

Directive of the Faculty of Pharmacy of Masaryk University No. 01/ 2020

Employee Salary Requirements

(As amended with effect from 30 April 2021)

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

Article 1

Introductory Provisions

This directive is issued to implement the currently valid Internal Wage Regulations of Masaryk University. It regulates in detail remuneration for work and provision of other monetary benefits from the basic employment relationship for employees of the Faculty of Pharmacy of Masaryk University.

Article 2

Personal Evaluation

1. The personal evaluation is an individually determined variable wage component.
2. The quality of the work performed by the employee, including recognition of their 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, ability, 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. An employee may be awarded a personal evaluation up to a specified percentage of the salary scale of the grade to which the employee is assigned, as follows
 - a) up to 100 % for non-academic staff,
 - b) up to 200 % for academic staff.

For part-time work, the calculation of the reduced tariff is used.

When determining the amount of the remuneration of the employees involved in the project, the conditions specified in the project documentation are also taken into account.

The standard period for which the amount of remuneration of staff is fixed by this Directive is one year. This period shall normally correspond to the individual

employee evaluation. In order to minimise administrative tasks, the length of the period for determining the personal assessment is expressed on the employee's specific pay slip in terms of limited validity "until such time as there are reasons for change".

4. Employees' personal appraisal may also be changed (increased, decreased or withdrawn), in accordance with the MU Internal Wage Regulations, during the appraisal period in the event of changes in any of the criteria for individual employee evaluation: changes in the quality of work performed, changes in managerial and organisational skills, knowledge, ability, experience, activity, professional and personal development, teamwork skills and the employee's personal approach to the employer.
5. The personal evaluation can be changed (increased, decreased or withdrawn) if the conditions of the project funding change.
6. The proposal to award, increase, decrease or withdraw a personal assessment shall be submitted by the head of the department to which the employee is assigned. In the case of an employee's involvement in project activities, the project leader may also submit a proposal. In this case, the relevant head of department shall always comment on the proposal.

Article 3

Functional Surcharge

1. The functional surcharge is granted in accordance with the MU Internal Wage Regulations in relation to the Organisational Regulations of the MU Faculty of Pharmacy (hereinafter referred to as the Organisational Regulations). The functional surcharge is granted for:
 - a) Management; An employee in the first management level who is not a manager but who is entitled to manage and supervise the work of other employees at the decision of the manager is entitled to a management surcharge of CZK 3 000 per month, depending on the level of responsibility, the complexity of the management work and the number of directly managed employees.

A manager in Level 2 management who manages the work of subordinate staff on the basis of the Staff Regulations must be paid a management allowance according to the level of responsibility, the complexity of the management work, the number of staff directly managed and the structure of the staff in the range:

CZK 5,000 to 10,000 per month.

Direct management of at least one employee is a condition for granting of a functional allowance.

A senior staff member in management level 3 who, on the basis of the organisational regulations, manages the work of other senior staff members or manages the work of several organisational units is entitled to a management allowance of at least CZK 12 000 per month, depending on the level of responsibility, the complexity of the management work, the number of directly managed senior staff members and their structure. The functional allowance is conditional on direct management of at least one senior member of staff. Where a staff member carries out simultaneously several activities for which they are entitled to a function-related allowance under point (a), they shall be entitled to that allowance

only one surcharge, at the highest rate.

- b) performance of the function of the Vice-Dean; For the performance of the function of the Vice-Dean, the employee is entitled to a functional supplement of CZK 15,000 per month. If the Vice-Dean is a statutory representative, they are entitled to a functional allowance of CZK 20 000 per month.
- c) Substitution; The functional allowance payable under Article 7 (3) (b) of the CEOS to a staff member who continuously substitutes for a temporarily absent senior staff member in the full scope of their duties for a period of at least 4 weeks, where such substitution is not part of their normal work activities, shall be set at the allowance that would have been payable to the substitute staff member.
- d) performance of activities of a study programme guarantor; For the performance of activities of a study programme guarantor, the employee is entitled to a functional supplement of CZK 5 000 per month. The functional allowance is due to the employee on the first day of the month following their appointment as a guarantor of a study programme that has been accredited in accordance with the MU Internal Regulation on Approval, Management and Quality Assessment of Study Programmes of Masaryk University.
- e) the rules for determining the functional allowance under Article 3 (1) (e) are set out in Annex 1 to this Directive. These rules will already be followed for the calculation of wages for the month of April 2021.

The functional allowance shall be limited in time, for as long as the staff member is in that capacity.

- 2. The functional surcharge for management and performance of functions is adjusted on the basis of changes in conditions at the managed workplace and in accordance with changes to the Organisational Regulations or the structure of the Faculty of Pharmacy.

Article 4 Reward

- 1. Provided the conditions of the MU Internal Wage Regulations are met, an employee may be awarded performance and extraordinary remuneration.
- 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 job duties, for the completion of tasks of high quality, for challenging work and activities carried out in the course of grant projects, research tasks and projects, for work contribution to the improvement of the economic result, for work performance 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 MU, for representing MU, for contributing to the solution of an emergency situation (for example, protecting MU property and the lives or health of employees), or for employee work.
5. The proposal for remuneration shall be submitted by the employee's superior. A justification shall form an integral part of the proposal for the award.

Article 5 Contractual Wage

1. The contractual wage is the individually agreed wage, which includes all wage components listed in the Internal Wage Regulations, with the exception of bonuses and other statutory wage rights.
2. The contractual salary is always negotiated with the Dean and the Secretary of the Faculty.

Article 6 Creative Leave Pay

1. A staff member who has been granted creative leave shall be entitled to pay at the rate of pay and personal evaluation for the duration of the statutory 6 months' creative leave, provided that it is granted.
2. In the case of creative leave longer than 6 months, the amount of the salary for the period from the end of the 6th month is determined individually by the Dean of the Faculty on the basis of a proposal from the employee's supervisor.

Article 7 Severance Pay

1. In accordance with Article 12 (1) (a) of the MU Internal Wage Regulation, severance pay is always negotiated with the Dean and Vice-Dean. The amount of severance pay is governed by Article 12 (2) of the MU Internal Wage Regulation.
2. A severance payment in accordance with Article 12 (1) (b) of the Internal Wage Regulation shall be negotiated in the event of dismissal from office in connection with the termination of the employment relationship with the Secretary of the Faculty, in the amount of three to six times the multiple of their average monthly earnings in force on the date of termination of the Secretary's office in connection with the termination of employment

in proportion. The specific amount and conditions of the severance payment are decided by the Dean. Severance pay is paid at the next pay date after the end of the employment relationship.

3. A severance payment may also be agreed with the employee, in the event of termination of employment by agreement by the employer, of one to three times the employee's average monthly earnings in force on the date of termination.
4. An employee shall not be entitled to severance pay if the reason for their dismissal from the senior post of the Faculty Secretary was a breach of an obligation arising from legal regulations relating to their work or the abolition of the senior post of the Faculty Secretary held by them.

Article 8 Transitional Provisions

In connection with the completion of the process of transferring the rights and obligations of FaF employees to MU and the implementation of MU rules and processes, the following will occur from 1 January 2021:

1. All current FaF staff positions will be classified into MU pay grades using the MU Job Catalogue. This implementation will comprehensively change the composition of the total salary of employees and may result in the award of a lower/higher functional surcharge or an increase/decrease in the personal surcharge (now personal evaluation). This change is of a formal nature and serves as the primary means of establishing unifying rules for remuneration of all FaF employees (both transferring and newly recruited) in the Masaryk University environment. In this sense, the change in the amount of the personal allowance (personal remuneration) does not reflect changes in some of the criteria on the basis of which the current amount of the personal allowance (personal remuneration) was awarded. At the same time, that fact does not justify a reduction in the total amount of the salary to date in the sum of the salary scale, the personal allowance and the function allowance.
2. New and ongoing project commitments will be implemented by incorporating them into the FaF staff time. In cases where this method is prevented by the essential conditions of ongoing projects, an exception may be made on the basis of a decision by the Dean.
3. In the event of overlapping employment relationships relating to one area of work, these employment relationships will be merged, resulting in the maintenance of an employment relationship with a more complex type of work and a salary setting corresponding to the rules of remuneration of FaF employees in the MU environment.
4. Article 3 (1) (e) will apply to staff participating in projects with a duration of not earlier than 1 January 2021.

Article 9 Final Provisions

1. This Directive repeals the Masaryk University Faculty of Pharmacy Directive No. 1/2020

Employee salary entitlements of 7 December 2020, effective 1 January 2021.

2. Other rights and obligations set out in the Internal Wage Regulations of Masaryk University are not affected by these regulations.
3. I hereby delegate the interpretation of the individual provisions of this Directive to the Secretary.
4. I am entrusting the Secretary with ongoing updates.
5. Compliance with this Directive shall be monitored by the Secretary.
6. Discussed at the Dean's Board on April 28, 2021.
7. Valid and effective from 30 April 2021.

Annexes:

Annex 1 - Wage determination based on participation in the project

Brno, 30 April 2021

doc. PharmDr. Mgr. David Vetchý,
Ph.D.
Dean
signed electronically