

Implementing Regulation to the Internal Wage Regulation of Masaryk University

(as amended effective from December 1, 2023)

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the **Higher Education Act**), and in accordance with Article 1(1) of the **Internal Wage Regulation** of Masaryk University (hereinafter referred to as the **IWR**), I issue the following measure:*

Article 1

Introductory provisions

This measure is an implementing regulation of the IWR. It regulates in detail the remuneration for work and the provision of other monetary benefits from the basic employment relationship for employees of the Faculty of Social Studies of Masaryk University (hereinafter referred to as "the Faculty").

Article 2

Wages and wage components

(1) Wages shall mean monetary remuneration provided to an employee of the Faculty for work in accordance with the Labour Code and the IWR.

(2) Wage components of faculty employees' wages include in particular:

- (a) the salary tariff
- (b) personal remuneration
- (c) functional allowance
- (d) remuneration.

(3) The amount of the wage tariff is governed by the wage grade to which the employee is assigned on the basis of the type of work agreed. The classification of faculty employees into a pay grade is governed by the IWG and the Job Catalogue.

Article 3

Personal appraisal

(1) Personal remuneration is an individually determined variable component of pay.

(2) The amount of the personal remuneration shall be set for the faculty within the following range: 0% to 250% of the salary scale awarded to the employee. The amount of the personal assessment is normally determined once a year on 1 April on the basis of a regular staff appraisal.

(3) The evaluation period for determining the amount of the personal assessment shall be set for one calendar period, normally from 1 April to 31 March. The employee's supervisor

shall review the amount of the employee's personal evaluation and, if necessary, a change shall be implemented. The Dean of the Faculty (for academic staff) and the Faculty Bursar (for non-academic staff) shall decide on the change of the personal remuneration (increase, decrease, withdrawal) on this date.

(4) Employees' personal evaluation may also be changed (increased, decreased or withdrawn), in accordance with Article 6 of the IWG, during the evaluation period, especially in the event of changes in any of the following criteria: changes in the quality of work performed, decline in performance, changes in managerial and organisational skills, knowledge, skills, experience, activity, professional and personal development, teamwork skills and personal attitude of the employee.

(5) Personal appraisals may be reduced proportionately for employees in the event of across-the-board increases in salary rates at Masaryk University, provided that they are hired only for projects where the rules and budget do not allow for such an adjustment. This is subject to the condition that the existing salary level is maintained in the sum of the salary tariff and personal remuneration and that the planned salary costs of the projects are respected.

Article 4

Personal remuneration for excellent research projects

(1) Due to the above-standard complexity of solving excellent projects in basic and applied research and due to the faculty's interest in successfully solving similar projects at the faculty, a special component of personal remuneration is awarded for membership in the research teams of these projects and for their coordination.

(2) In this case, according to Article 6, paragraph 5 of the IWR, the personal remuneration is usually granted for a period corresponding to the duration of the project.

(3) Projects falling within the scope of Article 4, paragraph 1 of this Measure are considered to be in particular ERC grant schemes and other projects of similar importance, including projects at national level.

(4) The amount of personal remuneration for excellent research projects is set out in Annex 1.

Article 5

Functional allowance

Pursuant to Article 7 (1) and (3) of the IWR, the amount of the functional allowances shall be as follows: the amount of the functional allowances is set out in Annex 2.

Article 6

Remuneration

(1) Remuneration is a component of pay that may be awarded to an employee provided that the conditions set out in the IWR are met. A staff member may be granted a performance or an exceptional bonus.

(2) Academic and non-academic staff of the Faculty who are members of the following self-governing bodies of the Faculty are rewarded with special remuneration: the Academic Senate of the Faculty (hereinafter referred to as the "Senate"), the Disciplinary Committee of the Faculty (hereinafter referred to as the "Disciplinary Committee") and the Dean of

the Faculty's Working Group on Sustainability (hereinafter referred to as the "Sustainability Working Group"). This remuneration does not apply to members of these bodies who are elected or nominated as students. The amount of the remuneration is based on the number of meetings of the bodies attended by the staff member. The allocation of the remuneration shall be granted by the Faculty Bursar once a year in December on the basis of the documents supplied by the Chair of the Senate, the Chair of the Disciplinary Committee and the Dean. The amount of the remuneration is set out in Annex 3.

Article 7
Contractual salary

- (1) The contractual salary is the individually agreed salary, which includes all salary components with the exception of bonuses and other statutory salary rights.
- (2) The contractual wage shall be negotiated with the Dean and the Bursar of the Faculty.
- (3) In exceptional cases, the contractual wage may also be negotiated with other faculty employees, in accordance with Article 10 of the IWR.

Article 8
Pay for sabbatical leave

- (1) A staff member may be granted creative leave of between six and twelve months once every seven years, unless serious circumstances relating to the performance of MU's educational and research tasks prevent this.
- (2) Where sabbatical leave is granted for more than six months, the amount of pay for the period from the end of the sixth month until the end of the period of sabbatical leave is determined as follows: the employee shall be paid at the rate of the salary scale.

Article 9
Severance pay

Severance pay in accordance with Article 12 (1)

- (a) of the IRW shall always be negotiated with the Dean and the Vice-Deans. The amount of severance pay is determined by the calculation in accordance with the IRW Article 12, paragraph 1a.
- (b) always with the Bursar of the Faculty according to Article 12, paragraph 1b. The amount of the severance payment shall be at least three times the average monthly earnings of the faculty member for the last three full months preceding the date of dismissal. The Bursar of the faculty shall be entitled to an increased severance grant of an amount equal to one time his average monthly earnings if his employment in that capacity has lasted at least ten years. The severance grant shall be paid on the next pay date following the end of the Bursar's term of office.

Article 10
Final provisions

- (1) The other rights and obligations laid down in the IWR are not affected by these

regulations.

(2) The interpretation of the individual provisions of this regulation, with the exception of Article 4, is entrusted to the Head of the Personnel Department.

(3) The interpretation of Article 4 of this Directive is entrusted to the Faculty Bursar.

(4) The Head of the Personnel Department is responsible for the ongoing updating.

(5) The Faculty Secretary shall monitor compliance with this Directive.

(6) the FSS MU Measure 5/2022 is hereby repealed.

(7) This Measure shall come into force on the date of its promulgation and shall take effect on December 1, 2023.

Brno, November 28, 2023

prof. PhDr. Stanislav Balík, Ph.D
Dean of the Faculty of Social Studies MU

Czech version of the contract is legally binding.

Annex No. 1 MU Faculty of Social Studies Measure No. 9/2023: Determination of the amount of personal remuneration for excellent research projects

Specification of the role in the project	The range of the amount of personal remuneration at 1.0 FTE (in CZK)
Senior Research Coordinator	20,000 – 60,000
R4 researcher (according to the EU designation of research positions)	10,000 – 40,000
Researcher R3 (according to EU research position designation)	8,000 – 30,000
Researcher R2 (according to EU research position designation)	5,000 – 25,000

Annex No. 2 MU Faculty of Social Studies Measure No. 9/2023: Determination of the amount of functional allowances

Specification of the type of supplement	Range of the amount of the functional supplement (in CZK)
1st level of management	3,000 – 10,000
2nd level of management	5,000 – 30,000
3rd level of management	12,000 – 60,000
For the permanent replacement of a senior member of MU staff (e.g. vice-deans)	20,000 – 60,000
For the temporary replacement of a senior member of staff who is temporarily absent	3,000 - 12,000 (depending on the type and duration of the position being replaced)
For acting as a study programme guarantor (if an employee acts as a guarantor of more than one study programme at the same time, only one of them is entitled to this functional allowance)	5,000

Annex No. 3 MU Faculty of Social Studies Measure No. 9/2023: Determination of the amount of remuneration for participation in meetings of selected self-governing bodies of the Faculty

Specification of person	Amount in CZK per meeting
Member of the Senate who is not the chairman of the Senate nor the Vice-Chair of the Senate (if the Chair of the Senate is a student member)	1,000
Member of the Disciplinary Committee who is not the chair of the disciplinary committee	1,000
Member of the Sustainability Working Group	1,000
Chairperson of the Disciplinary Committee for the purpose of the Disciplinary Committee meeting	3,000
The Vice-Chair of the Senate (if the Chair of the Senate is a student member) for the purposes of the Senate meeting	2,500
Chairperson of the Senate (if the Chair of the Senate is not a student member) for the purpose of a meeting of the Senate	3,000