

Dean's Instruction No. 1/2018

Determination of the range of remuneration and functional allowances

(as amended with effect from 1 July 2018)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, and pursuant to Article 5(2)(a) of the Organizational Regulations of the Faculty of Education of Masaryk University, I issue this instruction:

Article 1

General provisions

- (1) **Purpose:** Pursuant to Article 6(3) and Article 7(5) and (6) of the MU VMP, effective as of 1 July 2018, this instruction sets out the range of functional increments and other types of functional increments, the range of the amount of personal remuneration of employees, all in relation to the economic possibilities of the MU Faculty of Education
- (2) **Scope of validity:** the instruction applies to PdF employees.
- (3) **Definition of terms and abbreviations:**
Faculty of Education of Masaryk University - PdF MU.
Internal wage regulations of Masaryk University - VMP MU
- (4) **Responsibility.** Head of Personnel of PdF MU and Secretary of PdF MU.

Article 2

Ranges of functional increments and other types of functional increments

- (1) **Steering grades and the range of the amount of the management allowance:**
Level 1 management: an employee who is not a senior employee, but who is authorised, at the decision of a senior employee or head of department, to direct and

supervise the work of other employees or to coordinate or lead a project team in project activities - **CZK 1,000 to 5,000 per month**

2nd level of management: senior staff member who manages the work of subordinate staff within the framework of the Organisational Regulations - **CZK 5,000 to 15,000 per month**

3rd management level: senior employee who manages other senior employees or manages the work of several organizational units according to the Organizational Regulations or vice-dean - **12 000 - 25 000 CZK per month**

- (2) The functional allowance of the head of an academic department, particularly a department or institute, is determined with regard to: the number of members of the team in charge, the guarantee of the number of study programmes and programmes implemented within the framework of CŽV.
- (3) A member of staff who continuously covers the full duties of a temporarily absent senior member of staff for a period of at least 4 weeks, and where the cover is not part of his normal duties, shall be entitled to a management allowance at the full rate awarded to the temporarily absent senior member of staff.
- (4) The employee is entitled to a functional supplement of **CZK 5,000 per month** for the performance of the activities of the* **study programme guarantor**. For the function of a second study programme guarantor, the functional allowance is increased by CZK 2 000. CZK 200 per curriculum, including language versions of curricula, is then added to the calculation of the total amount for programme guarantorship.

Article 3

Personal evaluation range

- (1) The employer may provide a monthly personal assessment to an employee who achieves very good performance or performs the scope of his/her work tasks well. The personal remuneration is normally fixed for a period of one year and is based on the periodic evaluation of the staff by the head of the relevant department. The personal remuneration of the heads of staff (especially of departments and institutes) is determined on the basis of performance indicators which are part of the budgeting of the respective budget year (Rules approved by the AS PdF MU). In particular, the following indicators are taken into account:

Implementation of own projects, income from CJV, international student mobility, cooperative credits and creative/artistic activities and possibly others as listed above.
- (2) The personal evaluation is based on the employee's performance and is a percentage of the salary scale to which the employee is assigned in accordance with the MU VMP.
- (3) Span:
 - for academic and non-academic staff: up to **200 % of the** tariff granted to the staff member concerned;
 - for senior staff, researchers on major international projects, up to **250 %**.

* according to the MU Internal Standards for the Approval, Management and Quality Assessment of MU Study Programmes

Article 4

Final provisions

(1) Related documents:

- VMP MU
- Rules of budgeting of the Faculty of Education of MU for the current year
- MU Internal Standard Approval, Management and Quality Assessment of MU Study Programmes
- MU Directive No. 11/2017 Rules for the development of study programmes

(2) List of records:

- *They're not.*

(3) List of annexes: none

(4) Check and update:

- a) This instruction is checked once a year by the Secretary of the Faculty
- b) It is the duty of every faculty employee who uses this guideline in his/her work to constantly monitor its currency and functionality and to alert the Secretary to its deficiencies and the need for changes.

(5) The Head of the Personnel Department is responsible for the interpretation of this instruction. Pdf.

(6) Change history:

No		

(7) This Instruction shall enter into force on the date of its publication on the official notice board.

(8) This instruction shall take effect on 1 July 2018.

Brno, 27 June 2018

doc. PhDr. Jiří Němec, Ph.D.

Dean