

# **Payroll regulations of the University of South Bohemia**

## **Section I.**

### **General provisions**

#### **Article 1**

##### **Introductory provisions**

- (1) In accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by later regulations; (hereinafter referred to as the “Act”) the remuneration of employees of the University of South Bohemia (hereinafter referred to as the “USB”) is pursuant to Act No. 262/2006 Coll., as found in Labour Code, as amended by later regulations, and other specific regulations.
- (2) The payroll regulations regulate payroll conditions between the USB as the employer and its employees.

#### **Article II.**

##### **Wage, forms of wages**

- (1) The employee has the right to receive wage for performed work.
- (2) The notion of wage is defined as a monetary remuneration provided by the employer for work done. The notion of wage does not include remuneration provided in accordance with special regulations related to employment, in particular, as related to wage compensations, severance pay, travel cost compensations and remuneration for on-call availability.
- (3) These forms of wages will be applied when remunerating the employees of the USB:
  - a. monthly wage
  - b. hourly wage
  - c. contractual wage
- (4) The contractual wage may be agreed upon with employees, who perform with excellence or employees, who have a high level of responsibility. The contractual wage may also be agreed upon with employees performing work on projects or grants financed from public budget resources or non-public resources, if permitted by conditions set by the subsidy provider, on the basis of an independent employment contract.

- (5) The contractual wage is granted by the Rector, the Deans or by the Directors of special-purpose facilities of the USB in place of all parts of wage, with the exception of extra bonuses in accordance with the article 17, on the basis of a fixed-term contract, provided that the maximum length of the contract is 2 years at the most. The contractual wage can be agreed upon repeatedly.
- (6) The salary paid within a relevant month must not be lower than the minimum wage and the minimum rate of a relevant guaranteed wage. General conditions for determining the minimum wage, guaranteed wages, basic rates of the minimum wage and the minimum rates of guaranteed wages in various categories are determined by the Labour Code and other special regulations. 1)
- (7) Every part of the University is obliged to create its own internal regulation determining the methodology of allocating a specific wage rate to individual employees. In the case of Faculties, the Academic Senate approves the regulation of the Faculty in question and the adopted text is published on the University's website in a section accessible to public, including information concerning its coming into force and taking effect.

## **Section II.**

### **Remuneration of members of academic staff and members of research staff**

#### **Article 3**

##### **Wage rates**

An employee, who is a member of academic staff, has the right to receive a wage rate determined in the context of the wage margin as shown in Annex No. 3 for a wage category assigned to the employee, if it is not specified otherwise by this payroll regulation.

#### **Article 4**

##### **Allocating members of academic staff and members of research staff to a wage category**

- (1) Members of academic staff and members of research staff are allocated a wage rate according to the wage category based on the nature of the work agreed upon in the employment contract in accordance with qualification requirements (achieved education level, academic degree, scientific rank) as well as in accordance with the most demanding employment duty performed. Achieved education level that is higher than such that is required is not taken into account.

- (2) The members of academic staff and members of research staff are assigned a wage category as per Annex No. 1 – Employment activities of academic staff and members of research staff according to labour intensity.
- (3) If work activities that cannot be classified according to Annex No. 1 arise, the relevant immediate superior employee shall prepare a detailed description of such employment tasks and shall propose a classification to a relevant wage category according to qualification requirements, labour intensity, required level of responsibility assumed and other criteria of the performed employment tasks.

### **Article 5**

#### **Determining the wage rate of members of academic staff and members of research staff**

- (1) The wage rate in the context of the wage margin as per Article 3 is proposed for a member of academic and/or research staff by a relevant immediate superior employee as per the internal norm of the University's constituent part in question (see Art. 2, par. 7 of these Payroll regulations) on the basis of a consideration of the length of the professional experience relevant to the work of the employee, the benefit for an educational or a research field and the complexity of the performed work. In so doing, the relevant superior employee takes into account the wage rates of members of academic and research staff performing work tasks of a similar nature, who the immediate superior employee manages and who are classed in the same wage category as the employee in consideration.
- (2) The wage rate is determined by the Rector, the Dean on the basis of a proposal as per paragraph 1.
- (3) Changes to the wage rate of members of academic or research staff are proposed by a relevant immediate superior employee on the basis of the same criteria, which are used for the determination of a wage rate.

### **Section III.**

#### **Article 6**

An employee, who is not a member of academic or research staff (hereinafter referred to as the "non-academic employee"), has the right to receive a wage rate determined in the context of the wage margin as shown in Annex No. 4 for wage categories assigned to the employee, if it is not specified otherwise by this payroll regulation of the USB.

## **Article 7**

### **Assigning non-academic employees to a wage category**

- (1) Non-academic employees are assigned to wage categories on the basis of the type work agreed upon in the work contract, in agreement with qualification requirements (achieved education level) and according to the most challenging work tasks performed. Achieved education level that is higher than such that is required is not taken into account.
- (2) Non-academic employees are assigned to wage categories as shown in Annex No. 2 – Employment activities of non-academic employees according to the labour intensity.
- (3) If work tasks that cannot be classified according to Annex No. 2 arise, the relevant immediate superior employee shall prepare a detailed description of such employment tasks and shall propose a classification to a relevant wage category according to qualification requirements, labour intensity, required level of responsibility and other criteria of the performed tasks. The Rector, the Dean or the Director of a special-purpose facility shall decide about the wage category allocation.

## **Article 8**

### **Determining the wage rate of non-academic employees**

- (1) The wage rate in the context of the wage margin as per Article 6 is proposed by a relevant immediate superior employee as per the internal norm of the University's constituent part in question (see Art. 2, par. 7 of these Payroll regulations) for a non-academic employee on the basis of a consideration of the length of the professional experience relevant to the work of the employee and the complexity of the performed work. In so doing, the relevant superior employee takes into account the wage rates of employees performing work tasks of a similar nature, who are classed in the same wage category as the employee in consideration.
- (2) The wage rate is determined by the Rector, the Dean on the basis of a proposal as per paragraph 1.
- (3) Changes to the wage rate of a non-academic employee are proposed by a relevant immediate superior employee on the basis of the same criteria, which are used for the determination of a wage rate.

- (4) The wage rate is determined for 12 consecutive calendar months. If no reasons for a change of the wage category for the following 12 months arise or if an immediate superior employee does not prepare a proposal for a change of the wage category, the validity of the aforementioned is extended automatically for the next 12 consecutive calendar months.
- (5) The wage rate determined for an employee in a wage assessment cannot be changed without the employee's agreement while the work duties under contract remain the same.

#### **Section IV.**

### **Common provisions for the remuneration of members of academic and research staff and non-academic employees**

#### **Article 9**

#### **Performance bonuses**

- (1) The performance bonus (hereinafter as the „bonus“) serves, in particular, to recognizing the quality of performed work and currently achieved work-related results.
- (2) The performance bonus is expressed as an absolute amount in CZK. The upper limit of the bonus is set by an internal norm of the University's constituent part in question (see Art. 2, par. 7 of these Payroll regulations).
- (3) The employee does not have a legal claim on the performance bonus award.
- (4) Proposals for awarding the performance bonus and the amount of this bonus is prepared by an immediate superior employee on the basis of evaluating the following criteria in particular:
  - a. Members of academic staff and members research staff:
    - the quality of results of the employee's work performance (outcomes of evaluations of members of academic staff);
    - performing a greater range of tasks by the evaluated employee in comparison with other employees in a similar wage category;
  - b. Non-academic employees
    - the quality of results of the employee's work performance;
    - the employee's work performance;

- performing a greater range of tasks by the evaluated employee in comparison with other employees in a similar wage category;

The immediate superior employee shall create a written record of the performed evaluation and of its result. The employee in question has the right to be informed about the results and can respond.

The decision about granting a performance bonus and its amount is taken by the Rector, the Dean or by the Director of a special-purpose facility on the basis of a proposal of the employee's immediate superior with regard to the economic situation of the USB or its relevant constituent part, in the framework of which, there is a competence exercised towards the employee in employment relations.

(5) The performance bonus may be awarded for at least one month and for one year at the most.

(6) In the case that a significant change that would result in a different evaluation as per paragraph 4 occurs in the course of the period during which the performance bonus was awarded, the superior employee is entitled to propose raising or reducing the amount or withdrawing the performance bonus. The superior employee is required to create a written record about such a proposal. The decision about a change of a performance bonus on the basis of a proposal of an immediate superior employee is made by the Rector, the Dean or the Director of a special-purpose facility.

(7) If a change of the fixed period, for which the employee is awarded a performance bonus, does not occur for the next period fixed by the employer or if the Rector, the Dean or the Director of a special-purpose facility does not inform the employee in writing that the employee shall not be awarded the performance bonus for the next period, the performance bonus is awarded again for a period of the same length as the originally agreed-upon period.

## **Article 10**

### **Supplemental bonuses for managing and performing the duties of a management level position**

(1) A supplemental bonus for managing and performing duties of a management level position is provided to employees in the context of a fixed margin in connection with the organizational structure of USB and the labour intensity of the management duties.

a. I. Management level      10 000 – 25 000 CZK

The Vice-Rector, the Dean, the Bursar, the Chancellor, the Director AK, the Director KaAM are classed on this level.

b. II. Management level 4 000 – 16 500 CZK

The Vice-Dean, the Department Secretary, the Chief of the Economic Unit of the Rectorate, the Director of the Information Technology Centre (hereinafter as „ITC"), the KaM of the USB Economist are classed on this level.

c. III. Management level 2 500 – 11 200 CZK

Department Heads, Institute Heads or Heads of hierarchically equal organizational parts not mentioned under the letter b) are classed on this level.

d. IV. Management level 1 000 – 7 500 CZK

Employees not mentioned under the letters a) to c) are classed on this level. However, according to the internal norms of the USB, they are entitled to organize, direct and supervise the work of other employees as well as to manage them and to give them binding directives for that purpose.

- (2) Management employees performing the duties of concurrent management positions are entitled to a supplemental bonus for performing the duties of the second (i.e. lower) position only to the amount equal to 50% of the awarded supplemental bonus.
- (3) The supplemental bonus for employees on the I. management level is determined by the Rector. The supplemental bonus for employees on the II., III., IV. management level is determined by the Rector, the Dean, the Chancellor in the range determined by a provision of the Rector, or by the Director KaM.

## **Article 11**

### **Substitution Bonus**

- (1) An employee who acts as a substitute for a managing employee in the full range of duties belonging to the position is entitled to a substitution bonus. The prerequisite for awarding the substitution bonus is acting as a substitute for a period longer than four weeks and the fact that such a substitution is not implied in the employment contract among the duties of the employee. As long as these prerequisite conditions are met, the employee is entitled to the substitution bonus from the first day of acting as a substitute.

- (2) The amount constituting the substitution bonus is set within 75% of the difference between the supplemental bonus of the employee acting as a substitute and the supplemental bonus of the employee that is being substituted. In such a case that the employee acting as a substitute has no supplemental bonus, the amount constituting the substitution bonus is determined within 75% of the supplemental bonus of the employee that is being substituted.
- (3) In the case that the substitution lasts at least three months (hereinafter as the „long-term substitution“), the employee acting as a substitute may be awarded a substitution bonus within 100% of the difference between the supplemental bonus of the employee acting as a substitute and the supplemental bonus of the employee that is being substituted. The difference between the wage rate of the employee who is acting as a substitute and the employee who is being substituted may be a part of the substitution bonus in this case. As long as these prerequisite conditions of long-term substitution are met, the employee is entitled to this bonus from the first day of acting as a substitute.

## **Article 12**

### **Wage, overtime bonus and compensatory leave**

- (1) An employee is entitled to an overtime bonus in the amount equal to 25% of average earnings in addition to earned wages under Section 93 of the Labour Code. If the overtime work concerns nights and days of continuous rest during the week, the employee is entitled to an overtime bonus in the amount equal to 50% of average earnings.
- (2) Earned wage is defined as a wage rate, a performance bonus and a supplemental bonus valid for a calendar month, in which the employee performed working overtime.
- (3) The employee is not entitled to a wage and an overtime bonus, if the employer and the employee had agreed on providing a compensatory leave in the extent of work performed as overtime work instead of the overtime bonus. If the employer does not provide a compensatory leave within three calendar months after the time when the overtime work was performed, the employee is entitled to a wage and an overtime as per paragraph 1.

### **Article 13**

#### **Wage, bonus for work performed at night**

Work required or approved by the employer performed at night (Section 94 of the Labour Code) results in an entitlement of the employee equal to achieved wages and a bonus for work performed at night equal to 20% of average earnings.

### **Article 14**

#### **Wage, bonus for work performed on Saturday and Sunday**

Work required or approved by the employer performed on a Saturday or a Sunday results in an entitlement of the employee equal to achieved wages and a bonus for work performed at night equal to at least 10% of average earnings.

### **Article 15**

#### **Wage, bonus and compensatory leave for work performed on a public holiday**

- (1) Work required or approved by the employer performed on a public holiday results in an entitlement of the employee equal to achieved wages (Art. 12 par. 2) and a compensatory leave in the extent of the work performed on a public holiday, which shall be provided by the employer within three calendar months after the time when the work on a public holiday was performed or in an otherwise agreed-upon period. In exchange for taking a compensatory leave, the employee is entitled to a compensation in an amount equal to average earnings.
- (2) The employer may agree with the employee on providing a bonus in addition to the achieved wages for the time of work performed on a public holiday equal to, at least, average earnings instead of the compensatory leave.
- (3) An employee who did not work, because the holiday coincided with his regular working day, is entitled to a wage compensation equal to average earnings or its part in exchange for the wage or a part of the wage loss due to the public holiday:

- a. in the case of a remuneration through a monthly wage, the wage is not cut,
- b. in the case of a remuneration through an hourly wage, the employee is entitled to a wage compensation equal to average earnings.

Paragraph 1 and paragraph 3 letters a) and b) are valid also for determining wages for a day, when the employee was provided with a compensatory leave for work performed on a public holiday.

## **Article 16**

### **Wage, bonus for work in a difficult work environment and shift work**

- (1) The definition of a difficult work environment for the remuneration purposes and determining the amount of the bonus is determined by a special regulation. The employee is entitled to a bonus for work in a difficult work environment equal to at least 10% of the base rate of the minimum salary determined by a special regulation. The Rector, the Dean or the Director of a special-purpose facility shall define a workplace with a difficult work environment in accordance with the special regulation.
- (2) An employee whose working hours are planned in a way that the employee performs work alternately during the morning, afternoon or night shifts (within the extent of two-shift, three-shift or continuous operations) is provided with a bonus equal to an amount from 100 CZK to 500 CZK per month. The specific amount of this bonus is determined by the Dean or the Director of a special-purpose facility for their subordinates based on the labour intensity of performed work.

## **Article 17**

### **Exceptional rewards**

- (1) An employee may be provided with an exceptional reward:
  - a. for successfully completing an exceptional or especially significant work task,
  - b. for successfully completing work tasks beyond the scope of regular work duties in a fixed (ordinarily biannual) period; the length of the

period, for which the bonus may be awarded, is decided by the Rector, the Dean or by Directors of special-purpose facilities of the USB,

- c. to recognize work-related merits on the occasion of a jubilee or a work-related anniversary and retirement. The manner of recognition and the amount of remuneration follows provisions of the valid union contract in these cases,
- d. in recognition of a help provided when eliminating the consequences of extraordinary natural phenomenon and other health-, property-, life-threatening events in a workplace.

(2) The proposals and approvals of exceptional rewards are regulated by internal rules of the constituent parts of the USB.

## **Article 18**

### **On-call availability rewards**

- (1) In the case of a required or an agreed-upon on-call availability outside the workplace or outside the working hours of the employee, the employer shall provide the employee with a reward equal to 15% of average hourly wage earnings for an hour of such an on-call availability. If such a situation arises on a public holiday, the employer shall provide the employee with a reward equal to 25% a of average hourly wage earnings.
- (2) The employee is entitled to a wage for work performed in the time of an on-call availability. Performing work in the time of an on-call availability beyond the scope of the fixed weekly working hours is defined as overtime work. The employee is not entitled to a reward for an on-call availability in such a case.

## **Section V.**

### **General wage provisions**

#### **Article 19**

##### **Wage maturity**

- (1) Wages and compensations are payable for a period of a month retroactively. Specifically, within the pay period in the following calendar month, unless the employment contract does not address the issue otherwise.
- (2) The rector determines the single pay period through a decision.
- (3) The employer shall pay the employee, at his request, before a holiday commences, for the remuneration payable during the holiday, if the payment date falls on the holiday period, unless otherwise agreed with the employee. If the wage calculation technique does not allow it, the employer will provide the employee an appropriate advance payment and the remainder of the wage shall be paid during the earliest pay period following the holiday at the latest.
- (4) When the employment is terminated, the employee is paid, upon his request, a wage and a wage compensation payable for a period of a month on the day of the termination.

#### **Article 20**

##### **Wage payment**

- (1) Wages and compensations of wages are paid to the employee in money, specifically, only in the Czech currency, which is legal tender.
- (2) The wage is paid during working hours in the workplace, unless a different time and location had been agreed upon. If the employee cannot be present for serious reasons, the employer shall send the wage to the employee at the regular pay-out time, alternatively, on the following working day at his own expense and risk, if another date or manner of a pay-out had not been agreed upon with the employee.

- (3) During the monthly payroll preparation, the employee shall receive a written record or a record in a digital form, which must contain details of the various wage elements or wage compensations and details about deductions applied. The employee is entitled to request documents, on the basis of which the wage or the wage compensation was calculated, for viewing.
- (4) The wage may be payable to a different person than the employee only on the basis of a written power of attorney document. The same condition applies also in the case of a husband/wife of the employee. Without a legal authorization through the power of attorney document, the wage may be paid to a different person than the employee only when the Labour Code or another special regulation states thus.
- (5) During the payment of wages or other payments for the benefit of the employee, after executing potential deductions according to special regulations, the employer shall, upon the employee's request, remit an amount determined by the employee to one (and one only) account at a financial institution of the employee's choice.
- (6) Employees whose workplace is located abroad may be provided their wage in an agreed-upon foreign currency with their consent and on the condition that the Czech National Bank (hereinafter referred to as the "CNB") sets official exchange rates. The exchange rate set by the CNB and valid on the day when the employer purchases the foreign currency for the purposes of wage payments shall be used for the conversion of the wage or its part into the foreign currency.

## **Article 21**

### **Wage deductions**

Wage deductions shall be executed only on the basis of an agreement about wage deductions made between the USB and the employee or without the consent of the employee due to reasons determined by special regulations.

## **Article 22**

### **Crediting long-term wage elements to average earnings**

In the case when employees are paid some wage elements for a longer period of time than a calendar quarter, as in the case of exceptional rewards as per Art. 17 letter b), average earnings are ascertained by determining its proportionate part applicable to a calendar quarter as per appropriate provisions of the Labour Code. The proportionate part of a wage corresponding to the time worked is ascertained by multiplying a part of the wage applicable to a calendar quarter by a coefficient of time worked with the number of days (hours) worked as the numerator and with the number of working days (hours) in the applicable period as the denominator.

## **Article 23**

### **Fund for rewards**

- (1) The fund for bonuses can be used for wage payments or for payments of rewards for work performed outside an employment contract in such a case that there is a shortage of financial resources in the budget of the USB in a calendar year.
- (2) Furthermore, the fund can be used in accordance with the union contract in order to provide a social assistance to employees of the USB.

## **Article 24**

### **Transitional provisions and final provisions**

- (1) The USB is required to inform the employee about changes in remuneration, the wage amount and about the conditions of its provision in advance. Employees may view these Payroll regulations of the USB on the website of the USB and at all human resource departments of Faculties, KaM and the Rectorate.
- (2) The valorization of wage rates is approved by the Rector on the basis of a development of available resources.
- (3) The average wage is ascertained according to relevant provisions of the Labour Code.

- (4) When it comes to questions of providing a wage that is not regulated by these Payroll regulations, the appropriate procedure is one that follows the provisions of the Labour Code.
- (5) Under section 10 par. 5 of the Act, the Rector's wage is determined by the Minister of Education, Youth, and Sports.
- (6) The wage of the Dean is determined by the Rector.
- (7) The Payroll regulations of the USB registered by the Ministry of Education, Youth and Sports are revoked on August 17, 2007, ref. 17 806/2007-30, as amended and registered by the Ministry of Education, Youth and Sports on August 6, 2008, ref. 14 991/2008-30.
- (8) These Payroll regulations of the USB were approved by the Academic Senate of the USB as per section 9 par. 1 letter b) of the Act on June 27, 2017.
- (9) These Payroll regulations of the USB take effect on the day of registration by the Ministry of Education, Youth and Sports.
- (10) These Payroll regulations enter into force on January 1, 2018.
- (11) The methodology for these Payroll regulations shall be published by every constituent part of the USB on the date determined by a provision of the Rector of the USB at the latest.
- (12) The wage in accordance with these Payroll regulations shall be provided for the first time for a calendar month following these Payroll regulations coming into force.
- (13) The employer guarantees that the rate component of the wage of any employee performing work of the same kind, during the transition period from the Payroll regulations still in force to these Payroll regulations, shall not be determined as

lower than the amount that was determined by the Payroll regulations of the USB still in force.

Associate Professor Tomáš Machula, Ph.D., Th.D.,  
The Rector

## **Annex No. 1 to the Payroll regulations of the USB**

### **Work activities performed by members of academic and research staff according to labour intensity**

**(Work categories are in accordance with the Government Regulation No. 567/2006 Coll.)**

<b>Members of academic staff according to position</b>	<b>Wage category</b>
Assistant, Lecturer,	9
Assistant Professor, scientific, research and development Assistant	10
Assistant Professor with an academic degree, members of scientific, research and development staff	11
Associate Professor, members of scientific, research and development staff	12
Professor, independent members of scientific, research and development staff	13

### **Detailed descriptions of work activities of members of academic staff**

#### **9. wage category – assistant, lecturer**

##### **7. workgroup**

The qualification prerequisite is a duly completed higher education in a master's degree program.

##### **Assistant**

- prepares the conducting of teaching sessions in the form of practical classes, seminars, and tutorials
- prepares and participates in addressing scientific and research tasks, publishes his/her results

### **Lecturer**

- conducts teaching sessions in the form of tutorials, practical classes, and seminars
- does not have the duty to perform scientific work

## **10. wage category – Assistant professor, research and development Assistant**

### **7. workgroup**

The qualification prerequisite is a duly completed higher education in a master's degree program. In the case of an Assistant Professor, there must be a verifiably commenced participation in a doctoral program or a position of a leading expert from practice.

#### **Assistant professor**

- executes preparatory work for addressing determined tasks in research and development, participates in addressing the tasks under the supervision of an experienced member of the research staff,
- conducts teaching sessions particularly in the form of tutorials, seminars and practical classes, may conduct lectures as well,
- supervises diploma thesis,
- participates in creating instructional texts,
- may address scientific, research and development tasks in his/her field, publishes the results of his/her work, may execute an expertise and opponent activity.

#### **Scientific, research and development assistant**

- executes preparatory work for addressing determined scientific, research and development tasks, participates in addressing the tasks under the supervision of an experienced member of the research staff
- may address scientific, research and development tasks in his/her field, publishes the results of his/her work,
- may execute expert and opponent activities.

## **11. wage group – Assistant Professor with an academic degree, members of scientific, research and development staff**

### **8. workgroup**

The prerequisite qualification is the achievement of an academic degree or a scientific rank (Ph.D. or its equivalent). In the case of medical doctors, it is the II. attestation.

### **Assistant Professor with an academic rank**

- participates in working on specialized and systemic works in the scientific, research and pedagogical work within the context of his/her qualification,
- participates in working on preparations of scientific, research and pedagogical projects,
- executes teaching sessions particularly in the form of tutorials, seminars and practical classes, may conduct lectures as well,
- supervises diploma thesis,
- participates in creating instructional texts,
- addresses scientific, research and development tasks, publishes the results of his/her work,
- may execute expert and opponent activities.

### **Members of scientific, research and development staff**

- participates in working on specialized and systemic works in the scientific, research and pedagogical work within the context of his/her qualification,
- participates in working on preparations of scientific, research and pedagogical projects,
- supervises diploma thesis,
- addresses scientific, research and development tasks, publishes the results of his/her work,
- may execute expert and opponent activities.

A member of the research staff devotes his/her work only to research activities. The member of research staff does not the duty to participate in performing teaching duties.

## **12. wage group - Associate professor, members of scientific, research and development staff**

### **8. workgroup**

#### **Associate professor**

The prerequisite qualification is the achievement of the title Associate Professor.

- executes creative, specialized and systemic work in the context of his/her qualification including scientific, research and pedagogic fields,
- may act as a guarantor of scientific and research programs on the level of bachelor's and master's degrees, prepares scientific, research and pedagogic projects,
- acts as an educator in bachelor's, master's and doctoral programs,
- supervises diploma thesis and dissertations,
- guarantees and participates in the creation of instructional texts,
- guarantees the specialized content and activity of the Board of Examiners for state final examinations,
- conducts scientific research, scientific seminars, diploma thesis, and dissertations, executes scientific research and publishes its results,
- may execute expert and opponent activities.

### **Members of scientific, research and development staff**

Qualification prerequisites:

- achieving an academic degree or a scientific rank Ph.D. or its equivalent and fulfilling evaluation criteria determined by the Dean or by the Director of a higher education Institute,
- independently addresses complex scientific, research and artistic tasks in the relevant field, the results of which are published in peer-review journals, is responsible for fulfilling constitutive parts of a research plan, rational use of financial resources and for the content of a constitutive part of the interim and final report,
- works in research teams, including cooperation with foreign researchers,
- conducts peer-review and opponent activities while evaluating projects in the context of a relevant field,
- supervises diploma thesis.

A member of the research staff devotes his/her work only to research activities. The member of research staff does not the duty to participate in performing teaching duties.

### **13. wage category – Professor, independent members of scientific, research and development staff**

#### **8. workgroup**

#### **Professor**

The prerequisite qualification is achieving the title Professor.

- executes creative, specialized and systemic work in the context of his/her qualification including scientific, research and pedagogic fields,
- acts as a guarantor of scientific and research programs on the level of bachelor's, master's degrees and doctoral degrees, prepares scientific, research and pedagogic projects,
- acts as an educator in bachelor's, master's and doctoral programs,
- supervises scientific research, scientific seminars, diploma thesis and dissertations,
- guarantees and participates in the creation of instructional texts,
- guarantees the specialized content and activity of the Board of Examiners for state final examinations,
- conducts scientific research and publishes its results,
- executes expert and opponent activities,
- represents his/her field

#### **Independent members of scientific, research and development staff**

Qualification requirements: higher education and the scientific rank DrSc., DSc., or higher education, academic degree or the scientific rank Ph.D. or its equivalent and an appointment to the rank of Professor

- addresses principally new scientific, research and development topics, ordinarily reaching beyond very long-term horizons with impacts on a wide range of human activities requiring a very high level of phenomenon generalization and aiming at determining general theories, approaches and directions of development, gaining new findings significant for gaining the broadest contexts.
- executes creative coordination of the most demanding scientific, research and development projects.

#### **Annex No. 2 to the Payroll regulations of the USB**

#### **Work activities performed by non-academic employees according to labour intensity**

**(Work categories are in accordance with the Government Regulation No. 567/2006 Coll.)**

#### **Category 1**

##### **1. workgroup**

**Activity characterization:**

Transferring or other manipulation with documents, office utensils and material. Monitoring documents and keeping records of them. Data acquisition on carrier media. Executing various administrative jobs according to the usual processes or guidelines, transcribing, scanning, copying documents including visual inspection. Simple service duties. Running errands within the internal and external contact. Routine cleaning. Unskilled labour consisting in simple, routine acts requiring mostly manual tools and physical strength. Washing, sanitation, sterilization of laboratory glassware and apparatus, common areas in buildings, corridors, stairs, pavements, greenery etc. Operating heat exchanger stations without automatic regulation within the output of 2,2 MW, regulation of the temperature of the secondary circuit, stations of long-distance heating. Executing constitutive acts when operating machines. Construction labour. Responsibility for the safety and security of buildings. Operating PBX systems, telefaxes including record keeping of phone calls and telecommunication services.

**Qualification requirements:**

Elementary education

**Job examples:**

Assistant labourer (e.g. fisheries)

Assistant cook

Cleaner

Telephone operator

Security guard

Cafeteria operating employee

Ramp agent

Other operating staff and unskilled employees

**Category 2****2. work group****Activity characterisation:**

Keeping document records and preparing the shredding procedure according to relevant regulations. Processing archival inventories. Copying technical and other kinds of documentation. Ensuring the functioning of the registry and the reception. Making reports from proceedings. Keeping records of constitutive overviews, lists and file cabinets. Administrative activities related to partially repeated various administrative, economic-administrative, economic agendas according to directives or the usual procedures. Simple laboratory analysis including elementary evaluations and tending to

and breeding laboratory animals. Minor specialized laboratory work in biology or related sciences. Maintenance and janitorial work, gardening work and other. Adjustment and ordinary maintenance of machines. Executing simple printing work. The production of hot and cold meals, meal standardization according to norms and regulations, managing work during meal production. The sale of food products. Handicraft work and maintenance work. Independent manual work in plant-based, animal-based production and fishing. Independent warehouse work related to dispensing and receiving material and goods, keeping simple warehouse record, stocktaking of storage closets. Specialized handicraft work required during the repairs or the production of equipment of the USB. The inspection and record-keeping of arrivals and departures of transport vehicles from closed premises operating a mode of restricted entry and movement on the premises, guarding, surveillance and security surveillance at parking lots.

**Qualification requirements:**

A possession of a vocational certificate at minimum

**Job examples:**

Administrative and record-keeping employee

Printer

Keeper and caretaker of laboratory animals

Confectioner-pastrycook

Cook

Shop assistant of food products

Janitor

Bookbinder, Typesetter, Typographer, Photographer providing photo reproduction services

Bricklayer, Heating engineer, Car mechanic, Mechanic, Agricultural machinery repairman, Carpenter, Fisherman in inland waters, Agricultural worker – farm animal caretaker, plant-based production, Crop growers

Tractor operator

Receptionist

Gatekeeper

**Category 3**

**3. workgroup**

**Activity characterization:**

Independent execution of economic and administrative or economic and technical agendas at workplaces according to framework guidelines or customary procedures. Ensuring the management of individual parts of asset collections. Conducting organizational and technical agendas. Operating depositories in a program directed storing mode. Ensuring the supply of products and materials including addressing claims. The preparation of factual grounds for entering into contracts related to maintenance and asset furnishing. Managing work during meal production. Meal distribution. Independent handicraft work during repairs. The operator of managing computer equipment. Specialized technical work in the field of computer equipment. Processing the material basis for printing using computer equipment and for producing reproduced photography. Processing the material basis for printing using specialized procedures of computer equipment and infographics. Laboratory work related to addressing tasks of research and development. Independent execution of more complex laboratory procedures. The operation of boilers in low-pressure boiler rooms of the categories I. and II. The operation of the steam boiler, ensuring the operation, maintenance and repairs of complex technological devices. The operation of boilers above 60t/h or total power over 35 MW. Driving motorized vehicles at total weight from 3,5 t to 12 t. Managing, repairs, maintenance of motorized road vehicles with more than 9 seating places including the driver or above 12t of weight, alternatively including trailers. Performing library work according to precise basis materials and directions. Specialized sale of books and university textbooks.

**Qualification requirements:**

A possession of a vocational certificate at minimum

**Job examples:**

Administrative employee, record-keeping employee

Technician – employee of a technical section

Laboratory technician

Warehouse worker

Machinist-stoker

Driver of motorized road vehicles

Bookseller, Archivist

Chef

Operating construction technician – construction maintenance

Maintenance worker

Manager of house maintenance and halls of residence

Operator

Purchaser, Supply purchasing manager

Economic manager

Plumber, Operating electrician, Locksmith

## **Category 4**

### **4. workgroup**

#### **Activity characterization:**

Independent ensuring of records management, pre-archiving services, pre-archiving care including protected data according to special regulations including the coordination of records management service and the proposal of relevant internal norms (records management and shredding regulations). Ensuring disbursement services including the execution of related accounting operations. Independent ensuring of complex specialized administrative, human resource, economic, study, specialized technical agendas. Independent laboratory research and development work. Independent bibliographical and information work. Advisory services and training work. Independent ensuring of complex specialized agendas in the area of computer equipment, specialized programming work. Ensuring the organization and coordination of care for endangered animals including providing care in liaison with a veterinarian.

#### **Qualification requirements:**

High-school education ended by a high school-leaving exam at minimum

#### **Job examples:**

Employee in scientific fields

Librarian

Section head assistant

Administrator

Treasurer

CIT Operator

Programmer, information technology administrator

Laboratory assistant

Shelter administrator

Electronic technician and Power engineer

Technician in fishing, forestry, and agriculture

## **Category 5**

### **5. workgroup**

#### **Activity characterization:**

Documentation processing of specialized and scientific literature. Complex ensuring of intricate specialized administrative, human resource or economic agendas, methodological activity. Fulfilling the conception of organizational relationships, human resources and remuneration. Systemic work. Complex independent and objective reviewing of asset or financial operations and internal control system. Ensuring the correct function of information and communication infrastructure. Determining and organizing the ways of use and procedures of the use of communication means of computer technologies. Ensuring the protection, maintenance and actualization of complex databases. Complex ensuring demanding and extensive technical agendas and work. The preparation and implementation of investments. The research of financial resources, the coordination of participants of investments. Complex ensuring of bibliographic and information library agendas. Complex processing and editing of the university magazine. Independent ensuring of the cooperation and public relations of the USB and other organizations and institutions. The preparation of public procurement and their inspection. Ensuring organizational activities and activities of coordination aimed at securing the daily performance of the position of Dean, Rector. Complex care for children in the pre-school facility.

#### **Qualification requirements:**

High-school education ended by a high school-leaving exam at minimum

#### **Job examples:**

Specialized employee

Specialized departmental administration

Specialized institute administrator

Specialized inspection administrator

Head managers of the management and administration sections, cafeteria, halls of residence

Payroll clerks and financial accountants

Specialists in the field of computer technology

Investment construction engineer

Specialized public relations employee (spokesperson)

Specialized librarian

Investment construction technician in computer equipment, didactic, in forestry

Fishing, agriculture, security technician and others

Methodology specialist for user application of computer systems, Methodology specialist for records management and others

Editor

Pre-school facility caregiver

## **Category 6**

### **6. workgroup**

#### **Activity characterization:**

Complex ensuring of intricate specialized administrative or economic agendas requiring analytic-synthetic approaches and creative thinking and systemic specialized work. Complex independent and objective reviewing of asset or financial operations and internal control system. Complex and independent control activity including proposals on measures meant to prevent risks. Complex ensuring demanding and extensive technical agendas and work including the use of cutting-edge findings and methods, creative approach to addressing issues, methodological activity. Complex processing of conceptions and marketing coordination, specialized bibliographic and information library agendas. Creating library and information funds, managing libraries and information centres. Creating conceptions of organizational relationships, human resources and remuneration. The coordination of cooperation of the USB while ensuring public relations with other universities and other institutions and organizations of regional, national and international nature. The protection, maintenance and actualization of complex databases. Database administration service. The coordination of the preparation and implementation of investments. Complex ensuring of research of financial resources, the coordination of investment participants.

#### **Qualification requirements:**

High-school education ended by a high school-leaving exam at minimum

#### **Job examples:**

Head managers of the Rector's, Dean's, Institute offices

Independent specialized administrator

Librarian – expert

Planner and analyst of computer systems

Methodology specialist

Internal auditor

Editor-in-chief

Investment construction engineer

## **Category 7**

### **7. workgroup**

#### **Activity characterization:**

Creative systemic work with wide internal division and multiple connections to other fields. Determining the financial strategy of the USB. Coordinating and creative ensuring of complex specialized management and economic agendas of a university nature and in the framework of individual constituent parts of the USB. Determining the methodology of accounting. The coordination and creative addressing of demanding and extensive technical agendas and work of a university-wide scope. Ensuring the function and security of operating computer systems, taking over, verifying, activating, and setting parameters, monitoring and diagnostics of operating systems of typically single-user computers, addressing and eliminating defects and faults. Securing the use of legislative means in order to protect the rights and interests of the University.

#### **Qualification requirements:**

Higher education

#### **Job examples:**

A specialist in the field of communication and information technologies and in scientific fields, system librarian

Lawyer

Department head

Economist KaM

Director of a pre-school facility

Directors of other constituent parts

## **Category 8**

### **8. workgroup**

#### **Activity characterization:**

High expectations of creative thinking, addressing the principal areas in the economic and administrative field as well as in the field of human resources and organization with a high level of an economic responsibility assumed within the context of individual constituent parts of the USB. Processing complex analysis for the use of the leadership of the USB.

**Qualification requirements:**

Higher education

**Job examples:**

Faculty secretary

Director KaM

Director of the University Library

**Category 9****8. workgroup****Activity characterization:**

Determining the strategy of the USB, ensuring a balance in the resources and needs of the USB. Addressing the principal areas in the economic and administrative field as well as in the field of human resources and organization with a high level of a generalization and a university-wide responsibility assumed and a high level of creative thinking on a highly abstract level with a considerable variability and processes of a highly combinable nature.

**Qualification requirements:**

Higher education

**Job examples:**

Dean

Bursar

Chancellor

### **Annex No.3 to the Payroll regulations of the USB**

**The scale of a wage range according to wage categories – members of academic staff and members of research staff (in CZK per month)**

<b>Wage category</b>	<b>Minimum</b>	<b>Maximum</b>
<b>9</b>	The current lowest level of guaranteed wages as per the Government Regulation	30 030 CZK
<b>10</b>	The current lowest level of guaranteed wages as per the Government Regulation	32 400 CZK
<b>11</b>	The current lowest level of guaranteed wages as per the Government Regulation	35 500 CZK
<b>12</b>	24 500 CZK	42 800 CZK
<b>13</b>	27 700 CZK	48 720 CZK

### **Annex No. 4 to the Payroll regulations of the USB**

**The scale of a wage range according to wage categories – non-academic employees (in CZK per month)**

<b>Wage category</b>	<b>Minimum</b>	<b>Maximum</b>
<b>1</b>	The current lowest level of guaranteed wages as per the Government Regulation	12 000 CZK
<b>2</b>	The current lowest level of guaranteed wages as per the Government Regulation	14 000 CZK
<b>3</b>	The current lowest level of guaranteed wages as per the Government Regulation	17 000 CZK

<b>4</b>	The current lowest level of guaranteed wages as per the Government Regulation	20 000 CZK
<b>5</b>	The current lowest level of guaranteed wages as per the Government Regulation	24 000 CZK
<b>6</b>	18 400 CZK	26 000 CZK
<b>7</b>	20 400 CZK	28 000 CZK
<b>8</b>	23 400 CZK	33 000 CZK
<b>9</b>	26 400 CZK	40 000 CZK