

REMUNERATION FOR THE WORK OF EMPLOYEES OF THE FACULTY OF ARTS, MASARYK UNIVERSITY

(As amended with effect from 1st July 2018)

This instruction is issued in accordance with the Internal Wage Regulations of Masaryk University, dated 15th December 2017, under Ref. No. MSMT-34141/2017.

Section 1

Subject of Regulation

- (1) This instruction sets out, in accordance with:
- a) the provisions of Section 22(1)(d) and (2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended,
 - b) Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code"), and
 - c) the Internal Wage Regulations of Masaryk University, in particular the method for determining the wages and their components of employees who are remunerated for their work in an employment relationship with the Faculty of Arts, Masaryk University.
- (2) For the purposes of this instruction, the following terms are used:
- a) a senior employee means a senior employee as defined in Section 11 of the Labour Code, and
 - b) a superior employee means a senior employee to whom a subordinate employee directly reports.

Section 2

Wage and Wage Components

- (1) Wage refers to monetary remuneration provided to an employee of the Faculty of Arts, Masaryk University for work in accordance with Act No. 262/2006 Coll., the Labour Code, as amended, and the Internal Wage Regulations of Masaryk University.
- (2) The components of the wage of employees of the Faculty of Arts, Masaryk University include, in particular:
- a) the wage rate,
 - b) the performance premium,
 - c) the management premium, and
 - d) a bonus.
- (3) Wage rate
- The classification of employees of the Faculty of Arts, Masaryk University into wage rates is governed by the Internal Wage Regulations of Masaryk University, in conjunction with the Masaryk University Job Catalogue.

(4) Performance premium

- a) A performance premium is an individually determined variable component of a wage.
- b) The quality of the work performed by the employee, including recognition of the contribution to teaching and research activities, and the employee's stable long-term performance, is decisive for determining the amount of the personal premium. At the same time, an account shall also be taken of any managerial and organisational skills, knowledge, abilities, experience, activity, professional and personal development, teamwork, and personal contribution to the employer. For newly-recruited staff, the potential to fulfil these criteria is considered when determining their remuneration.
- c) The range in amount of performance premium is determined by the Dean of the Faculty of Arts, Masaryk University in relation to the Faculty's financial possibilities. For the period beginning from 1st July 2018, until such time as there are reasons for change, a range of between 0% to 150% of the highest wage rate has been set.
- d) The amount of performance premium is proposed by the superior employee and determined by the Dean of the Faculty of Arts, Masaryk University based on the evaluation criteria described under b) of this paragraph, considering the nature of the type of work agreed and the specific work activities performed.
- e) The performance premium of employees shall be fixed for a period of one year, linked to the staff evaluation, i.e., from 1st May of the calendar year in question to 30th April of the following calendar year.
- f) In an effort to minimise administrative work, the length of the period for which the performance premium is fixed is expressed in the employee's pay slip for a specific period, usually "until such time as there are grounds for change". The personal premium may be changed (increased, decreased, or withdrawn) following changes in any of the criteria, based on which the previous performance premium was awarded.
- g) Performance premium may also be changed in the event of a change in the conditions of project funding.
- h) If a reduction or withdrawal of a performance premium occurs during the period for which it is granted, then the employee must be notified of the fact in writing, along with the reasons therefore, no later than the date by which the change should take effect. The obligation to provide notice of reason is not required in the case referred to in point (g).

(5) Management premium

- a) A management premium is a wage component to be paid to an employee according to the level of management, the degree of responsibility, the number of directly-managed employees, the degree of difficulty, and the quality of management work within the organisational structure of the Faculty of Arts, Masaryk University.
- b) The amount of management premium is fixed:
 1. for the 1st level of management in the range of 1–5 times the minimum management premium: to be paid to an employee who is not a manager but who is authorised, at the discretion of the relevant senior employee, to direct and supervise the work of other staff members,
 2. for the 2nd level of management in the range of 1–5 times the minimum management premium: to be paid to a senior employee who manages the work of subordinate staff within the organisational unit assigned to them,

3. for the 3rd level of management, between 1–5 times the minimum management premium: to be paid to a senior employee who manages other senior employees or manages more than one organisational unit.

If an employee simultaneously performs several activities for which they are entitled to a management premium under point (b), then they shall be entitled to only one such allowance, at the highest rate.

- c) A management premium is also payable to an employee who:
 1. is the guarantor of a degree programme – in the amount of CZK 5,000 per month, starting from the first day of the month in which the appointment of the employee as the guarantor of the degree programme took effect,
 2. is a Vice-Dean – in the range of CZK 20,000 to 40,000 per month.

(6) Bonus

- a) A bonus is a wage component that may be awarded to an employee if the conditions set out in the Internal Wage Regulations of Masaryk University are met. An employee may be awarded a performance bonus or an extraordinary bonus.

(7) Contractual wage

- b) The contractual wage is the individually-agreed wage, which includes all wage components except bonuses and excluding other statutory wage rights.
- c) The contractual wage is always negotiated with the Dean and the Faculty Bursar.
- d) In exceptional cases, the contractual wage may also be negotiated with other employees of the Faculty of Arts MU.

(8) Severance pay

- a) Severance pay is monetary compensation that is always negotiated with the Dean and Vice-Deans in accordance with the MU Internal Wage Regulations.
- b) Severance pay shall be negotiated with the Faculty Bursar at a minimum of three times the employee's average monthly earnings as of the date of removal. The Faculty Bursar is entitled to an increased severance payment of an additional amount equal to their average monthly earnings if their employment relationship with the employer lasted for a period of at least ten years. Severance pay will be paid on the next pay date following the termination of employment.

Section 3

Final Provisions

- (1) I entrust the head of the Personnel Office of the Faculty of Arts, Masaryk University with interpreting the individual provisions of the instruction, updating it, and checking compliance with it.
- (2) This Instruction will enter into force on the date of signature below.
- (3) This Instruction will enter into effect on 1st July 2018.

Brno, 20th June 2018

Prof. PhDr. Milan Pol, CSc.
Dean

Discussed with the Basic Trade Union Organisation of the Faculty of Arts, Masaryk University.

Brno, 20th June 2018

PhDr. Zdenka Stránská, Ph.D.