



In accordance with section 36, subsection 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Masaryk University Internal Wage Regulations on 15 December 2017 under Ref. No. MSMT-34141/2017.

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Mgr. Karolína Gondková
Director of the Department of Higher Education Institutions

Masaryk University Internal Wage Regulations

Part One **General Provisions**

Section 1 **Introductory Provisions**

- (1) In accordance with the provisions of section 17, subsection 1, letter d) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as subsequently amended (hereinafter referred to as the "Act"), and in reference to Act No. 262/2006 Coll., the Labour Code, as subsequently amended (hereinafter referred to as the "Labour Code"), the MU Internal Wage Regulations (hereinafter referred to as the "Internal Wage Regulations") stipulate the structure and manner of determining the wages of employees as remuneration for work performed in employment relationships at Masaryk University (hereinafter referred to as "MU").
- (2) Compensation for work in a labour relationship and the provision of additional monetary compensation on the basis of a basic labour relationship not subject to these Internal Wage Regulations shall be subject to the Labour Code and regulations issued with respect to its implementation.
- (3) These Internal Wage Regulations do not preclude the negotiation of a collective agreement seeking wage rights more favourable to the employees than those stipulated by these Internal Wage Regulations.
- (4) For the purposes of these Internal Wage Regulations, senior MU employees include deans, the bursar, university institute directors and special purpose MU facility directors. Senior employees constitute managerial employees as stipulated in accordance with section 11 of the Labour Code. Superiors constitute senior employees with directly subordinated employees.

Section 2 **Wages**

- (1) Wages are defined as monetary consideration provided to an employee for work in accordance with the Labour Code. In the case of an academic employee, wages are also defined as monetary consideration provided throughout a period of creative leave.

- (2) The amounts of individual wage components, namely the wage rate, performance premium and function premium, are determined in accordance with the wage statement; alternatively, the wage may be negotiated in an agreement.
- (3) Wages are determined or negotiated in accordance with the level of complexity and labour intensity; qualification requirements and work performance are determined individually in accordance with overall wage levels at MU and, in justified cases, with respect to wage levels applicable to a particular position on a relevant job market.

Section 3
Wage Payment

- (1) Wages for work performed are due in a following calendar month.
- (2) In the case of drawing compensatory time off for overtime work, wages for overtime work will not be paid out in the calendar month following the month in which the employee was entitled to wages; instead, these wages will be paid out in the month in which the compensatory time off is drawn.
- (3) A pay advice listing individual wage components and deductions is transmitted to employees in electronic form using an internal information system. Employees who do not have access to this system and employees who specifically request a hard copy are provided with this document in print form.

Part Two
Wage Components

Section 4
Wage Components

The following wage components exist at MU:

- a) wage rate,
- b) performance premium,
- c) function premium,
- d) bonus.

Section 5
Wage Rate

- (1) Employee wage rates are determined on the basis of the agreed type of work in accordance with the wage rate classifications included in Annexes 1 and 2.
- (2) Wage rates applicable to each wage category are listed in Annexes 1 and 2.
- (3) The characteristics of work activities associated with individual positions, their classification into wage categories and minimum qualification requirements including additional prerequisites for inclusion in individual wage categories are determined by the employer and specified in the MU Job Catalogue. In the case of academic employees in associate professor and professor positions, allocation to wage categories takes into account the international relevance of their research activities.
- (4) In case an employee performs more than one activity in a single employment relationship, the most demanding activity is always taken into consideration for wage category classification purposes. Isolated or seldom performed work activities are not taken into consideration for wage category classification purposes.
- (5) An employee who has achieved higher education or academic qualifications may, under the terms of a negotiated type of work corresponding to a higher wage

category, be allocated to a higher wage category on the basis of a decision made by a senior MU employee and in accordance with the MU Job Catalogue following the submission of a document attesting to his or her achieved education or academic qualifications.

Section 6

Performance Premium

- (1) A performance premium is a variable, individually stipulated wage component.
- (2) The performance premium amount is derived from the quality of work performed by an employee, including on the basis of his or her contribution to pedagogical and scientific activities, and from his or her stable long-term work performance. Simultaneously, managerial and organizational skills, knowledge, skills, experience, activity, professional and personal development, teamwork skills and the personal contribution of an employee to the employer are also taken into account. In the case of new employees, performance premiums are awarded in view of their potential for meeting these criteria.
- (3) The performance premium amount is determined by a senior employee of an MU constituent part for each economic unit in relation to its economic possibilities.
- (4) The performance premium amount is proposed by a superior and allocated by a senior employee of an MU constituent part on the basis of evaluation criteria described in subsection 2 and on the basis of rules applicable to a given economic unit with regard to the nature of the agreed type of work and the specific work performed.
- (5) The performance premium is generally determined for a specific period, usually corresponding to the duration of an evaluation period or the duration of a particular activity.
- (6) The performance premium may be altered (increased, reduced or withdrawn) in the case of changes to one or several of the criteria which the performance premium amount is based on.
- (7) The performance premium may also be altered due to changes in project financing.
- (8) In case the performance premium is reduced or withdrawn during the period for which the performance premium is awarded, the employee must be notified in writing, including of the grounds for doing so, no later than on the day of any such changes. No justification is required in cases specified in subsection 7.

Section 7

Function Premium

- (1) A function premium is granted in accordance with management levels in the MU organizational structure and management work difficulty to:
 - a) 1st management level: an employee who is not a senior employee but who is authorized to direct and inspect the work of other employees in accordance with the decision of a senior employee,
 - b) 2nd management level: a senior employee tasked with managing the work of subordinate employees within an assigned organizational unit,
 - c) 3rd management level: a senior employee tasked with managing other senior employees or directing the work of several organizational units.
- (2) An employee performing several activities entitling him or her to a function premium in accordance with subsection 1 shall receive only one function premium; the highest applicable amount is selected in this case.
- (3) A function premium likewise pertains to:
 - a) an employee performing work as required by his or her position while permanently acting as a deputy in place of a senior MU employee,

- b) an employee deputised to continuously fulfil the entire range of work obligations of a temporarily absent senior employee for a minimum of 4 weeks in case such a deputisation does not form part of his or her standard work obligations.
 - c) an employee tasked with the performance of the activities of a degree programme guarantor.
- (4) The minimum function premium amount in accordance with subsections 1 and 3 is specified in Annex 3. The specific function premium amount is determined by a senior employee of an MU constituent part.
- (5) A function premium may also be granted:
- a) to an employee responsible for coordinating or managing a programme or project investigation team or part thereof,
 - b) to an employee who is a member of a selected body or board,
 - c) in other cases determined in accordance with subsection 6.
- (6) The function premium amount specified in accordance with subsection 5 as well as other types of function premiums and their amounts shall be determined by a senior employee of an MU constituent part for a given economic unit.

Section 8

Bonus

- (1) A bonus is a wage component which may be awarded to an employee provided he or she meets the necessary conditions set out in accordance with these Internal Wage Regulations. An employee may be awarded a performance bonus or an extraordinary bonus.
- (2) A performance bonus may be awarded for:
- a) the one-time or repetitive but time-limited performance of a particular activity, the successful completion of tasks performed above and beyond normal job responsibilities, the high-quality fulfilment of assigned tasks, demanding work and activities carried out in connection with grant investigations, research tasks and projects, work associated with economic result improvement, the performance of work instead of an absent colleague.
 - b) the successful fulfilment of predefined work goals or tasks or the achievement of a certain status within the employee's scope of competence (target bonus for a specified period).
 - c) participation in MU Academic Senate (hereinafter referred to as "MUAS") sessions and MUAS board meetings recorded in publicly accessible minutes, namely to the MUAS chair, MUAS board and chamber chairs, MUAS members and MUAS board members. The specific bonus amounts applicable to these cases are set out in Annex 4. The manner and dates applicable to the payment of bonuses to student members of MUAS are determined by the Rector.
 - d) the performance of work above and beyond normal job responsibilities in the case of agreements outside of an employment relationship.
- (3) In case an employee was informed of bonus awarding conditions in advance and in case he or she met such conditions, he or she is entitled to such a bonus.
- (4) An extraordinary bonus may be awarded in recognition of an extraordinary one-time work achievement or a creative solution to difficult tasks, for resolving research and development assignments or other challenging tasks, for supporting the reputation of MU, representing MU, participating in the solving of extraordinary situations (e.g. protecting MU assets or the lives and health of MU employees), or for work carried out by the employee.

Section 9

Additional Wage Entitlements

The granting of a night work premium, overtime work premium, weekend work premium, premium for work on public holidays, occupational health and safety premium as well as compensatory wage and remuneration for standby is governed by the Labour Code and regulations issued with respect to its implementation.

Part Three

Contractual wage, Wage during Creative Leave and Severance Pay

Section 10

Contractual Wage

- (1) Contractual wage is an individually negotiated wage which includes all wage components listed in these Internal Wage Regulations, with the exception of bonuses and other legally stipulated wage rights.
- (2) In the case of wages negotiated with regard to overtime work, the provisions of section 114, subsection 3 of the Labour Code apply.
- (3) Contractual wages are always negotiated with the Rector, bursar, vice-rector, dean, faculty bursar or university institute director.
- (4) Contractual wages may also be negotiated with adjunct professors, senior employees of constituent parts of MU or with other employees, especially foreign experts, specialists involved in the investigation of major project tasks and employees achieving high levels of work value, primarily with respect to the high level of expertise, complexity and demands placed on the quality of performed work.

Section 11

Wage during Creative Leave

- (1) Employees taking creative leave are entitled to wages in accordance with the relevant wage category and performance premiums, in case any should be awarded, for the duration of a legally stipulated period of six months.
- (2) Additional wage components may be awarded to an employee in accordance with a decision issued by a unit head.
- (3) In case the creative leave period exceeds six months, wages from the end of the sixth month until the end of the creative leave period are determined by the senior employee of the relevant constituent part of MU.

Section 12

Severance Pay

- (1) Severance pay constitutes monetary consideration which:
 - a) is always negotiated individually with the Rector, vice-rector, dean, vice-dean or university institute director,
 - b) may usually be negotiated with senior employees in the event of dismissal from a position associated with the termination of an employment relationship.
- (2) Severance pay negotiated with employees in accordance with subsection 1, letter a) is awarded to such employees in an amount equal to the part of their monthly wages awarded to them throughout the performance of their positions. Severance pay is paid out on a monthly basis for a maximum of 12 calendar months (one part of the monthly wage is paid out for each completed three-month period) along with wages following the end of the term of office. In case an employee is appointed to an identical position or to other position specified in subsection 1, letter a), or in case he or she terminates his or her employment at MU, the payment of severance

pay instalments is terminated simultaneously with the maturity of his or her last wages without further compensation.

- (3) Severance pay paid out to an employee in accordance with subsection 1, letter b) constitutes at least three times his or her average monthly earnings as of the date of severance. Severance pay is paid out on the first payday following the end of his or her employment relationship.

Part Four Temporary and Common Provisions

Section 13

Temporary Provisions

- (1) Claims arising prior to these Internal Wage Regulations entering into force will be assessed in accordance with existing internal regulations.
- (2) Employees engaged in employment relationships at MU as 1 July 2018 will be classified into wage categories in accordance with the following:
 - a) in the case of academic employees, the job description according to Annex 1, utilizing the MU Job Catalogue.
 - b) in the case of additional, i.e. non-academic, employees, the job description according to Annex 2, utilizing the MU Job Catalogue.
- (3) The implementation of this section is specified by the MU Job Catalogue.

Section 14

Concluding Provisions

- (1) The following form an integral part of these Internal Wage Regulations:
 - a) Annex No. 1 Wage category specifications and wage rates for academic employee positions,
 - b) Annex No. 2 Wage category specifications and wage rates for non-academic employee positions,
 - c) Annex No. 3 Minimum function premium amount specification,
 - d) Annex No. 4 Remuneration for attendance at MUAS sessions and MUAS board meetings.
- (2) The Masaryk University Internal Wage Regulations registered with the Ministry of Education, Youth and Sports on 1 December 2008 under Ref. No. 24 438/2008-30, as amended, with the exception of sections 3 to 7, section 10 and Annexes 1 to 3, which expire on 30 June 2018, are hereby abolished.
- (3) These Internal Wage Regulations have been duly approved in accordance with section 9, subsection 1, letter b, point 3 of the Act by the MUAS on 4 December 2017.
- (4) These Internal Wage Regulations were negotiated with the University Trade Union – Masaryk University Trade Union Coordination Council.
- (5) These Internal Wage Regulations enter into force in accordance with section 36, subsection 4 of the Act on the day of registration with the Ministry of Education, Youth and Sports.
- (6) These Internal Wage Regulations shall apply from the day of their publication in the public section of the MU website with the exception of sections 4 to 7, section 8, subsection 1, section 8, subsection 2, letters a), b) and d), section 8, subsections 3 and 4, section 9 and annexes 1 to 3, which shall apply from 1 July 2018.

Assoc. Prof. PhDr. Mikuláš Bek, Ph.D., m.p.
Rector



Wage Category Specifications and Wage Rates for Academic Employee Positions

Wage category	Position	Wage rate in CZK
1.	(1A) Instructor (1B) Lecturer I (1C) Researcher I	24,500
2.	(2A) Assistant professor (2A) Lecturer II (2B) Researcher II	27,300
3.	(3A) Associate professor (3B) Researcher III	30,100
4.	(4A) Professor (4B) Adjunct professor (4C) Researcher IV	35,800



Annex No. 2 to the Masaryk University Internal Wage Regulations

Wage Category Specifications and Wage Rates for Non-Academic Employee Positions

Wage category	Position	Wage rate in CZK
1.	worker I	12,200
2.	worker II	13,400
3.	worker III technician I officer I	15,300
4.	worker IV technician II officer II	18,300
5.	technician III officer III specialist I	20,500
6.	technician IV officer IV specialist II postdoc I researcher I	22,300
7.	specialist III manager I postdoc II researcher II	24,600
8.	specialist IV manager II postdoc III researcher III	27,200
9.	manager III specialist V postdoc IV researcher IV	30,100
10.	manager IV	35,800

Annex No. 3 to the Masaryk University Internal Wage Regulations

Minimum Function Premium Amount Specification

Premium type	Minimum amount in CZK
1. management level	3,000
2. management level	5,000
3. management level	12,000
Representation of a senior employee of an MU constituent part	12,000
Representation of a temporarily absent senior employee	3,000, 5,000 or 12,000 depending on the type of position represented
Performance of the duties of a degree programme guarantor	5,000

Annex No. 4 to the Masaryk University Internal Wage Regulations

**Remuneration for Attendance at MUAS Sessions
and MUAS Board Meetings**

Designated person	Amount in CZK per session or meeting
MUAS member who is not the MUAS chair	1,000
MUAS board member who is not a MUAS board chair	1,000
MUAS board chair; applicable to MUAS board meetings	3,000
MUAS chamber chair; applicable to MUAS sessions	3,000
MUAS chair; applicable to MUAS sessions	6,000