

Internal Wage Regulations

(Effective as of 1 January 2013)

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Section 1

Scope of Competence

- (1) In accordance with the provisions of section 17 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act) and in reference to Act No. 262/2006 Coll., the Labour Code, as subsequently amended, and regulations issued with respect to its implementation, 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 an employment relationship and the provision of monetary compensation in an employment 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.

Section 2

Wage

- (1) Wages are provided to an employee for work done or, in the case of an academic employee on creative leave, in the scope indicated in section 9; wages are determined according to wage components as indicated in sections 3 to 7 or negotiated as contractual wage in accordance with section 8.
- (2) Wages are payable after the performance of work in a following calendar month unless other conditions for wage payment and accounting have been negotiated with an employee.
- (3) Advance payment shall be paid to an employee on request especially in case of leave which falls on a period coinciding with regular payday.

Section 3

Wage Rate

- (1) An employee's wage rate shall be determined in accordance with the wage category that employee is assigned to as stipulated by these Internal Wage Regulations.

- (2) Academic employee wage categories are set out in [Appendix No. 1](#). Non-academic employee wage categories are set out in [Appendix No. 2](#). Wage rates set out in [Appendix No. 1](#) and [Appendix No. 2](#) determine the minimum level of guaranteed wage at MU for an employment relationship equivalent to a full-time workload at MU.
- (3) A non-academic employee shall be assigned to a wage category set out in [Appendix No. 2](#) according to the type of work performed in accordance with a work agreement. Isolated or seldom performed work activities are not taken into consideration for wage category classification purposes. Should an employee perform a range of work activities with varying characteristics within one employment relationship, the most difficult work activity performed and the associated qualifications are taken into consideration for wage category classification purposes.
- (4) Academic employees shall be assigned to wage categories according to positions established in [Appendix No. 1](#) unless an alternative categorization has been negotiated with an employee while maintaining the prescribed qualification requirements. On achieving qualifications prescribed for a higher wage category as set out in [Appendix No. 1](#), an academic employee shall be assigned to that wage category following the submission of a document confirming the qualifications as of the first day of the month following the achievement of the prescribed qualifications.

Section 4

Performance Premium

A performance premium is a variable wage component which may be granted to an employee in connection with achieved work results or extraordinary scope or difficulty of work activities, their contribution to the fulfilment of obligations associated with MU project activities or the economic results of MU or the constituent part of MU tasked with executing the authority of employer in labour relations. A decision to reduce or remove an employee's performance premium takes effect no earlier than on the day on which the employee is notified.

Section 5

Function Premium

- (1) A function premium is granted in accordance with management levels in the MU organizational structure, management work difficulty and number of employees managed to a:
 - a) 3rd management level senior employee tasked with managing other senior employees or directing the work of several organizational units,
 - b) 2nd management level senior employee tasked with managing the work of subordinate employees within an assigned organizational unit,
 - c) 1st management level 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.

- (2) In accordance with guidelines listed in subsection 1, a function premium is likewise granted to an:
 - a) employee performing work as required by his or her position and acting as a deputy in place of the Rector or a senior MU employee,
 - b) employee deputed to fulfil the entire range of work obligations of a temporarily absent employee for a minimum of 4 weeks in case such a deputation does not form a part of his or her standard work obligations.
- (3) In accordance with subsection 1, letter b), a function premium may likewise be granted to an employee responsible for the coordination or management of a programme or project investigation team or its part.
- (4) An employee performing several activities entitling him or her to a function premium shall receive only one function premium, calculated in accordance with the highest management level he or she is assigned to.
- (5) The function premium sum is determined as a percentage of the highest wage rate in accordance with [Appendix No. 1](#) and [Appendix No. 2](#) to the Internal Wage Regulations.
- (6) The range of function premium amounts which may be granted within individual management levels is established in [Appendix No. 3](#).

Section 6

Additional Legally Stipulated Monetary Entitlements in an Employment Relationship

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.

Section 7

Bonus

- (1) An employee may be granted a bonus:
 - a) for the successful completion of extraordinary, particularly difficult or significant work tasks,
 - b) for assistance provided in the defence of MU assets and the lives or health of employees in connection with fire prevention, other natural disasters, assistance in dealing with their aftermath or for assistance associated with other extraordinary contingencies,
 - c) as an appreciation of work performed by an employee on the occasion of their 50th or 60th birthday or on the occasion of an employee's entitlement to retirement or full disability pension; a bonus amounting to an average monthly wage at MU in a preceding calendar year may be granted to an employee whose employment

relationship at MU prior to the arising of such conditions lasted for a minimum of 12 months.

- (2) An employee's legal entitlement to a bonus arises only in case the granting of a bonus:
 - a) follows from the provisions of a collective agreement or a decision made by MU or its constituent part regarding the general conditions for granting bonuses to a defined group of employees for a designated period,
 - b) was individually negotiated with an employee as remuneration for the fulfilment of specific work tasks or the achievement of a certain state of an employee's competence (target bonus for a designated period).

Section 8

Contractual Wage

- (1) MU may negotiate with an employee to set up a contractual wage valid for the duration of the employment relationship which comprises all individual wage components (sections 3 to 6) with the exception of a bonus (section 7).
- (2) The contractual wage is negotiated with senior employees tasked with executing the authority of an MU or faculty body.

Section 9

Wage Paid to Academic Workers on Creative Leave

- (1) An academic employee granted creative leave and not receiving a contractual wage shall receive throughout the duration of the creative leave period a wage which includes the following:
 - a) wage according to the relevant wage rate,
 - b) occupational health and safety premium if applicable to the work environment occupied during the creative leave period,
 - c) performance premium if preserved for the duration of the creative leave period.

Section 10

Common Provisions

- (1) For the purposes of these Internal Wage Regulations, MU may recognize qualifications stipulated by [Appendix No. 1](#) and [Appendix No. 2](#) which were obtained by graduating from a comparable degree programme at an international higher education institution or, in the case of employees listed in wage categories 4 and 5 as stipulated by [Appendix No. 1](#), by also holding a position at an international university-type higher education institution.
- (2) In medicine and medical fields of study, MU may recognize qualifications stipulated by [Appendix No. 1](#) for the purpose of including academic employees in wage categories 2 or

3 in case the person in question has obtained the specialized competences of a medical doctor or dentist in accordance with Act No. 95/2004 Coll., on the Conditions for Acquisition and Recognition of the Professional Qualifications of Doctor, Dentist and Pharmacist, as subsequently amended, or has obtained specialized competences necessary for the performance of a medical profession in accordance with Act No. 96/2004 Coll., on the Conditions for Acquisition and Recognition of the Professional Qualifications of Non-Medical Healthcare Professions and Performance of Activities Associated with the Provision of Healthcare (the Non-Medical Healthcare Professions Act), as subsequently amended.

- (3) The recognition of qualifications in accordance with subsections 1 and 2 is performed by taking such qualifications into account.

Section 11

Temporary Provisions

- (1) Employees already performing work at MU on the basis of a work agreement as of the day of these Internal Wage Regulations entering into force are assigned to wage categories corresponding to:
 - a) positions as set out in [Appendix No. 1](#) in the case of academic employees,
 - b) work type negotiated in a work agreement – even if the prescribed qualifications set out in [Appendix No. 2](#) are not met – in the case of non-academic employees.
- (2) Until 31 December 2010 these Internal Wage Regulations do not preclude the negotiation of an employment relationship prolongation with a non-academic employee who may not meet the qualifications prescribed in [Appendix No. 2](#).

Section 12

Concluding Provisions

- (1) The Internal Wage Regulations for Masaryk University Academic Staff, registered with the Ministry of Education, Youth and Sports on 1 March 2002 under Ref. No. 14 224/2002-30, as subsequently amended and the Internal Wage Regulations for Masaryk University Non-Academic Staff, registered with the Ministry of Education, Youth and Sports on 1 March 2002 under Ref. No. 14 224/2002-30, are hereby abolished.
- (2) These Wage Regulations have been duly approved in accordance with section 9, subsection 1, letter b) of the Higher Education Act by the MU Academic Senate on 3 November 2008.
- (3) These Internal Wage Regulations were negotiated with the University Trade Union – Masaryk University Trade Union Coordination Council on 17 July 2008 and 4 November 2008.
- (4) These Internal Wage Regulations enter into force in accordance with section 36, subsection 4 of the Higher Education Act on the day of registration with the Ministry of Education, Youth and Sports.
- (5) These Internal Wage Regulations enter into force on 1 January 2009.

Prof. PhDr. Petr Fiala, Ph.D., LL.M.,

Rector

Modifications to the Masaryk University Internal Wage Regulations were approved in accordance with section 9, subsection 1, letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act) by the Masaryk University Academic Senate in Brno on 15 October 2012.

Modifications to the Masaryk University Internal Wage Regulations enter into force in accordance with section 36, subsection 4 of the Higher Education Act on the day of registration with the Ministry of Education, Youth and Sports.

Assoc. Prof. PhDr. Mikuláš Bek, Ph.D.,

Rector

Appendix No. 1 to the Wage Regulations

a) Wage Category Specifications, Required Qualifications and Wage Rates for Individual Academic Employee Positions

Wage category	Position	Required qualifications	Wage rate
1.	(1A) Instructor (1B) Lecturer – grade I (1C) Research assistant	University education in a Master's degree programme	17,700
2.	(2A) Assistant professor (2B) Research worker – grade I	University education in a doctoral degree programme	21,100
3.	(3A) Lecturer – grade II (3B) Research worker – grade II	University education in a doctoral degree programme and no less than 5 years of experience or university education in a Master's degree programme and no less than 10 years of experience with relevant activities in a given academic field	23,600
4.	(4A) Associate professor (4B) Research worker – grade III	Appointment to associate professor	26,000
5.	(5A) Professor	Appointment to professor	30,900

(5B) Research worker –
grade IV

b) General Characteristics of Academic Employee Positions

Section 1

General Characteristics of Academic Employee Job Content

Academic employees regardless of position participate in the following activities as part of their employment relationships:

a) research and development, including especially:

1. primary or applied research or research and development,
2. publication activity or other forms of communication of research and development results,
3. application of the results of research, development and innovation in the form of consultations or similar forms,
4. participation in academic or professional organizations in a given field,
5. activities aimed at securing funding for research, development and innovation from third parties (locating grant opportunities or opportunities for contractual collaboration, etc.).

b) teaching and degree programme development, including especially:

1. teaching (lectures, seminars and other forms of teaching including practical training) and teaching preparation (e.g. in the form of teaching material preparation or selection),
2. degree programme development and assessment,
3. student consultations,
4. monitoring and evaluation of the fulfilment of student obligations (especially by means of preparing, organizing and implementing examinations and other forms of verifying knowledge and skills acquired in degree programmes),
5. supervision and reviewing of final theses and dissertations.

c) participation in MU self-government, including especially:

1. participation in the formation and, if so required, in the activities of autonomous academic bodies as stipulated by law,
2. preparation and execution of administrative and associated expert tasks required by admission procedures into accredited degree programmes,
3. execution of the functions of senior employees tasked with direct management competence of autonomous MU or faculty academic bodies following appointment to such bodies in accordance with the Higher Education Act (vice-rector, vice-dean).

d) service to society, including especially:

1. promotion of knowledge and technology transfer,
2. communication of findings made in a given field to the general public.

Section 2

General Characteristics of the Job Content of Individual Academic Employee Positions

- (1) An **instructor** is primarily involved in teaching in Bachelor's and Master's degree programmes and participates in associated research, development and innovation activities.
- (2) A **lecturer – grade I** is primarily involved in teaching in Bachelor's and Master's degree programmes and may also participate in individual associated research, development and innovation activities.
- (3) A **research assistant** is primarily involved in individual research, development and innovation activities and may also participate in the transfer of such results into teaching in Bachelor's, Master's and doctoral degree programmes.
- (4) An **assistant professor** is primarily involved in teaching in Bachelor's and Master's degree programmes and – in exceptional cases – may assume the role of supervisor in doctoral degree programmes as well as participating in associated research, development and innovation activities. An assistant professor shall also strive to fulfil the conditions for appointment to associate professor.
- (5) A **research worker – grade I** is primarily involved in the performance of research, development and innovation activities, may participate in the transfer of such results into teaching in Bachelor's, Master's and doctoral degree programmes and – in exceptional cases – may assume the role of supervisor in doctoral degree programmes.
- (6) A **lecturer – grade II** is primarily involved in teaching in Bachelor's and Master's degree programmes and – in exceptional cases – may assume the role of supervisor in doctoral degree programmes as well as participating in associated research, development and innovation activities.
- (7) A **research worker – grade II** is primarily involved in the performance of research, development and innovation activities, may participate in the transfer of such results into teaching in Bachelor's, Master's and – as supervisor – in doctoral degree programmes.
- (8) An **associate professor** is primarily involved in teaching in Bachelor's and Master's degree programmes, assumes the role of supervisor in doctoral degree programmes and participates in research, development and innovation activities, especially by initiating and supervising research or development and innovation programmes and projects. An associate professor strives to fulfil the conditions for appointment to professor.
- (9) A **research worker – grade III** is involved in the performance of research, development and innovation activities, especially by initiating and managing research or development and innovation programmes or projects; he or she may also be involved in teaching in Bachelor's, Master's and – as supervisor – in doctoral degree programmes.
- (10) A **professor** plays an important part in determining the focus of educational, research, development and innovation activities in a given field, participating in teaching in all degree programme types and managing research, development and innovation,

especially by formulating objectives and initiating and supervising key research, development and innovation programmes and projects.

- (11) A **research worker – grade IV** is involved in activities similar to those carried out by a professor, although his or her participation in teaching in degree programmes is closely associated with research, development and innovation activities; he or she may also play the role of supervisor in a doctoral degree programme.

Appendix No. 2 to the Wage Regulations

Wage category	Brief position description	Required qualifications	Wage rate
1.	Employees perform simple, auxiliary and less qualified work of a routine nature according to precise instructions and with clearly defined output.	Primary education	10,100
2.	Employees perform technical or administrative work in accordance with common procedures or general instructions with defined output and connections to additional processes.	Secondary vocational education	13,200
3.	Employees perform craft-related, technical, operational or economic and administrative activities within a comprehensive framework.	Vocational secondary education or comprehensive secondary education	15,800
4.	Employees perform specialized expert work or independently execute expert economic or administrative tasks.	Comprehensive vocational secondary education or higher vocational education	17,700
5.	Employees perform complex administrative, specialized and expert activities or carry out research and development support activities with broadly defined inputs and outputs and considerable methodological and procedural variability.	University education in a Bachelor's degree programme	19,200
6.	Employees perform expert, systemic, methodological and coordinating activities in the area of specialized agendas, teaching support or research and development with broad connections to additional processes.	University education in a Master's degree programme	21,200
7.	Employees perform complex systemic work and managerial and coordinating activities with potential connections to a wide range of additional activities, substantial material	University education in a Master's degree programme	23,500

responsibility and considerable demands with respect to their ability to resolve complex situations.

8. Employees perform systemic activities associated with management and system coordination incurring material responsibility arising from the activities of both directly managed and associated systems. University education in a Master's degree programme 26,000

Appendix No. 3 to the Wage Regulations

Grade	Function premium amount as a percentage of the highest wage rate according to Appendices Nos. 1 and 2
3	30 to 60 %
2	15 to 50 %
1	10 to 30 %