work results of employees is set out in Section 302(a) of the Labour Code.
- (3) The basic rules and principles for employee evaluation are set out in the MU Employee Evaluation Guidelines.
- (4) Employee performance is usually evaluated once a year. The appraiser is normally the immediate superior, i.e. the head of the workplace (hereinafter also referred to as the appraiser).
- (5) Paragraph 1 of this Article shall not normally apply to staff members with shorter working hours of less than half the stipulated weekly working time, visiting professors, staff members with a contract of employment of less than one year, emeritus professors and staff members recruited on a research assignment. In the case of staff members with shorter contracts of less than half the weekly working time, the evaluator may set a different evaluation interval. Newly recruited academic staff may also be exempted from evaluation, by mutual agreement, for a maximum period of two years, if they do not have a satisfactory history in the area under evaluation. During the period of exemption from evaluation, such staff members shall be assigned a grade of 'B' corresponding to their average performance.

- (6) Each employee is evaluated individually by the evaluator with regard to the relevant duties of the position held, the work tasks set for the evaluation period and long-term work objectives, and other circumstances as appropriate. The appraiser shall follow the following principles:
- a) the principle of transparency - the system of regular staff appraisal must be necessarily transparent (i.e. it must be clear on which criteria staff are evaluated),
 - b) the principle of proportionality - performance appraisals must be carried out with regard to the position held, the amount of time worked, etc,
 - c) principle of equal treatment - different evaluation criteria cannot be set for staff holding the same or similar positions within the workplace,
 - d) the principle of comprehensiveness - the performance of individual employees should be viewed comprehensively, i.e. all areas of their work performance (e.g. including their managerial functions, etc.) should be taken into account,
 - e) the principle of objectivity - in addition to specific work outputs, other objective external or internal circumstances that may have influenced the employee's performance during the evaluation period must also be taken into account (e.g. workload with other activities for the benefit of the University, internships abroad, preparation of a habilitation thesis, exceptional family or personal situation, parental leave, etc.),
 - f) The principle of openness - in the evaluation process it is essential to give the evaluated employee the opportunity to comment on the results of the evaluation .

Article 10

Evaluation of academic and research staff

- (1) The subject of the evaluation of academic and research staff (hereinafter referred to as "evaluation") is the evaluation of their teaching and research activities and the provision of feedback from the heads of departments in the form of individual interviews between the staff member and the head of the department with an explanation of the results of the evaluation of the staff member and an assessment of their strengths and weaknesses.
- (2) In the area of teaching activities, the overall teaching load, quality of teaching, supervision of doctoral students and supervision of students' final theses are evaluated. In the area of scientific research activities, the number and quality of scientific or applied outputs and their responses (citations) and activity in the field of international cooperation are evaluated. The individual criteria, as well as the methodology and timetable for evaluation, are discussed and approved annually by the College of the Dean.
- (3) On the basis of the results achieved in the evaluation, personal evaluations of academic and research staff are determined, separately for the area of teaching (from the contribution) and separately for the area of scientific research (from institutional support). In the case of lecturers, the evaluation is relevant only for the pedagogical area, in the case of researchers, only the scientific research activity is evaluated.
- (4) The criteria, timetable and other details are regulated by the Dean of the Faculty by his/her measure.

Article 11
Evaluation of other employees

- (1) The formulation of the evaluation criteria and the determination of the specific evaluation process in accordance with this guideline are the responsibility of the employee's line manager.
- (2) The decisive criterion is the quality of the work performed by the employee and the stable long-term performance of the employee. At the same time, the 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, taking into account the nature of the type of work agreed and the specific work activities performed.
- (3) The evaluation of other employees takes place orally.

Part Four
Final provisions

Article 12
Final provisions

- (1) On the effective date of this instruction, the Instruction of the Dean of the Faculty of Informatics No.2/2018 on certain provisions of the Internal Wage Regulation as effective from 1 July 2018 is repealed.
- (2) The interpretation of the individual provisions of this instruction is entrusted to the Head of the FI Personnel Department, with the exception of the area of academic staff evaluation, which is entrusted to the Vice-Dean for Research, Development and Doctoral Studies.
- (3) Control over compliance with this instruction is exercised by the Dean of FI in the case of academic staff of FI and the CERIT workplace and by the Secretary of FI in the case of other non-academic staff assigned to the workplaces of the Dean's Office or the Building Administration, the Library or the Computer Technology Centre.
- (4) Annex 1, Determination of the amount of the supplementary allowances, is an integral part of this instruction.
- (5) This instruction shall take effect on the date of signature.
- (6) This instruction shall take effect on the date of publication.

Annexes: No. 1 - Determination of the amount of the surcharge

Jiri Zlatuska
Dean FI