

# MUNI | RECETOX SCI

DIRECTOR'S DIRECTIVE 01/2020 -  
RECETOX REMUNERATION POLICY

The **RECETOX Remuneration Policy** (hereinafter, RECETOX is referred to as the “Centre”) is issued in compliance with the RECETOX Organisational Rules, the Dean’s Instruction – Wages of Employees of the Faculty of Science and other applicable MU regulations. The Remuneration Policy is a more detailed version of some of the sections of these regulations and provides for the compensation for the employees of the Centre.

The Remuneration Policy of the Centre supports the achievement of the short-term and long-term strategic goals of the Centre through transparent policies regarding wage and wage components, bonuses, and other benefits for the Centre’s employees.

The wage and compensation structures for students employed at the Centre as part of their employment contract at MU are governed by a separate regulation.

## Part I WAGE PAYMENT

The wage, its components and any changes are determined primarily by the Dean’s Instruction – Wages of Employees of the Faculty of Science and related regulations in compliance with the MU Faculty of Science Directives 1/2019 (regulating the system of job positions and job roles), 2/2019 (regulating the career structure) and 5/2019 (regulating the staff evaluation).

### Section 1 Wage Ranges

- (1) In accordance with the compensation policy of the Centre, the wage within the system of job positions and job roles is determined by the wage ranges set for specific tariff grades. The wage ranges include the *wage rate*, the *performance premium (personal appraisal)* and the *function premium (supplemental pay)* in compliance with section 3 of this Directive.

### Section 2 Annual Wage Review

- (1) The wage for the current staff at the Centre will be annually reviewed for wage raises and cuts in each April and May following the staff evaluation<sup>1</sup>. Any changes to the pay will take place from 1 July of the given year.
- (2) A staff member’s wage may be reviewed outside of the period defined in section 2 (1) when:
  - a) the employee switches job positions or job roles;
  - b) the change was planned as a part of the job offer or the adaptation plan for a new employee; or
  - c) the change is necessitated by a revision of the compensation system in the MU internal regulations.
- (3) Any changes to an employee’s wage during the annual wage review are proposed by the employee’s immediate superior no later than 30 May and approved by the next superior in line, in accordance with the Centre’s Organisational Structure.

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<sup>1</sup> In compliance with the MU Faculty of Science Directive 5/2019  
[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Prirodovedecka\\_fakulta/Smernice/SD2019-05/SM\\_2019\\_5\\_CZ\\_Hodnoceni\\_zamestnancu\\_PrF\\_MU.pdf](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Prirodovedecka_fakulta/Smernice/SD2019-05/SM_2019_5_CZ_Hodnoceni_zamestnancu_PrF_MU.pdf)

**Section 3**  
**Function premium**

- (1) The function premium (supplemental pay) is awarded as follows:
  - a) The Director of the Centre who implements the top level of the Centre's line management receives a function premium of 30,000 CZK per month.
  - b) Managers on the middle level of the Centre's line management who have other managers reporting to them or who manage several organisational units receive a function premium of 15,000 CZK per month. To be eligible for the premium, the manager must be the immediate superior of no fewer than two other managers.
  - c) Managers on the first level of the Centre's line management who have employees reporting to them receive a function premium of 5,000 CZK per month. To be eligible for the allowance, the manager must be the immediate superior of no fewer than two employees.
- (2) Managers who meet more than one of the premium eligibility requirements set out under sections 3 (1) a) to c) only receive the premium that is the highest.
- (3) Managers who are not RECETOX core employees are not entitled to the function premium under this section if they are entitled to a function premium in the same or higher category at the unit which is their core employer.

**Part II**  
**BONUSES**

**Section 4**  
**Bonus Amounts and Sources**

- (1) To ensure efficient support for achieving the Centre's goals, the bonus budget is centralised and entrusted for distribution to the Centre's management as part of their departmental budgets. The maximum amount of bonuses paid each year must not exceed 15% of the overall wage costs of the<sup>2</sup> Centre.
- (2) The centralised bonus budget does not include the funds to cover the following:
  - a) project funds to be distributed as bonuses, which are proposed by the principal investigator and subject to approval by the immediate superior of the employee;
  - b) bonuses based on the economic activities, which are proposed by the person responsible for the order and subject to approval by the immediate superior of the employee. The maximum annual amount payable to an employee from one source under section 4 (2) is 10,000 CZK.

**Section 5**  
**Bonus Types**

- (1) The Centre recognises the following performance and extraordinary bonus categories:
  - a) Publication Bonus
  - b) Student Supervision Bonus
  - c) Management Bonus
  - d) Support and Infrastructure Staff Bonus

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<sup>2</sup> The basis for the centralised bonus budget for each year is calculated as twelve times the wage costs (account number 521 011 within unit 3180\*) in December of the preceding year. The budget is then adjusted based on actual wage costs (account number 521 011 within unit 3180\*) in the preceding months (January to July). The remaining six months are calculated as six times the wage costs in May.

- e) Extraordinary Director's Fund Bonus

**Section 6**  
**Bonus Schedule**

- (1) Bonuses are calculated and processed according to the following schedule:
  - a) Publication Bonus – May, November
  - b) Student Supervision Bonus – February, August
  - c) Management Bonus – January, April, July, October
  - d) Bonus for the Director of the Centre – March, June, September, December
  - e) Support and Infrastructure Staff Bonus – January, April, July, October
  - f) Extraordinary Director's Fund Bonus – periodically as required
- (2) The bonuses are processed electronically and entered into the INET system by the head of the HR Department, who must receive the required documents no later than on the 15th day of the month according to the schedule above.
- (3) The bonuses are then paid out the following payday. Exceptionally, a bonus may be paid outside of the set schedule if it is not paid in the scheduled month.

**Section 7**  
**Publication Bonus**

- (1) The Centre's employees who contribute to publications receive a semi-annual bonus in the overall amount of up to 20 % of the total bonus budget. These bonuses are based on each employee's publication performance during the given period. This bonus is calculated using the following formula:

$$P_i = \frac{p_i}{\sum_{j=1}^n p_j} \times M_p$$

Where:  $P_i$  is the bonus paid to the  $i$ th researcher

$n$  is the overall number of the Centre's employees

$p_i$  is the achieved publication performance of the  $i$ th researcher

$M_p$  is the amount of the bonus budget to be distributed in the given year among the Centre's researchers

- (2) The publication performance ( $p_i$ ) of the  $i$ th researcher (who is an employee of the Centre) is calculated based on all the publications by the  $i$ th researcher during the given period where the Centre was listed as the researcher's affiliation and in proportion to the degree of affiliation to the Centre.

The points for any given publication are based on the publication's quartile ranking and are awarded as follows: 32 points for a publication ranked in the top 5%, 16 points for a publication in the first quartile, 8 points for a publication in the second quartile, 4 points for a publication in the third quartile, and 2 points for a publication in the lowest quartile. The first author and the corresponding author receive 50% of these points. The number of points awarded to the other authors is calculated by dividing the total number of points by the number of co-authors of the publication.

**Section 8**  
**Student Supervision Bonus**

- (1) Employees who are involved in teaching at the Centre receive a semi-annual bonus in the overall amount of up to 5% of the total bonus budget. These bonuses are based on the number of points awarded for students' theses successfully defended in the previous semester and written under the given employee's supervision as a part of the Centre's degree programmes.

$$V_i = \frac{M_v}{\sum_{j=1}^n v_j} \times v_i$$

Where:  $V_i$  is the bonus paid to the  $i$ th teacher

$n$  is the overall number of the Centre's employees

$M_v$  is the amount of the bonus budget to be distributed in the given year among the Centre's employees involved in teaching at the Centre

$v_i$  is the number of points awarded to the  $i$ th teacher

Points awarded for successful thesis defence: 100 points for a doctoral dissertation, 20 points for a master's thesis, 10 points for a bachelor's thesis.

**Section 9**  
**Management Bonus**

- (1) The bonuses paid to the management of the Centre are divided into several categories defined in subsections (3) to (11) of this section.
- (2) The following principle applies to categories 4 through to 11: 80% of the amount allocated for bonuses and paid based on the level of performance of the goals or tasks set is paid quarterly. The remaining 20% is allocated to be paid as bonuses for an exceptional work and can be distributed at the discretion of the manager in charge.
- (3) The bonus for the Centre's Director is based on the economic performance of the Centre. The amount allocated for the bonus is 5% of the total annual bonus budget.
- (4) The bonus for the Operations Director as the head of the Support Functions is based on the economic results of the Centre. The amount allocated for the bonus is up to 5% of the total annual bonus budget. The actual amount of the bonus is determined by the Director of the Centre.
- (5) The bonus for the Director of the National Centre is based on the economic performance of the National Centre. The amount allocated for the bonus is up to 2% of the total annual bonus budget. The actual amount of the bonus is determined by the Director of the Centre. The bonuses are paid primarily from the project funds of the National Centre.
- (6) The bonus for the Head of the Director's Office is based on the economic performance of the Centre. The amount allocated for the bonus is up to 3% of the total annual bonus budget. The actual amount of the bonus is determined by the Director of the Centre.
- (7) The bonus for the Heads of the Research Programmes is based on the economic performance of the Centre. The amount allocated for the bonus for each research programme head is up to 2.5% of the total annual bonus budget. The actual amount of the bonus is determined by the Director of the Centre.
- (8) The bonus for the Research Infrastructure Director is based on the economic performance of the Centre. The amount allocated for the bonus is up to 2% of the total annual bonus budget. The actual amount of the bonus is determined by the Director of the Centre.
- (9) The heads of the Research Infrastructure units receive bonuses based on the completed activities, tasks and goals and based on the performance of their teams. The amount allocated

for the bonus for each head is up to 1.5% of the total annual bonus budget and distributed by the Director of the Centre.

- (10) The heads of the research groups receive bonuses based on the completed activities, tasks and goals and based on the performance of their teams. The amount allocated for the bonus for each head is up to 0.5% of the total annual bonus budget and distributed by the Director of the Centre.
- (11) The department heads of Support Functions receive bonuses based on the completed activities, tasks and goals and based on the performance of their teams. The amount allocated for the bonus for each head is up to 1% of the total annual bonus budget. The actual amount of the bonus is determined by the Operations Director.

### **Section 10** **Support and Infrastructure Staff Bonus**

Bonuses for the Centre's support staff are divided into the following categories:

- (1) Employees of the Support Functions receive bonuses based on completed activities, tasks and goals. Bonuses for individual employees are awarded by their immediate superior, who receives a proportionate part of the bonus budget for this purpose, which is based on the number of members and annual wage costs of the department. Overall, the amount allocated to bonuses for administrative employees is up to 4.5% of the total bonus budget.
- (2) Employees of the Research Infrastructure (RI) units receive bonuses based on completed activities, tasks and goals. Bonuses for individual RI employees are awarded by their immediate superior, who receives a proportionate part of the bonus budget for this purpose, which is based on the number of members and annual wage costs of the department. Overall, the amount allocated to bonuses for RI employees is up to 9.5% of the total bonus budget.
- (3) Up to 0.5% of the total bonus budget is allocated to programme heads to be awarded to employees who perform infrastructure-related activities within the research programmes or groups permanently.
- (4) Employees of the Director's Office receive bonuses based on completed activities, tasks and goals. Bonuses for the individual employees are distributed by their immediate superior. Overall, the amount allocated to bonuses for the Director's Office is up to 1% of the total bonus budget.
- (5) Employees of the National Centre receive bonuses based on completed activities, tasks and goals. Bonuses for the individual employees are distributed by their immediate superior. Overall, the bonuses paid to employees of the National Centre amount to up to 0.5% of the total bonus budget and are paid primarily from the project funds of the National Centre.
- (6) The managers of the Centre who receive bonuses under section 6 of this Directive are not eligible for bonuses under this section.

### **Section 11** **Director's Fund Bonus**

- (1) The Director of the Centre has an annual bonus fund at his or her disposal to recognise the performance of the Centre's employees. The bonus fund amounts to 5% of the total bonus budget. This bonus fund is used for extraordinary bonuses and to reward performance not rewarded according to the preceding sections.
- (2) The amount available in the Director's fund may increase by using funds not distributed for other types of bonuses, subject to section 1 (1).
- (3) The bonuses are awarded by the Director of the Centre or otherwise proposed by any manager of the Centre and subject to approval by the Director of the Centre.

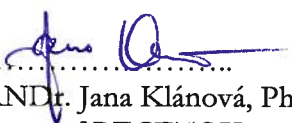


- (4) The Head of the Director's Office and the Director of the National Centre may propose a bonus for employees of the Centre who participate in the activities of the Director's Office or the National Centre, provided that this participation is based on a prior agreement. These bonuses are subject to approval by the Director of the Centre and the immediate superior of the employee in question.
- (5) The Director's fund may also be used to award a job performance bonus to employees of other MU departments who support the activities of the Centre, based on the proposal of any manager of the Centre and subject to approval by the Director of the Centre.

**Section 12**  
**Final Provisions**

- (1) The interpretation and periodic updates of this Directive are the responsibility of the Operations Director.
- (2) Suggested updates to this Directive are subject to approval by the Director of the Centre, who presents them to the Council of the Centre.
- (3) The implementation of this Directive is supervised by the head of the HR Department of the Centre.
- (4) This Directive comes into force on the date of its publication and takes effect on 1 April 2020.

Brno, 31 March 2020

  
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prof. RNDr. Jana Klánová, Ph.D.  
Director of RECETOX

