



Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice

*Pursuant to Section 36(2) of Act No 111/1998, on Higher Education and on Amendments and Additions to Other Acts (Higher Education Act), as amended, the Ministry of Education, Youth and Sports registered the Wage Regulations of the University of South Bohemia in České Budějovice under No MSMT-16515/2025-2 as of the date of signing the registration.*

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## **WAGE REGULATIONS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

### **DIVISION I GENERAL PROVISIONS**

#### **Article 1 Introductory provisions and the scope**

- (1) These internal Wage Regulations (hereinafter as 'Wage Regulations') of the University of South Bohemia in České Budějovice (hereinafter as 'USB' or 'employer') are issued in accordance with Section 17(1)(d) of Act No 111/1998, on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended, (hereinafter as 'Act'); the remuneration of USB employees is based on Act No 262/2006, the Labour Code, as amended (hereinafter referred to as the 'Labour Code'), the USB Career Regulations and other related special regulations.
- (2) Wage Regulations of USB regulate wage conditions between USB as an employer and its employees under employment whose wages are set by an internal regulation within the meaning of Section 113(1) of the Labour Code (hereinafter referred to as 'employee'). In the event of multiple concurrent basic employments (employments, legal relationships arising from agreements on completing jobs performed outside employment) of the same employee with USB, each employment is to be considered independently under these Wage Regulations. These Wage Regulations do not apply, therefore do not regulate, the remuneration of USB employees performing work on the basis of agreements to complete jobs outside employment (Sections 74 to 77 of the Labour Code) unless these Wage Regulations explicitly refer to these employees.
- (3) These Wage Regulations apply to employees receiving contractual wages (article 2(7)) only within the extent that is explicitly determined by its provisions. Provisions concerning statutory premiums (Articles 14 to 18) are always to be applied to these employees except for the case stated in Article 14(7).

## **Article 2**

### **Wages, forms and components of wages**

- (1) Employees have the right to receive wages for work performed.

Wages are provided with regard to complexity, responsibility and strenuousness of the work performed, and with regard to the difficult (arduous) working conditions, work efficiency and attained work results. Therefore, employees are assigned to wage categories and a wage rate is set for them pursuant to provisions of Annexe No 3 and 4 of these Wage Regulations. Furthermore, employees are entitled to other wage components under conditions stipulated by these Wage Regulations.

Employees are entitled to the same wage for the same work or work of the same value (Section 110(1) of the Labour Code). Furthermore, the Employer is required to ensure equal treatment for all employees as regards (inter alia) remuneration for work and providing other emoluments and in-kind emoluments (of pecuniary value), under Section 16(1) of the Labour Code, and observe (inter alia) the prohibition of discrimination in these areas (Section 16(2) of the Labour Code). The manner of assurance of observing the prohibition of discrimination and the legal means of protection against discrimination are stipulated by Act 198/2009, on Equal Treatment and on the Legal Means of Protection against Discrimination and on Amendment to Some Laws (the Anti-Discrimination Act), as amended.

- (2) Wage is defined as monetary compensation (or compensation of monetary value – in-kind wage) provided by the employer to the employee for work. Compensation provided under special legislation in connection with employment, particularly compensatory wages, severance pay, travel allowance, remuneration for standby, and remunerations provided under Section 224(2)(a)(b) of the Labour Code (Article 19(1)(d)(e)), or similar monetary compensations that were not provided to the employee in direct correlation with the work performed.
- (3) Wages of USB employees (hereinafter as 'wages') may consist of regular and irregular wage components.
- (4) The following are among the regular wage components:
- a) wage rate,
  - b) incentive premium,
  - c) performance bonus,
  - d) premium for management and performance of duties of an office,
  - e) premium for substituting,

- f) statutory premiums added to wages provided under conditions stipulated by Sections 114 to 118 of the Labour Code and these Wage Regulations.
- (5) Bonuses may constitute the irregular wage component.
- (6) The following forms of wages shall be applied when remunerating USB employees:
- a) monthly wage,
  - b) hourly wage,
  - c) piecework wage in the case of remuneration provided for completing a particular task.
- (7) Where warranted, the Rector or deans may agree upon a contractual wage with an employee. The contractual wage is agreed upon instead of the wage rate, incentive premium, performance bonus, and premium for management and performance of duties of an office (Article 2(4)(a–d)). Other wage components (Article 2(4)(e–f) and section 5) belong, or may belong under the conditions stipulated by these Wage Regulations, to employees receiving contractual wages as well. Contractual wage may also be agreed upon, taking into account potential overtime work pursuant to Section 114(3) of the Labour Code.

Contractual wage may be agreed upon, in particular, with employees who:

- a) perform work of which a high rate of expertise, complexity, difficulty, and quality of activities is characteristic,
- b) are excellent and generally recognised experts,
- c) are specialists and experts whose classification in a wage category would not allow for sufficiently taking into account the special importance of the expert activity or the extensive economic and management activity of the employee,
- d) perform work on projects or grants funded by resources of public budgets – or non-public sources – on the basis of an independent employment contract, should conditions of the provider of the grant allow it.

Contractual wage is ordinarily agreed upon in an independent contractual wage contract for a period of 2 years at the most. Contractual wage may be agreed upon repeatedly as well. In the event of a lack of mutual agreement and repeated agreement upon contractual wage (or should the reason for providing contractual wage no longer exist for any reason), employees are set their wages under conditions stipulated by these Wage Regulations.

### **Article 3**

#### **Common conditions for providing a set wage**

- (1) Regular wage components expressed as a monthly unit are set for employees for set weekly working hours (Section 79(1)(2) of the Labour Code). In the case of shorter working hours (Section 80 of the Labour Code), these regular components are reduced proportionately to the length of the set weekly working hours. Should an employee not perform work to the extent of the entire working hours scheduled according to the written timetable of working hours in a given calendar month, an analogous procedure is to be applied and the wage is (also) to be reduced proportionately with respect to the extent of the absence from work.
- (2) The employer notifies employees concerning the amount of the regular wage components through a written wage statement on the day this change takes effect at the latest; this applies even in the case of any changes, in which case the employer issues a new wage statement.
- (3) Unless the Labour Code stipulates special delivery conditions (Section 334 and following of the Labour Code) concerning the delivery of any documents related to this legal act, all documents are considered to have been delivered on the day of their delivery to the email inbox of the employee, regardless of when the employee accessed the email inbox. The delivery of documents related to this legislation, which are subject to special conditions of delivery under the Labour Code, shall be governed by such conditions (Section 334 et seq. of the Labour Code).
- (4) Unless explicitly stipulated otherwise, entitlements to being provided individual wage components (or other compensations related to work) do not mutually exclude each other, and they are added up for the purpose of a calculation of the total gross wage.

### **Article 4**

#### **Minimum permissible statutory remuneration for work**

- (1) The wage paid for the relevant month must not be lower than the minimum wage; otherwise, the USB is obliged to provide the employee with a supplement to the minimum wage within the meaning of this article. The general conditions for determining the minimum wage and its amount are laid down in the Labor Code and other special regulations, in particular the government regulation on the coefficient for calculating the minimum wage and the communication of the Ministry of Labor and Social Affairs on the amount of the monthly and hourly minimum wage, or regulations that will replace the aforementioned regulations in the future (hereinafter referred to as 'regulations on minimum remuneration for work').
- (2) For the purposes of minimum wage and the lowest level of guaranteed wage, it applies that wages for overtime work, the premium for work on public holidays,

night work, work in an arduous working environment, and work on Saturdays and/or Sundays shall not be included in the decisive amount under section 1.

- (3) Pursuant to Section 111(2)(a) of the Labour Code, the current monthly minimum wage levels regulated by the minimum wage regulations shall apply for the purposes of any supplement to the minimum wage. In the case of a supplement to the remuneration under the agreement, the hourly rate within the meaning of Section 111(2)(b) of the Labour Code is to be used.
- (4) The monthly minimum wage or the lowest level of the guaranteed wage are proportionately reduced in the case of employees whose agreed-upon weekly working hours are shorter (Section 80 of the Labour Code) and/or in the case that the employee did not perform work to the extent of the entire working hours corresponding to the set or agreed-upon shorter weekly working hours in the given calendar month.

## **DIVISION II**

### **REMUNERATION OF ACADEMIC AND SCIENTIFIC STAFF**

#### **Article 5**

##### **Assigning academic and scientific staff to wage categories**

- (1) Academic and scientific staff members are assigned to wage categories on the basis of the type of work agreed upon in the employment contract in accordance with the qualification requirements (education level, academic degree, scientific rank) and according to the most difficult work activity performed. The achievement of a higher than necessary education is not taken into account.
- (2) Academic and scientific staff members are assigned to wage categories as per Annexe No 1 – Work of academic and scientific staff according to work difficulty.
- (3) If the relevant work activities are not described in the aforementioned Annexe No 1, the academic or scientific employee shall be classified in the wage class described therein, which includes work comparable to the relevant work activity in terms of complexity, responsibility, mental and physical demands, or which is as close as possible to such work in terms of these criteria.
- (4) Sporadically or extraordinarily performed work is not taken into account for the purpose of assigning wage categories.

#### **Article 6**

##### **Wage rates**

Employees who are academic or scientific staff members are entitled to a wage rate corresponding to the wage category that was assigned to them on the basis of the agreed-upon type of work.

## **Article 7**

### **Setting the wage rate for academic and scientific staff**

The wage rates for individual wage categories of academic and scientific staff are stipulated in Annexe No 3.

## **Article 8**

### **Incentive premium**

- (1) The incentive premium is a wage component that may be set at up to 50% of the wage rate of academic and scientific staff.
- (2) The amount of the incentive bonus is proposed to academic and/or scientific staff based on the employee's contribution to the relevant constituent parts of USB (accreditation, course supervision, etc.), the complexity and difficulty of the work performed by the employee, the employee's independence and responsibility in performing their work, an assessment of the length and type of professional experience applicable to the performance of this employee's work, the contribution to the educational or research field in which the employee works, the employee's long-term creative and scientific results, the personnel situation and needs of the constituent parts of USB in which the employee works, the employee's superior, or the USB Rector or Dean. In doing so, it takes into account the amount of the incentive bonus for academic and scientific staff whom it manages and who, with a similar nature of work, are classified in the same wage class as the employee for whom the incentive bonus is proposed.
- (3) Deans of faculties or the Rector (unless it is an academic or scientific staff member assigned to a unit under a USB faculty) approve the amount of the incentive premium on the basis of the proposal under section 2.
- (4) The person stipulated in section 2 proposes alterations to the incentive premium of an academic and/or scientific staff member on the basis of the same criteria that are used for determining the amount of the incentive premium, should changes occur in the area in the interim. Section 3 is to be used analogously to approve the altered amount.
- (5) The superior employee is entitled to continuously assess the criteria for determining the amount of the incentive premium stipulated in section 2 for the purpose of a potential change in the incentive premium.
- (6) Academic or scientific staff members are to be notified about the specific amount of the incentive premium or changes in the amount by their superiors through a written wage statement on the day of the start of the period (the first day of the corresponding calendar month) for which the employees are entitled to the incentive premium at the latest. The change in the incentive premium is in effect from that moment on.
- (7) There is no legal entitlement to the assessment of the criteria under sections 2 and 5 and the award of the incentive premium under sections 3 and 4. The award

of the incentive premium in no way establishes entitlement to the award of other wage components or an incentive premium in the future.

- (8) When awarded, the incentive premium becomes a wage entitlement for the period for which it was awarded or up to its alteration under section 4.

### **DIVISION III REMUNERATION OF NON-ACADEMIC STAFF**

#### **Article 9 Assigning non-academic staff to wage categories**

- (1) Non-academic staff members are understood to be any staff members who are not academic or scientific staff members within the meaning of Division II.
- (2) Non-academic staff members are assigned to wage categories on the basis of the type of work agreed upon in the employment contract in accordance with the qualification requirements (education level) and according to the most difficult work performed. The achievement of a higher level of education than necessary is not taken into account.
- (3) Non-academic staff members are assigned to wage categories as per Annexe No 4 and the catalogue of positions of non-academic staff prepared on the basis of characteristics of such positions in Annexe No 2.
- (4) Should work arise that cannot be assigned to a wage category under Annexe No 4 and the catalogue of positions of non-academic staff, the corresponding superior employee is to prepare a detailed description of this activity and propose an assignment to the appropriate wage category according to the qualification requirements, the difficulty, responsibility, and other criteria of the work performed. The Rector, Deans, or the Director of Dormitories and Refectories (hereinafter as 'D&R Director') are to decide on the assignment.
- (5) Article 5(3)(4) is to be used for assigning non-academic staff to the appropriate wage category analogously; the procedure according to section 3 is not affected by this.

#### **Article 10 Wage rates**

- (1) Non-academic staff have the right to wage rates set in Annexe No 4 for the assigned wage category.
- (2) Non-academic employees are to be notified about the specific amount of the wage rate by their superiors through a written wage statement on the day of the start of the period (on the first day of the corresponding calendar month),

for which the employee has the right to the wage rate at the latest. The setting of the wage rate is in effect from that moment on.

**DIVISION IV**  
**COMMON PROVISIONS ON REMUNERATION OF ACADEMIC AND SCIENTIFIC**  
**AND NON-ACADEMIC STAFF**

**Article 11**  
**Performance bonuses**

- (1) Performance bonuses (hereinafter also referred to as 'bonuses') serve primarily to reward the quality of work performed and current work results.
- (2) Employees are not legally entitled to the award of the performance bonus; Article 8(7) applies analogously.
- (3) The proposal for the award of a performance bonus and the amount of such bonus shall be prepared by a superior employee on the basis of an assessment of the following criteria, in particular:
  - a) academic and scientific staff:
    - the quality of work results of the employee (outputs of academic staff evaluations),
    - completing a greater scope of work tasks by the evaluated employee than similarly assigned employees,
  - b) non-academic staff:
    - the quality of the current work results of the employee,
    - work performance of the employee,
    - completing a greater scope of work tasks by the evaluated employee than similarly assigned employees.

Superior employees are to issue a written record concerning the evaluation performed and its result. Affected employees are entitled to be acquainted with the results of the evaluation and can comment on the results.

The USB Rector, Deans, or the D&R Director may make a decision on awarding the performance premium and its amount on the basis of the proposal from the superior of the employee with respect to the economic situation of the corresponding constituent part.

- (4) The performance bonus may be awarded in the amount of up to 150% of the wage rate of the employee.
- (5) The performance bonus may be awarded to the employee for a period of at least one month and a period of 1 year at the most.



- (6) If, during the period for which the performance bonus was awarded to the employee, a significant change occurs that would result in a different assessment under paragraph 3, the superior employee is entitled to propose an increase, reduction, or withdrawal of the performance bonus. The superior employee is obliged to make a written record of such a proposal, which the employee concerned has the right to review and comment on. The decision on the change in the performance bonus is made by the USB Rector, Deans, or the Director of D&R on the basis of the superior's proposal. Article 8(6) shall apply analogously to changes in the performance bonus.
- (7) If, by the end of the period for which the employee is awarded a performance bonus, there is no change to it for the next period determined by the employer, or if the Rector, Deans, or the Director of D&R do not notify the employee in writing that the performance bonus granted will not be granted for the next period, the performance bonus shall be granted again for the same period for which it was originally granted.

## **Article 12**

### **Premium for management and performance of the duties of an office**

- (1) Managing employees have the right to a premium for management according to the management level and the difficulty of the management work. The premium for management and performance of duties of an office is provided to employees within a set range in connection with the organisational structure of USB and the difficulty of the management work.
- a) Management level I CZK 12 000 – 36 000  
Vice-Rectors, Deans, the Bursar, the Director of the Academic Library, the D&R Director are assigned to the first level.
- b) Management level II CZK 6 000 – 18 000  
Vice-Deans, faculty Secretaries, Head of the Economic Division of the Rectorate, Director of the Centre of Information Technology (CIT), Financial Manager of D&R USB are assigned to the second level.
- c) Management level III CZK 3 000 – 12 000  
Department heads, directors of institutes (or equivalent organisational components of faculties), heads of other organisational components not mentioned under (b) are assigned to the third level
- d) Management level IV CZK 1 000 – 9 000  
Employees not mentioned under (a–c) are assigned to the fourth level pursuant to internal regulations of USB, or who are authorised to organise, manage, and check the work of other employees, as well as lead them methodologically and provide binding instructions for such purposes according to their own work description.

- (2) Managing employees who hold concurrent management positions are entitled to a bonus for performing their first (i.e., higher) position and a bonus for performing their second (i.e., lower) position, up to a maximum of 50% of the bonus set for that management level. Any other concurrent positions are not taken into account, and the managing employee is not entitled to any other bonuses for management and performance of duties.
- (3) The Rector shall determine the bonus for management of subordinates for employees at the first level of management, while the Bursar, Deans, or the Director of D&R shall determine the bonus for management of subordinates for employees at the second, third, and fourth levels of management. When determining this component of the remuneration within the individual range, this person shall take into account the criteria specified in Section 110 and Section 16(1) of the Labour Code.

### **Article 13**

#### **Premium for substituting**

- (1) Employees substituting for a managing employee on a higher management level to the full extent of his/her activity have the right to a premium for substituting. The prerequisite for the award of the premium for substituting is substituting for a period longer than 4 weeks, and the fact that substituting is not part of the duties of the employee arising from his/her employment contract. If these conditions are met, employees are entitled to this premium from the first day of substituting.
- (2) Managing employees mentioned in article 12(1)(a–c), i.e. managing employees on the I–III management level, are understood to be managing employees on a higher management level or substituted employees for the purposes of this article.
- (3) The amount of the substitution bonus is set at up to 75% of the difference between the management bonus of the substitute employee and the management bonus of the manager being substituted. If the substitute employee is not entitled to any management bonus, the amount of the substitution bonus is set at up to 75% of the management bonus of the substituted manager. When determining the specific amount of the substitution bonus, the second sentence of Article 12(3) shall apply analogously.
- (4) In the case of substitution for a period of at least three months (hereinafter referred to as 'long-term substitution'), the substitute employee may be granted a substitution bonus of up to 100% of the difference between the management bonus of the substitute employee and the management bonus of the manager who is being substituted, or 100% of the management bonus for the replaced employee, if the substituting employee is not entitled to any management bonus. In this case, the substitution bonus may also include the difference between the tariff wage of the replaced employee and the substitute employee. If the conditions for long-term substitution are met, the employee may be

granted this bonus from the first day of long-term substitution. However, there is no legal entitlement to an increase in this bonus on the grounds of long-term substitution; Article 8(6) shall apply analogously.

#### **Article 14**

##### **Wage, premium and compensatory time off for overtime work**

- (1) For overtime work performed in accordance with Sections 93 and 114 of the Labour Code, employees shall be entitled to an additional payment of 25% of their average earnings in addition to the wage earned. In the case of overtime work at night and on days of uninterrupted rest during the week, employees shall be entitled to a supplement of 50% of their average earnings. This supplement shall also replace, where appropriate, the night work supplement and the Saturday and Sunday work supplement (Articles 15 to 16); in such cases, no agreement may be made to grant compensatory time off (Article 14(6)) so that the staff member receives all the supplements to which he is legally entitled.
- (2) Overtime work may be performed only exceptionally, and USB may require employees to work overtime only for serious operational reasons. Required overtime work must not amount to more than 8 hours in any particular week and 150 hours in a calendar year (Section 93(2) of the Labour Code). USB may require overtime work beyond the scope set by the Labour Code, only on the basis of an agreement with the employee, however, only to the maximum scope under Section 93(4) of the Labour Code.
- (3) Overtime work is work performed upon an order or with the agreement of the corresponding superior employee that is beyond the set weekly working hours arising from the pre-determined scheduling of working hours and performed outside the timetable of work shifts. In the case of employees with shorter working hours, overtime work is work exceeding the set weekly working hours (Section 78(1)(i) of the Labour Code).
- (4) In the case of academic staff, overtime work is understood only as work performed outside the timetable of shifts and beyond the set weekly working hours and simultaneously also beyond the part of working hours that are scheduled by USB (Section 70a(2) of the Act) if it was performed upon an order or with the agreement of the corresponding managing staff member.
- (5) Attained wage is ordinarily understood as the wage rate, performance bonus, incentive premium, and the premium for management valid (provided) for the calendar month, in which the employee performed overtime work, expressing the wage to which the entitlement arose to the employee in the given calendar month (hereinafter as the 'attained wage'). Should meeting the requirement of just remuneration of employees require it, other provided wage components according to these Wage Regulations may be included in the attained wage, with the exception of statutory premiums to wages (Article 2(4)(f)).

- (6) Employees are not entitled to the premium for overtime work if they agree with the employer upon the provision of compensatory time off within the scope of work performed over time instead of a premium. Should the employer not provide the employee with compensatory time off within 3 calendar months after the performance of overtime work, the employee is entitled to the premium under section 1.
- (7) The entitlement to wage components under this article does not arise within the scope within which USB already agreed on the arrangement of wage while taking overtime work into account with the employee receiving contractual wage (Article 2(7)) in accordance with Section 114(3) of the Labour Code.

#### **Article 15**

##### **Wage, the premium for night work**

Employees have the right to an attained wage and a premium of up to 20% of average earnings for night work (Section 94 and Section 116 of the Labour Code). Night work is understood as work performed during the period from 22:00 to 6:00 (Section 78(1)(j) of the Labour Code).

#### **Article 16**

##### **Wage, the premium for work on Saturday and/or Sunday**

Employees have the right to an attained wage and a premium of 25% of average earnings for work on Saturday and/or Sunday (Section 118 of the Labour Code).

#### **Article 17**

##### **Wage, the premium and compensatory time off for work on a public holiday**

- (1) For work on a public holiday (Section 115 of the Labour Code), an employee is entitled to the wage earned and compensatory time off in the amount of work performed on the public holiday, which the employer shall provide no later than by the end of the third calendar month following the performance of work on the public holiday or at another agreed time. For the period of compensatory time off, the employee is entitled to wage compensation in the amount of their average earnings.
- (2) The employer may agree with an employee on providing a premium to the attained wage for the period of work on a public holiday in the amount of at least average earnings instead of the compensatory time off.
- (3) An employee who did not work because a public holiday fell on their usual working day is entitled to compensation in the amount of their average earnings or part thereof for the wages or part of the wages they lost as a result of the public holiday:

- a) In the case of monthly remuneration, the wages are not reduced.
- b) In the case of hourly pay, the employee is entitled to compensation in the amount of their average earnings.

### **Article 18**

#### **Wage, the premium for work in an arduous work environment and the premium for shift working**

- (1) The definition of a difficult working environment for the purposes of remuneration, the amount of the allowance and the conditions for its provision are laid down in a special regulation. Employees are entitled (in accordance with Section 117 of the Labour Code) to an allowance of at least 10% of the minimum wage set by the regulations on minimum remuneration for work in a difficult working environment. The Rector, Deans or the Director of D&R shall specifically define workplaces with difficult working conditions in accordance with a special regulation.
- (2) Employees who work in a two-shift, multi-shift, or continuous work schedule, alternating between morning, afternoon, and night shifts, are entitled to a bonus of CZK 100 to CZK 500 per month. The specific amount of these allowances is determined for their subordinate employees by the Rector, Deans, or the Director of D&R according to the difficulty of the work performed. When determining this component of the salary within the individual range, this person also takes into account the criteria specified in Section 110 and Section 16(1) of the Labour Code.

### **Article 19**

#### **Extraordinary bonus**

- (1) Employees may be provided with an extraordinary one-off bonus:
  - a) for successfully completing an extraordinary or especially important work task,
  - b) for successfully completing work tasks beyond the work duties in the set (ordinarily semi-annual) period; the Rector, Bursar, Deans, or the D&R Director decide on the length of the period for which the bonus can be provided,
  - c) for extraordinary completion of a greater scope of work tasks by an employee than the scope completed by similarly assigned employees in the period preceding the disbursement of the bonus,
  - d) to reward their work contribution on a life or work anniversary and retirement. The manner and amount of remuneration are governed by the valid collective agreement in these cases. In this case, the bonus is not a wage, but it is another emolument provided on the basis of Section 224(2)(a) of the Labour Code,
  - e) for aid with the elimination or removal of consequences of extraordinary natural and other events posing a threat to health, property, or life in a

workplace. In this case, the bonus is not a wage, but it is another emolument provided on the basis of Section 224(2)(b) of the Labour Code.

2. The Rector, Bursar, Deans, or the D&R Director approve the extraordinary bonus. The condition for the award and disbursement of the extraordinary bonus is the decision of these persons concerning its award, and only in the case that some of the conditions outlined in Section 1 are found to have been met. Meeting these conditions is only the necessary prerequisite for the decision on the award and disbursement of the extraordinary bonus. However, meeting these conditions does not establish legal entitlement to the approval or the award and disbursement of the extraordinary bonus. Equally, the award and provision of the bonus do not establish any legal entitlement to the provision of an extraordinary bonus in similar cases in the future.

## **Article 20**

### **Remuneration for standby**

- (1) During standby, employees are prepared for a potential performance of work as per their employment contract, which must be performed beyond the scheduled working hours as per the written schedule of shifts in case of an emergency at another agreed-upon place different from the place of work of the Employer in accordance with Section 78(1)(h) of the Labour Code. Pursuant to Section 95 of the Labour Code, the Employer may require standby from an employee only if the Employer agrees on such standby with the employee. Standby during which no performance of work occurs is not included in working hours.
- (2) During ordered or agreed-upon standby work outside the workplace and outside the working hours of the employee, the employer is to provide the employee remuneration in the amount of 15% of average earnings per hour of standby and 25% of average earnings if standby occurs on non-working days.
- (3) Employees have the right to wages for the performance of work during standby. The performance of work during standby beyond the set weekly working hours is overtime work. There is no entitlement to remuneration for standby in such a case.

**DIVISION V**  
**GENERAL PROVISIONS ON WAGES**

**Article 21**  
**Due date and payday of wages**

- (1) Wages and wage compensations are payable in arrears on a monthly basis by the last day of the calendar month of the month following the month in which the right to wages or some of their components, or wage compensation, arose to employees at the latest. Wages (or some of its components) and wage compensations are paid on a payday as per section 2 in the following calendar month unless the employment contract stipulates otherwise.
- (2) The Rector sets a common payday (so-called regular date of payment of wages) by a decision.
- (3) The employer is to pay employees' wages/wage compensations upon their request before the start of their annual leave, should the date of payment arrive during the period of the annual leave, unless the employer and the employee agree otherwise. Should the technique of wage calculation not allow it, the employer provides the employee with an adequate advance and pays the remaining part of the wage on the nearest regular payday following the annual leave.
- (4) Upon termination of employment, the wage/wage compensation, the right to which arose on the day of termination of employment, is paid to the employee upon his/her request. Should the method of wage calculation not allow it, the employer is to pay the wage/wage compensation on the nearest regular payday following the day of the termination of employment at the latest.

**Article 22**  
**Conditions of wage payments**

- (1) Wages and wage compensation are paid to employees in legal tender, only in the statutory Czech currency, in accordance with Section 142 of the Labour Code.
- (2) When monthly wages are settled, the employee receives a written document in paper or electronic form, which must contain information about the individual components of the wage or wage compensation and about any deductions made. The employee has the right to request access to the documents on the basis of which their wage or wage compensation was calculated.
- (3) Wages may be paid to a different person than the employee (pursuant to Section 142(6) of the Labour Code) only on the basis of a written power of attorney. That applies to a husband/wife as well as a registered partner of the employee. Wages may be paid to a different person than the employee without a written authorisation only if the Labour Code or another regulation stipulate so.

- (4) The employer shall pay the wage after making any deductions from the wage in accordance with legal regulations to the employee's designated payment account held in Czech korunas at a bank or savings and credit union with its registered office in the Czech Republic (hereinafter referred to as the 'CR') or a branch of a foreign bank with its registered office in the CR. If the employee expresses written disagreement with the method of payment to a payment account, fails to provide the necessary cooperation, or does not have a payment account set up, the employer shall pay the employee's wages in cash during working hours and at the workplace, unless another time and place of payment has been agreed.
- (5) With their consent, employees may be paid their wages or part thereof in an agreed foreign currency, provided that the Czech National Bank (hereinafter referred to as the 'CNB') publishes the exchange rate for that currency, and only in the case of
- a) employees whose place of work is abroad,
  - b) foreigners or stateless persons who perform work on the basis of a work permit, employee card, or long-term residence permit for the purpose of performing work requiring high qualifications,
  - c) foreign nationals or natural persons without citizenship who do not require a work permit, employee card, or long-term residence permit for the purpose of performing highly skilled work under the Employment Act,
  - d) a citizen of another Member State of the European Union, unless he or she is also a citizen of the Czech Republic and unless they have permanent residence in the Czech Republic, or,
  - e) another employee who lives permanently abroad or pays for the living expenses of themselves or their family members there.
- (6) The exchange rate announced by the Czech National Bank for the first working day of the calendar month following the month in which the employee became entitled to the wage or part thereof shall be used to convert the wage or part thereof into foreign currency, unless another working day is agreed with the employee.

### **Article 23**

#### **Wage deductions**

Wage deductions may be made in accordance with Section 146 of the Labour Code only:

- a) in cases stipulated by the Labour Code or special legislation,
- b) upon agreement on wage deductions or to satisfy commitments of the employee,



- c) to settle membership fees of the employee who is a member of a union organisation on the basis of a request of the employee in accordance with the collective agreement, or another written agreement between the employer and the union organisation, if the employee who is a member of the union organisation agrees.

#### **Article 24**

#### **Bonus Fund**

The Bonus Fund may be used to pay wages in the case of a lack of funding in the USB budget in a calendar year.

#### **Article 25**

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

- (1) USB is required to inform employees about changes in the manner of remuneration, the wage amount (its individual components), and conditions for its provision in advance. Employees have the option of consulting these Wage Regulations on the website of USB and all human resources offices of faculties, D&R, and the Rectorate.
- (2) The valorisation of wage rates is approved by the rector based on the development of available resources, which are then reflected in the relevant annexes to this wage regulation.
- (3) Average earnings are ascertained pursuant to corresponding provisions of the Labour Code (Sections 351 to 362).
- (4) The procedure for providing wage components that are not regulated by these Wage Regulations is governed by corresponding provisions of the Labour Code and other related regulations.
- (5) The wage of the Rector is set by the Minister of Education, Youth and Sports pursuant to Section 10(5) of the Act.
- (6) The wages of Deans are set by the Rector.
- (7) The USB Wage Regulation registered by the Ministry of Education, Youth and Sports on November 29, 2024, under ref. no. MSMT-21258/2024-2, is hereby repealed.
- (8) This wage regulation was approved in accordance with Section 9(1)(b)(3) of the Act by the USB Academic Senate on 21 May 2025.
- (9) These Wage Regulations enter into force on the day of registration by the Ministry of Education, Youth and Sports.

(10) This wage regulation shall come into effect on 1 October 2025.

(11) Wages pursuant to these Wage Regulations are to be provided for the first time for the calendar month in which it took effect.

prof. Ing. Pavel Kozák, Ph.D.  
Rector

**Annexe No1 to Wage Regulations of USB****Work activities of academic and scientific staff according to the difficulty of the work**

<b>Academic staff per position</b>	<b>Wage category</b>
• Lecturer	9
• Senior lecturer • Research assistant – Academic	10
• Assistant professor • Researcher – Academic	11
• Associate professor • Researcher – Academic	12
• Professor • Adjunct professor • Independent researchers– Academic	13

**Specification of the work of academic staff****9th wage category – Lecturer**

The qualification requirement is a duly completed higher education in a master's degree programme.

**Lecturer**

- conducts teaching in the form of lectures, exercises, seminars, and practical training,
- participates in scientific, research, development, innovation, artistic, or other creative activities in their field.

**10th wage category – Senior lecturer, research assistant – Academic**

The qualification requirement is a duly completed higher education in a master's degree programme and, as a rule, at least demonstrable commencement of a doctoral degree programme or a position as a significant expert in the field.

**Senior lecturer**

- executes preparatory work for addressing set scientific, research, and development tasks; participates in addressing the tasks under the supervision of an experienced researcher,
- prepares and conducts instruction primarily in the form of tutorials, seminars, and practical training; may perform lectures as well,
- supervises bachelor's theses, in exceptional cases also diploma theses, and provides consultations,
- participates in the preparation of texts for instruction,
- prepares and participates in addressing scientific, research, and development tasks in his field; publishes results of his/her work; may perform expert and external examination activities.

### **Research assistant – Academic**

- prepares preparatory work for addressing set scientific, research, and development tasks; participates in their work on these tasks under the supervision of an experienced researcher,
- may address scientific, research, and development tasks in his/her field; publishes the results of his/her work,
- supervises bachelor's theses; may participate in instruction,
- may perform expert and external examination activity

### **11th wage category – Assistant professor, researcher – Academic**

The qualification requirement is to obtain an academic degree or scientific title (Ph.D. or its equivalent), or the physician must have been granted specialised or special professional competence in accordance with Decree No 185/2009 of the Ministry of Health on fields of specialised training for physicians, dentists, and pharmacists and fields of certified courses, as amended (or have a so-called second attestation, according to older and no longer effective legal regulations).

### **Assistant professor**

- participates in specialised and systemic work in the scientific, research, and pedagogic area within his/her qualification,
- participates in preparations of scientific, research, and pedagogic projects,
- conducts instruction primarily in the form of tutorials, seminars, and practical training; may give lectures as well,
- supervises and evaluates bachelor's and diploma theses, also dissertation theses in exceptional cases,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- participates in the preparation of instruction texts,
- addresses scientific, research and development tasks; publishes results of his/her work,
- performs expert and external examination activities,
- may be a guarantor of a bachelor's degree programme.

### **Researcher – Academic**

- participates in specialised and systemic work in the scientific and research area within his/her qualification,
- participates in preparations of scientific and research projects,
- supervises and evaluates bachelor's and diploma theses, in exceptional cases also dissertations; may participate in instruction,
- may verify the acquired knowledge of students during advancement examinations and provide consultations,
- addresses scientific, research and development tasks; publishes the results of his work,
- performs expert and external examination activities.

### **12th wage category – Associate professor, researcher – Academic**

#### **Associate professor**

The prerequisite qualification is the achievement of the title of associate professor.

- executes specialised and systemic creative work within his/her qualification, entailing the scientific, research, and pedagogical areas,
- may act as a guarantor of scientific and research programmes, bachelor's, master's, and doctoral degree programmes; prepares scientific, research, and pedagogical projects,
- acts as an educator in bachelor's, master's, and doctoral degree programmes,
- supervises and evaluates bachelor's, diploma, and dissertation theses,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- guarantees and participates in the preparation of instruction texts,
- guarantees the expert content and activity of examination boards for state examinations,
- manages scientific research, scientific seminars; supervises diploma and dissertation theses; performs scientific research and publishes its results,
- performs expert and review activities.

#### **Researcher – academic**

The qualification requirement is to have obtained an academic degree or Ph.D. or its equivalent, and to meet the evaluation criteria set by the dean.

- independently addresses complex scientific, research, development, or artistic tasks in the relevant field, the results of which he/she publishes in peer-reviewed journals; bears responsibility for the completion of particular parts of the research plan, the rational use of funding and the content of the particular part of the continuous and final report,
- works in research teams, including cooperation with foreign researchers,
- performs review and external examination activities when assessing projects in the relevant field,
- supervises bachelor's and diploma theses and dissertation theses; may lead scientific seminars,
- may participate in instruction,
- may verify the acquired knowledge of students during advancement examinations and provide consultations.

### **13th wage category – Professor, adjunct professor, independent researcher – Academic**

#### **Professor**

The qualification prerequisite is the achievement of the title of professor.

- executes specialised and systemic creative work within his/her qualification, including the scientific, research, and pedagogical areas,
- acts as a guarantor of scientific and research programmes, bachelor's, master's, and doctoral degree programmes; prepares scientific, research and pedagogical projects,

- acts as an educator in bachelor's, master's, and doctoral degree programmes,
- manages scientific research, scientific seminars; supervises and evaluates bachelor's, diploma and dissertation theses,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- guarantees and participates in the preparation of instruction texts,
- guarantees expert content and the activity of examination boards for state examinations,
- performs scientific research and publishes its results,
- performs expert and external examination activities,
- represents his/her field.

### **Adjunct professor**

The qualification prerequisite stems from the Rector's ordinance on the procedure during the establishment of the position of an adjunct professor. He/she holds the position of an adjunct professor in the area of education covered by institutional accreditation.

- executes specialised and systemic creative tasks within his/her qualification, including the scientific, research, and pedagogical areas,
- acts as a guarantor of scientific and research programmes, bachelor's, master's, and doctoral degree programmes; prepares scientific, research, and pedagogical projects,
- acts as an educator in bachelor's, master's, and doctoral degree programmes,
- manages scientific research, scientific seminars; supervises and evaluates bachelor's, diploma, and dissertation theses,
- verifies the acquired knowledge of students during advancement examinations and provides consultations,
- guarantees and participates in the preparation of instruction texts,
- guarantees expert content and the activity of examination boards for state examinations,
- performs scientific research and publishes its results, performs expert and external examination activities

### **Independent researcher – academic**

The qualification prerequisites: higher education and the scientific rank DrSc., DSc., or higher education, an academic degree or the scientific rank Ph.D. or its equivalent and an appointment to the position of a professor, or meeting evaluation criteria set by deans.

- addresses fundamentally new scientific, research, and development matters which ordinarily surpass very long timeframes in their meaning and include impacts on a wide range of human activities requiring a very high degree of generalising phenomena and aiming at establishing general theories, conceptions, and directions of development, obtaining new findings essential for obtaining the broadest context,
- performs creative coordination of the most difficult scientific, research, and development projects,

- supervises and evaluates bachelor's, diploma, and dissertation theses; organises scientific seminars,
- may participate in instruction,
- may verify the acquired knowledge of students during advancement examinations and provide consultations.

#### **Work activities of scientific staff according to the difficulty of the work**

<b>Scientific staff per position</b>	<b>Wage category</b>
Research assistant	10
Researcher	11
Researcher	12
Independent researcher	13

Scientific staff are devoted to scientific activity and are not obliged to participate in instruction.

#### **Specification of the work of scientific staff**

##### **10th wage category – Research assistant**

###### **Research assistant**

- performs preparatory work for work on set scientific, research, and development tasks, and participates in addressing them under the supervision of an experienced scientific staff member,
- may address scientific, research, and development tasks in his/her field; publishes results of his/her work,
- may perform expert and external examination activities.

##### **11th wage category – researcher**

###### **Researcher**

- participates in specialised and systemic tasks in the scientific and research area within his/her qualification,
- participates in preparations of scientific and research projects,
- addresses scientific, research and development tasks; publishes results of his/her work,
- performs expert and external examination activities.

##### **12th wage category – researcher**

- independently addresses complex scientific, research, development, or artistic tasks in the relevant field, the results of which he/she publishes in peer-reviewed journals; bears responsibility for the completion of the particular part of the research plan, the rational use of funding, and the content of the particular part of the continuous and final report,
- works in research teams, including cooperation with foreign researchers,

- performs review and review activities when assessing projects in the relevant field.

**13th wage category – independent researcher**

- addresses fundamentally new scientific, research, and development matters which ordinarily surpass very long timeframes in their meaning and include impacts on a wide range of human activities requiring a very high degree of generalising phenomena and aiming at establishing general theories, conceptions, and directions of development, obtaining new findings essential for obtaining the broadest context,
- performs creative coordination of the most difficult scientific, research, and development projects.



## ***Annexe No 2 to Wage Regulations of USB***

### ***General description of non-academic staff per wage category***

#### **1<sup>st</sup> Wage category**

Performing simple, less qualified and repetitive tasks, the assignment of which is precisely defined, using simple aids and hand tools.

#### **2<sup>nd</sup> Wage category**

Performing routine tasks of an economic-administrative or operational-technical nature according to detailed instructions or established procedures.

#### **3<sup>rd</sup> Wage category**

Performing routine or simple specialised tasks that are part of a specific system or team. Ensuring the smooth running of partial operational, economic-administrative, or technical processes.

#### **4<sup>th</sup> Wage category**

Performing comprehensive or independent specialised work linked to other processes. Organising or ensuring the operation of comprehensive operational or technical processes in accordance with general procedures.

#### **5<sup>th</sup> Wage category**

Performing independent complex tasks or specialised technical work with links and connections to other processes. Managing, organising, and coordinating complex technical, economic, administrative, or managerial processes, determining procedures and solutions within a given process.

#### **6<sup>th</sup> Wage category**

Performing specialised technical work and partial conceptual and methodological work. Management, organisation, and control of activities related to specialised remits.

#### **7<sup>th</sup> Wage category**

Comprehensive management or ensuring the operation of extensive and complex specialised remits or units with internal and external links. Management or ensuring conceptual and methodological work.

#### **8<sup>th</sup> Wage category**

Performing the most complex specialised conceptual work with independent creative problem solving and management of highly complex organisational units.

#### **9<sup>th</sup> Wage category**

Performing the most complex specialised conceptual work with independent creative problem solving and management of highly complex organisational units. Managing the finances and internal administration of a public higher education institution and representing it to the extent specified by USB Rector's Ordinances. Methodological management of faculty secretaries and heads of economic units of other constituent parts of USB.

Specific professions, classification into wage categories, and job descriptions are listed in the job catalogue for non-academic employees.

***Annexe No 3 to Wage Regulations of USB***

**Rates of academic and scientific staff per particular wage categories  
(CZK/month)**

<b>Wage category</b>	<b>Rate (CZK)</b>
9	32 500
10	34 500
11	37 500
12	43 000
13	51 500

***Annexe No 4 to Wage Regulations of USB*****Rate of non-academic employees per particular wage categories (CZK/month)**

<b>Wage category</b>	<b>Rate (CZK)*</b>
<b>1</b>	19 500
<b>2</b>	20 500
<b>3</b>	22 500
<b>4</b>	27 000
<b>5</b>	29 000
<b>6</b>	32 500
<b>7</b>	35 500
<b>8</b>	41 000
<b>9</b>	46 500

\* For employees paid by the hour (e.g., doorman, receptionists), the hourly rate for their subordinates is set by the Rector, Deans, or the Director of D&R at the level of the hourly rate calculated from the monthly rate of the relevant wage class according to the employee's classification, but at least at the level of the currently valid hourly rate of the minimum wage rounded up to whole CZK.