Internal Salary Regulation of Charles University

Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), the Ministry of Education, Youth and Sports registered these Internal Salary Regulations of Charles University in Prague under Ref. No. 16 754/99-30 on 30 March 1999.


VIII. Consolidated Internal Salary Regulations of Charles University of 14 December 2016

Under sections 9 (1) (b) and 17 (1) (d) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), as amended, the Academic Senate of Charles University has adopted the following Internal Salary Regulation of Charles University as an internal regulation:

Article 1 Scope of Regulations

1. The Internal Salary Regulation of Charles University ("the Salary Regulation") regulates the provision of wages and remuneration for being on call at Charles University ("the University").

2. The Salary Regulation applies to members of the academic staff and other employees ("an employee") who are in an employment relationship with the University.

Article 2 Wages

1. A wage is remuneration provided to an employee for work done. The wage is either a contractual wage or a scale wage, a personal performance bonus, extra pay for managerial positions, extra pay for substituting, extra pay for work overtime, extra pay for work on public holidays, extra pay for night-time work, extra pay for working on Saturdays or Sundays, extra pay for work in a difficult working environment, and other bonuses.

2. Remuneration payable in connection with an employment relationship under special regulations, in particular wage compensation, severance payments, reimbursement of travel allowances, remuneration for being on call, etc. are not considered to be wages.

3. The wage must not be lower than the minimum wage stipulated by the special regulation, or, where it follows from a special regulation, than the lowest level of the guaranteed wage.

Article 3 Contractual Wage

1. The Rector, or a dean may, within the scope of his competencies, agree to pay contractual wages to employees, and especially to members of the academic staff. The contractual wages are paid in lieu of all components of wages, except extra pay for overtime, extra pay for working on Saturdays and Sundays, extra pay for night-time work, and other bonuses. Articles 4 to 8 and Article14 do not apply to the determination of wages of an employee to whom a contractual wage has been conceded.

2. The principles for negotiating contractual wages may be set out in a Rector’s measure, on which the Academic Senate of the University expresses its opinion.

1 Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.


Article 4 Assigning Employees to Wage Grades

1. The basis for the assignment of an employee to a profession, or, as the case may be, appointment to office, is a job description which must be based on a type of work agreed upon in the employment contract and on the work that the employee will actually perform.

2. The employee must be made familiar with the job description prior to commencing work, and this fact must be confirmed by his signature.

3. The basis for drafting a job description is the catalogues of work, which contain examples of work activities and their inclusion in a relevant wage grade.

4. Work activities at the University are divided, according to categories of employees, into the following catalogues of work:

   a) the catalogue of work for academic staff and researchers listed in Appendix 3,
   b) the catalogue of work for economic, administrative, technical, and professional staff and for manual workers, service employees, and business-operational employees, which is listed in Appendix 4 and in a Rector’s measure issued in accordance with that Appendix.

5. Work activities in a catalogue are classified according to their complexity, difficulty, and responsibility and subdivided into nine wage grades for academic staff, researchers, and other lecturers (“the Academics and Researchers”), and into 15 wage grades for economic-administrative, technical, and professional employees and for manual workers, service employees, and business-operational employees.

6. An employee will be assigned to a relevant wage grade based on the type of work agreed upon in the employment contract, including a job description.

7. The University will assign an academic employee or a researcher to a wage grade such that the major part of the work activities listed in the catalogue of work for this grade is contained in the job description of the employee. The job description may include only work activities reasonably assumed that the employee will be able to perform during the period for which he is assigned to a respective wage grade. Assignment to a wage grade is for a maximum period of five years, or for a period of three years in the case of a staff member of a faculty or another unit for which no measure has been issued under paragraph 12.

8. The University will assign an employee who is not an academic employee or a researcher to the wage grade to which the most demanding work performance of which the University requires is assigned in the catalogue. If such work is not included in the catalogue, the University will assign the employee to a wage grade to which examples of work in the catalogue comparable to the required work in terms of complexity, responsibility, and psychological or physical difficulty are assigned.

9. The condition for assignment of an employee to a wage grade is the fulfilment of the relevant qualification prerequisites listed in the catalogue of work. However, achieving the qualification requirements needed for the assignment to another wage grade does not constitute the right to be assigned to that grade.

10. Exceptionally, the University may assign an employee to a wage grade for which he does not qualify, however, for no longer than a maximum of two years; such assignment may be repeated only in cases deserving special attention.

11. For a period longer than two years, the University may exceptionally assign an employee who is not an academic or researcher to a wage grade for which he does not meet the qualification criteria if such criteria are not met by one academic degree and:

   a) if he has demonstrated, through long-term activity in the respective field, the ability to perform the required work; or
   b) if, during the period for which he has been, as a matter of exception, assigned to a wage grade or prior to such an exceptional assignment, he commenced, and duly continues, studies, by the completion of which he will acquire necessary qualifications; or
   c) if the required work is mainly of a manual or operational nature and requires, in compliance with the relevant catalogue, only secondary vocational education, completion of special courses, completion of apprenticeship in the field, or passing a special examination of professional competence set out by a special regulation; at the same time, the employee may be assigned to no higher than wage grade 8.

12. The specific scope of the pedagogical and research duties of academic staff and other lecturers, as well as the research duties of researchers, are determined in a measure issued by the dean of a faculty or by the director of another unit to which academic employees or researchers are assigned according to the educational and scientific focus of the relevant faculty or other unit. The dean or director will discuss the content of said measure with the Rector in advance; in the case of a faculty, the faculty’s senate expresses its opinion on the measure.

Article 5 Determining Basic Wages

1. An employee is entitled to a basic wage of at least the lower limit and not more than the upper limit of the wage bracket for the relevant wage grade to which he has been assigned in accordance with Article 4. The wage bracket for individual wage grades are listed in Appendix 1.

2. When determining the basic wage within the framework of a bracket for a respective wage grade, the University will take into account the length of the employee’s previous professional experience.

3. The University acts pursuant to paragraph 2 when it assigns a wage grade to an employee for the first time. The first assignment takes place:

   a) when an employment relationship is created;
extraordinary difficulties resulting from exposure to the effects of aggravating factors and from measures taken to reduce

Article 6 Extra Pay for Managerial Positions
1. Officers of the University are entitled to extra pay for managerial positions depending on the level of management and the difficulty of the managerial work. The span of extra pay for managerial positions is set out in Appendix 2.
2. The exact amount of extra pay for a managerial position is determined by a person authorized to conclude the employment contract with an employee on behalf of the University.

Article 7 Extra Pay for Substituting
1. The entitlement to extra pay for substituting accrues to an employee irrespective of his job assignment if he substitutes for a senior officer at a higher level of management, unless substitution has been included in his job description.
2. The extra pay for substituting accrues to an employee who has been mandated thereto and who substitutes for a senior officer at a higher level of management for at least four weeks, counted retrospectively as of the first day on which such an employee has acted as a substitute. Periods of fewer than four weeks, for which an employee has substituted for a senior officer, may not be added together.
3. The amount of extra pay for substituting is determined by the University within the limits of the span of the pay for managerial positions set for the senior officer who is being substituted.
4. The University is under no obligation to set the extra pay for substituting at the same level as the extra pay for a managerial position paid to a senior officer who is being substituted. If an employee acting as substitute is himself a senior officer at the same or higher level (see Appendix 2) as the employee he is substituting for, and he already receives extra pay for managerial positions, such an employee is not entitled to extra pay for substituting. If the extra pay for substituting is determined by the University at a rate higher than the employee’s extra pay for a managerial position, he is entitled to receive the higher extra pay.

Article 8 Personal Performance Bonus
1. The University may award a personal performance bonus to an employee who achieves very good work results.
2. A personal performance bonus may be awarded in the amount of up to 100% of the employee’s basic wage. An employee who, for a long time, achieves excellent work results and who performs particularly significant scientific, research, artistic, or pedagogical work or professional activity, may be awarded a personal performance bonus of up to 150% of his basic wage. The personal performance bonus is awarded and provided upon the following conditions: the employment lasts for at least three years, the workload is a minimum of 28 hours per week, and the basic wage was previously determined at at least 90% of the upper limit of the relevant wage grade to which the employee was assigned under Article 4.
3. A personal performance bonus is granted for a period of at least six months and a maximum of four years on the basis of an appraisal carried out by the relevant senior officer.
4. Depending on the fulfilment of conditions set out in paragraphs 1 and 2, the persons referred to in paragraph 3 may decide to increase, reduce, or withdraw the personal performance bonus regardless of the period set out in paragraph 3; the reduction or withdrawal of a personal performance bonus is possible only with written justification. A proposal to reduce or withdraw a personal performance bonus is, at an employee’s request, considered by a commission; the details are provided in a collective bargaining agreement.
5. In connection with the successful completion of a grant or project task, the University may award a personal performance bonus to an employee for a period shorter than that specified in paragraph 3, or to increase the employee’s existing personal performance bonus for such a period.
6. There is no legal entitlement to be awarded a personal performance bonus.

Article 9 Extra Pay for Work in Difficult Working Environment
1. An employee who performs work in a difficult working environment where the performance of work is associated with extraordinary difficulties resulting from exposure to the effects of aggravating factors and from measures taken to reduce or eliminate them is entitled to extra pay for work in a difficult working environment.
2. Extra pay for work in a difficult working environment accrues to an employee in the amount and under the conditions
determined in accordance with the Labour Code and a special regulation\(^4\) in the collective bargaining agreement.
3. The extra pay for work in a difficult working environment may also be provided to employees performing activities that
are comparable to those referred to in paragraph 1 in terms of the risk to the life or health of the employee.

**Article 10 Extra Pay and Time Off in Lieu of Work Overtime**

1. Overtime work is work performed by an employee on the order of the University or with its consent which exceeds
the fixed weekly working time resulting from a predetermined schedule of working time, and which is performed outside
the work shift schedule.
2. For overtime work, an employee is entitled, in addition to a wage earned, to extra pay in the amount determined in
the collective bargaining agreement in accordance with the Labour Code.
3. The University may, upon agreement with the employee, provide time off for overtime worked instead of the extra pay.
4. The conditions for the enjoining and the scope of overtime work are governed by the Labour Code.
5. If the wages agreed upon with an employee under the conditions stipulated in the Labour Code already take account
of possible overtime work, the employee is neither entitled to the wage earned for that overtime, nor to the extra pay,
nor to time off in lieu of work overtime.

**Article 11 Extra Pay for, Time Off in Lieu of, and Wage Compensation for, Work on Public Holidays**

1. For work on public holidays, an employee is entitled to a wage earned and to time off in lieu of work on a public
holiday to the extent of work performed on a public holiday; this will be provided to him no later than by the end of
the third calendar month following the month in which the work on a public holiday was carried out, or within a period
agreed upon otherwise. For the period of time off in lieu of work on a public holiday, the employee is entitled to wage
compensation equal to average earnings. The University may agree with the employee to give him extra pay in addition
to a wage earned instead of time off in lieu of work on a public holiday; the amount of the pay is determined in a collective
bargaining agreement in accordance with the Labour Code.
2. An employee who did not work on a particular day which would otherwise be a regular working day because there
was a public holiday is entitled to wage compensation equal to the average earnings if the wage was lost as a result
of the public holiday.

**Article 12 Extra Pay for Night-time Work**

For night-time work, an employee is entitled to a wage earned, and to extra pay for night-time work in the amount and
under the conditions set out in a collective bargaining agreement in accordance with the Labour Code.

**Article 13 Extra Pay for Working on Saturdays or Sundays**

1. For work on Saturdays or Sundays enjoined by the University within the framework of weekly working hours, the
University provides extra pay in the amount determined in a collective bargaining agreement in accordance with the Labour
Code.
2. For work enjoined by the University on Saturdays or Sundays beyond the weekly working hours, an employee is, in
addition to the extra pay received for overtime or time off in lieu of work overtime, entitled to extra pay in the amount of
50% of the applicable basic wage, but no less than the amount referred to in paragraph 1.

**Article 14 Wage Supplement When Transferred to Another Position**

1. If the University agrees with an employee that he will be temporarily transferred to a job with work activities included in
a higher wage grade, or to office included in a higher wage grade, the employee is, for a maximum period of 60 working
days, entitled to a wage supplement equal to the difference between the lower limit of the bracket set out for the higher
wage grade and the employee’s basic wage.
2. In the case of a temporary transfer to another job with work activities included in a lower wage grade, or to office
included in a lower wage grade, the employee’s basic wage does not change.
3. Partial performance of the activities of another employee who is temporarily absent, when the employee
simultaneously performs his own activities, is not considered as a transfer to another position.
4. In the case of a transfer of an employee to another job with work activities included in the lower wage grade because of:
a) a threat of occupational disease, or where the employee has, under a special regulation, attained the maximum
permissible limit of exposure at the workplace determined by a decision of the competent authority for public health
protection;
b) a medical statement issued by a provider of occupational healthcare services, or a decision of the competent authority
for the public health protection in order to protect the health of other individuals against infectious diseases;

\(^4\) Government regulation No. 567/2006 Sb., as amended.
c) averting an emergency situation, natural disaster, or another imminent accident, or mitigating the immediate consequences thereof; or
d) downtime or work interruptions caused by unfavourable weather conditions;
an employee is, for the term of the transfer, entitled to a wage supplement amounting at least to his average earnings.

Article 15 Wages for Time Spent in Professional Training
Participation in professional training courses or other forms of preparation or study for the purpose of enhancing qualifications, including an examination required by the University, is considered to be the performance of work for which an employee is entitled to a wage.

Article 16 Pay-out of Additional Wages
1. The University may pay out an additional wage to an employee for the completion of additional tasks and the performance of work activity in each half year of a calendar year, provided that he has worked for at least 65 days in that half year for the University in the same employment relationship. An additional wage may be paid to an employee in the event that his employment in the first half does not terminate on 31st May, or before 30th June if the employee will have worked for a specified number of days no sooner than in June, and in the second half on 30th November, or before 31st December if the employee will have worked for the specified number of days no sooner than in December. Compliance with the condition of the continuance of employment with a single employer is not required where the employer has changed and the rights and obligations arising from the employment have been transferred on the grounds of a law.
2. A day worked is the day on which the employee has worked a major part of his shift, and the day on which the employee:
a) has taken holiday in the length equal to half of his shift or longer;
b) has taken time off in lieu of work overtime in the length equal to half of his shift or longer;
c) could not work due to obstacles on the part of the University for a period representing half of his shift or longer; or
d) did not work because his regular working day was a public holiday.
3. An employee who is employed for prescribed weekly working hours and whose working hours are unevenly scheduled by the University is, for the purposes of paragraph 1, regarded as an employee who has worked for five working days in a calendar week even though his working hours are not scheduled on all working days of the week. The provisions of paragraph 2 apply with the necessary modifications.
4. The procedure set out in paragraph 3 does not apply to employees with fewer than the prescribed weekly working hours, whose fewer working hours have been scheduled by the University into fewer than five working days in a week. In the case of such employees, only the days on which they have actually worked, or did not work for reasons stipulated in paragraph 2, are counted towards the time worked.
5. The amount of the additional wage is the same as the amount of the contractual wage, or is the sum of the basic wage, the extra pay for managerial positions, the extra pay for work in a difficult working environment, and the personal performance bonus, in the amounts to which the employee was last entitled, or at which they were last determined by the University (i.e., in May, June, November, or December), unless the dean of a respective faculty, or the Rector in other cases, stipulates otherwise.
6. Whether the faculty will pay out additional wages according to paragraph 1, will be decided by the dean after the faculty's academic senate will have expressed its opinion thereon; in the case of other units and the Rector's Office, a decision is made by the Rector.

Article 17 Other Bonuses
The University may award other bonuses to an employee:
a) for accomplishing an extraordinary or particularly significant work task;
b) in accordance with the collective agreement, to reward his work merits upon the 20th anniversary of his employment, and then every 10 years of employment thereafter; when the employee reaches the age of 50 years; at the first termination of employment upon granting a disability pension; or after the entitlement to a retirement pension has accrued to an employee;
c) for the provision of assistance in preventing fires or other natural disasters, helping with the clean-up thereafter, or eliminating their consequences, or in other emergency situations in which property, health, or life may be endangered;
d) for work and activities carried out as ancillary activities;
e) for securing or obtaining financial resources other than a state subsidy or grant;
f) for work and activities carried out when carrying out grant projects, scholarly and research projects, and other projects, including foreign ones, within the framework of the main activities of the University (Article 2 (1) to (5) of the Constitution of the University), and related activities;
g) for significant and extraordinary representation of the University, faculty, or other unit.

Article 18 Remuneration for being on call
1. In case of an employee’s off-site on-call duty outside his working hours, the University will provide the employee with hourly remuneration for being on call in the amount determined in a collective bargaining agreement in accordance with the Labour Code.
2. If an employee performs working activities while on call, he is not entitled to remuneration for being on call.

**Article 19 Creative Leave**

During the time of creative leave⁵ (sabbatical), an employee is entitled to a wage in the amount of a contractual wage, or to the sum of the basic wage and the personal performance bonus as they were awarded to the employee before he went on creative leave.

**Article 20 Pay Day of Wages**

1. The wage is payable on a monthly basis in arrears, no sooner than on the tenth and no later than the fourteenth calendar day of the following calendar month.
2. Unless otherwise agreed with an employee, and if the pay day falls during the time of the employee’s holiday, the University will pay the employee, before he takes his holiday, the wages that become payable during the holiday. If such payment is not possible due to the wage calculation method, the University will provide a reasonable advance payment and will pay the remaining part of wages no later than on the closest regular pay date following the employee’s holiday.

**Article 21 Deductions from Wages**

Deductions from wages may only be made in cases set out by the Labour Code or by a special law.

**Article 22 Average Wage**

Determining and applying average wages is governed by the Labour Code.

**Article 23 Transitional Provision**

Letter (f) of Appendix 2 of this Regulation applies to subject guarantors of study programmes accredited before 31st August 2016. Upon the termination of these study programmes, the provision will cease to apply.

**Article 24 Common and Final Provisions**

1. Where the term "University" is used in the text of the previous clauses, it is the authority which is empowered to decide and act in employment relations. In the case of the employees listed in Appendix 2, letter (a), the rate of wages (Article 2 (1)) is determined by the Rector.
2. At the faculty, other unit, or the Rector’s Office, the University observes the provisions of Section 110 of the Labour Code.
3. This regulation was approved by the Academic Senate of the University on 29th March 1999.
4. This Regulation becomes effective on the date of its registration by the Ministry of Education, Youth and Sports.⁶

PhDr. Tomáš Nigrin, Ph.D.,

Prof. MUDr. Tomáš Zima, DrSc.,

President of the Academic Senate

Rector

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**Selected Provisions from the Amendments**

Article 2 of the Amendment of the Internal Salary Regulation of 16 May 2005 (Fourth Amendment)

Transitional Provisions
1. The first measures under Article 1 (7) will be issued by deans of faculties and directors of other units, upon the coming into effect of the Amendment to the Internal Salary Regulation of Charles University in Prague ("the Regulation"), no later than by 31st December 2006. The Rector will set the dates for their consideration in such a way that proposals for measures at faculties and other units that are related in terms of fields of study be considered at the same time.
2. The Rector, deans of faculties, and directors of other units will, within the limits of their competencies, assign all academic and research employees to wage grades set out in Appendix 3 of the Regulation no later than by 1st November 2005, unless there is an employee who has been awarded a contractual wage. Until the new assignment is done, the employees’ assignments to wage grades, basic wages, and the amounts of personal performance bonuses remain unaffected by this amendment of the Regulation.

Note: Article 1 (7) of the Fourth Amendment newly regulates the provision contained in Article 4 (12) of the Internal Salary Regulation.

Article 2 of the Amendment of the Internal Salary Regulation of 6 June 2007 (Fifth Amendment)

Transitional Provisions
1. The Rector, deans, and directors of other units will, within the limits of their competencies, set the basic wages of employees in line with Appendix 1 of the Internal Salary Regulation of Charles University in Prague ("the Regulation") no later than on 1st December 2007. Until this change is made, the employee’s basic wage remains unaffected by this Amendment to the Regulation.
2. Personal performance bonuses granted prior to the effect of this Amendment to the Regulation remain unaffected.

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⁵ Section 76 of the Higher Education Act.
⁶ Section 36 of the Higher Education Act. The registration was completed on 30 March 1999.
Article 2 of the Amendment of the Internal Salary Regulation of 18 June 2013 (Sixth Amendment)

Transitional Provisions

1. The Rector, deans of faculties, and directors of other units will, within the limits of their competencies, set the basic wages of academic and research employees in line with Appendix 1a of the Internal Salary Regulation of Charles University in Prague (“the Regulation”) no later than on 1st January 2014. Until this change is made, the employee’s basic wage remains unaffected by this Amendment to the Regulation.

2. The Rector, deans of faculties, and directors of other units will, within the scope of their competencies, set the wages of economic, administrative, technical, and professional employees and operatives, service employees, and business-operational employees in line with Appendix 1a of the Regulation no later than on 1st January 2014. Until such change is made, the employee’s wage grade and basic wage remain unaffected by this Amendment to the Regulation.

3. The wage brackets for individual wage grades, for the determination of the amount of basic wages which will take place in the period from 1st January 2014 to 31st December 2014, are set out in Appendix 1a of the Regulation; Article 5 (1), sentence 2 of the Regulation will not apply during this period.

4. Rector, deans of faculties, and directors of other units will, within the limits of their competencies, set the basic wages of academic and research employees in line with Appendix 1 of the Regulation no later than on 1st January 2015. Until such change is made, the employee’s basic wage remains unaffected by this Amendment of the Regulation.

Article 3 of the Amendment of the Internal Salary Regulation of 18 June 2013 (Sixth Amendment)

Repealing Provisions

Appendix 1a is hereby repealed.

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The Amendment of the Internal Salary Regulation of Charles University in Prague (the First Amendment) was approved by the Academic Senate of the University on 4th June 1999 and came into force and effect on the date of registration by the Ministry of Education, Youth and Sports. This registration was completed under Ref. No. 23 585 / 99-30 on 17th June 1999, and at the same time the 1st consolidated Internal Salary Regulation of Charles University in Prague was registered.

The Amendment of the Internal Salary Regulation of Charles University in Prague (the Second Amendment) was approved by the Academic Senate of the University on 30th November 2001. This amendment came into force on the date of registration by the Ministry of Education, Youth and Sports, registered Ref. No. 33 117 / 2001-30 on 28th December 2001 and it became effective on 1st February 2002.

The Amendment of the Internal Salary Regulation of Charles University in Prague (the Third Amendment) was approved by the Academic Senate of the University on 11th April 2003. This amendment came into force on the date of registration by the Ministry of Education, Youth and Sports, under ref. no. 21 721 / 2003-30 on 17th June 2003 and it became effective on 1st July 2003.

The Amendment of the Internal Salary Regulation of Charles University in Prague (the Fourth Amendment) was approved by the Academic Senate of the University on 1st April 2005; changes implemented within the framework of the registration were approved on 13th May 2005. This amendment came into force on the date of registration by the Ministry of Education, Youth and Sports, under Ref. No. 18 297 / 2005-30 on 16th May 2005 and it became effective on 1st July 2005.

The Amendment of the Internal Salary Regulation of Charles University in Prague (the Fifth Amendment) was approved by the Academic Senate of the University on 25th May 2007. This amendment came into force on the date of registration by the Ministry of Education, Youth and Sports, under Ref. No. 15 302 / 2007-30, on 6th June 2007 and it became effective on 1st July 2007.

The Amendment of the Internal Salary Regulation of Charles University in Prague (the Sixth Amendment) was approved by the Academic Senate of the University on 24th May 2013. This amendment came into force on the date of registration by the Ministry of Education, Youth and Sports, under Ref. No. MSMT-26836 / 2013-30, on 18th June 2013 and it became effective on 1st July 2013, with the exception of Article 1 (23) of the Amendment, which became effective on 1st October 2013, Article 2 (4) of the Amendment, which became effective on 1st January 2014, and Article 3 of the Amendment, which became effective on 1st January 2015.

The Amendment of the Internal Salary Regulation of Charles University in Prague (the Seventh Amendment) was approved by the Academic Senate of the University on 21st March 2014. This amendment came into force on the date of registration by the Ministry of Education, Youth and Sports, under Ref. No. MSMT-10996 / 2014, on 1st April 2014 and it became effective on 1st April 2014.

The Amendment of the Internal Salary Regulation of Charles University in Prague (the Eighth Amendment) was approved by the Academic Senate of the University on 9th December 2016. This amendment came into force on the date of registration by the Ministry of Education, Youth and Sports, under ref. no. MSMT-38196 / 2016, on 14th December 2016 and it became effective on the first day of the calendar month following the date on which it came into force.
Appendix 1 of the Salary Regulation
Brackets for Wage Grades of Members of Academic Staff and Researchers

<table>
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<tr>
<th>Wage Grade</th>
<th>AP1</th>
<th>AP2</th>
<th>AP3</th>
<th>AP4</th>
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<tr>
<td>Minimum limit (in CZK)</td>
<td>19,900</td>
<td>22,500</td>
<td>27,000</td>
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<table>
<thead>
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<th>Wage Grade</th>
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<th>L2</th>
<th>VP1</th>
<th>VP2</th>
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<tr>
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<td>19,500</td>
<td>25,500</td>
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<td>34,000</td>
<td>40,000</td>
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Appendix 2 of the Salary Regulation
Brackets for Extra Pay for Managerial Positions

a) Vice-Rector of the University, dean of a faculty, the Chief Financial Officer:
   - 7,000 to 20,000 CZK/month;

b) Vice-dean of a faculty, faculty secretary, director of another unit, Rector of the Archbishop’s Seminary:
   - 5,000 to 15,000 CZK/month;

c) Head of a department, institute, or division, head of a clinic, dormitory manager, refectory manager, deputy director of a unit:
   - 3,000 to 10,000 CZK/month;

d) Head of an office, head of a centre, deputy to the head of a department, deputy to the head of an institute, deputy to the head of a division, deputy to a dormitory manager, deputy to a refectory manager:
   - 1,500 to 6,500 CZK/month;

e) Guarantor of a study programme:
   - 2,500 to 4,500 CZK/month;

f) Guarantor of a subject area:
   - 1,000 to 3,500 CZK/month;

g) A university employee who is, according to a Rector’s, dean’s, or director’s measure, authorised to organize, manage, and supervise the work of other employees and to give them binding instructions:
   - 500 to 5,000 CZK/month.
Appendix 3 of the Salary Regulation
Catalogue of Work for Members of Academic Staff and Researchers

Wage Grade: AP4
1. Performing tasks of basic or applied research or development or artistic activities of key importance for the development of the relevant scientific or artistic field, the results of which are published in internationally significant peer-reviewed journals, or internationally significant scientific monographs or internationally significant peer-reviewed proceedings.
2. Management or creative coordination of the most demanding international or key national research projects.
3. Acting as a guarantor of a study programme, or as a member of the Board of Guarantors of a study programme, or as a member of a subject-area board of a doctoral programme of study.
4. Creative application of the results of scientific, research, or artistic activities to pedagogical activities, in particular to the guidance of students in a doctoral programme of study; giving specialized lectures, conducting seminars or other forms of instruction in Doctoral and Master’s programmes of study.
5. Working on commissions for state doctoral examinations and for defences of doctoral dissertations, membership in commissions for state final examination or state rigorosum examinations.
6. Preparing external examiner’s reports on doctoral dissertations and dissertations to attain associate professorship, or external examiner’s activity within the framework of procedures to attain associate professorship or procedures for the appointment of full professorship.
7. Expert activities at a national or international level; acting as a reviewer and external examiner in the assessment of key projects within the relevant field.

Necessary Qualifications:
- Master’s degree, unless the person is appointed full professorship in an artistic field
- ten years of practice
- appointment of full professorship, extraordinary professorship, or attainment of a comparable position abroad

Wage Grade: AP3
1. Performing tasks of basic and/or applied research or development, or artistic activities of key importance for the relevant scientific or artistic field, the results of which are published in peer-reviewed journals, or scientific monographs, and/or peer-reviewed proceedings.
2. Managing or coordinating demanding research projects, or relatively independent parts of such projects at least at a national level.
3. Creative application of the results of scientific, research, or artistic activities to pedagogical activities, in particular to the guidance of students in a doctoral or master’s programme of study; giving lectures and seminars, mainly in master’s and doctoral programmes of study; acting as advisor or external examiner of master’s and doctoral theses.
4. Working on commissions for state doctoral examinations and for defences of doctoral dissertations, membership in commissions for state final examination or state rigorosum examinations.
5. Preparing external examiner’s reports on doctoral dissertations and dissertations to attain associate professorship, or external examiner’s activity within the framework of procedures to attain associate professorship.
6. Review and external examiner’s activities at a national level when assessing projects within the relevant field.

Necessary Qualifications:
- Master’s degree, unless the person is appointed an associate professor or full professor in an artistic field
- six years of practice
- appointment of associate professorship, extraordinary professorship, or attainment of a comparable position abroad

Wage Grade: AP2
1. Independently solving complex research, development, or artistic projects, the results of which are published in peer-reviewed journals, in scientific monographs, or in peer-reviewed proceedings.
2. Participation in ensuring organisationally research or teaching activities.
3. Participation in conducting lectures and the realisation of other forms of pedagogical activities in Bachelor or Master’s programmes of study, including lifelong learning programmes.
4. Supervision of studies, including supervision of, consultation on, or examination of diploma theses, or Bachelor’s theses, unless the work is performed at a faculty or other unit where the accredited study programmes do not require a thesis defence.

Necessary Qualifications:
- Master’s degree
- four years of practice
- attainment of PhD., ThD., or CSc. degrees or appointment of associate professorship or full professorship, or attainment of a comparable position abroad
Wage Grade: AP1
1. Participation in solving partial research, development, or artistic projects, and/or in publishing of own work for educational purposes.
2. Supervision of studies, conducting seminars, and other forms of instruction, including lifelong learning programmes; participation in ensuring other forms of pedagogical activity.
3. Doing desk research and preparing abstracts from professional and scientific sources.

Necessary Qualifications:
- Master’s degree or attainment of PhD., ThD., or CSc. degrees, or of comparable position abroad.

Wage Grade: L2
1. Conducting lectures and implementation of other forms of pedagogical activity in Bachelor or Master’s programmes of study, including lifelong learning programmes.
2. Supervision of studies, including supervision of, consultation on, or examination of diploma theses, or Bachelor’s theses, unless the work is performed at a faculty or other unit where the accredited study programmes do not require a thesis defence.
3. Publishing of own work, especially for educational purposes.

Necessary Qualifications:
- Master’s degree or attainment of PhD., ThD., or CSc. degrees, or appointment of associate professorship or full professorship, or attainment of a comparable position abroad
- five years of practice

Wage Grade: L1
1. Implementation of supporting forms of pedagogical activity in Bachelor or Master’s programmes of study, or in lifelong learning programmes, or implementation of pedagogical activities which are not directly related to the main focus of the programme of study.
2. Supervision of studies.
3. Participation in publishing of own work, especially for educational purposes.

Necessary Qualifications:
- Master’s or Bachelor’s degree

Wage Grade: VP3
1. Managing or coordinating demanding international research projects or relatively independent parts of such projects at least at a national level (always required).
2. Performing tasks in basic or applied research or development, and/or artistic activities of key importance for the development of a relevant scientific or artistic field, the results of which are published in internationally significant peer-reviewed journals or in internationally significant scientific monographs, or in internationally significant peer-reviewed proceedings.
3. Review and examination work when assessing key projects within the relevant field.

Necessary Qualifications:
- Master’s degree, unless the person is appointed associate professorship or full professorship in an artistic field
- six years of practice in the field
- appointment of associate or full professorship, extraordinary professorship, or attainment of a comparable position abroad

Wage Grade: VP2
1. Independently performing complex scientific, research, development, or artistic tasks in the relevant field, the results of which are published in peer-reviewed journals.
2. Work in a research team, including cooperation with foreign researchers.
3. Review and examination work when assessing projects within the relevant field.

Necessary Qualifications:
- Master’s degree
- five years of practice
- attainment of PhD., ThD., or CSc. degrees or appointment of associate professorship or full professorship, appointment of extraordinary professorship, or attainment of a comparable position abroad

Wage Grade: VP1
1. Performing partial scientific, research, development or artistic tasks in the relevant field, the results of which are published.
2. Working in a research team.
3. Doing desk research and preparing abstracts from professional and scientific sources.

Necessary Qualifications:
- Master’s degree or attainment of PhD., ThD., or CSc. degrees, or of a comparable position abroad
Appendix 4 of the Salary Regulation
Catalogue of Activities for Economic, Administrative, Technical and Professional Employees and for Manual Workers, Service Employees and Business-Operational Employees

A. General Characteristics:

Wage Grade 1
Simple, less qualified, and repetitive activities of the same kind performed according to a precise assignment. Carrying out individual handling operations using simple instruments and hand tools.

Wage Grade 2
Activities of the same type of an administrative-technical or operational-technical nature that are carried out according to the assignment and have defined outputs. Preparatory and auxiliary work.

Wage Grade 3
Carrying out routine servicing activities in compliance with set procedures and operational regimes. Carrying out repeated administrative, economic-technical, and administrative-technical activities according to detailed instructions or established procedures.

Wage Grade 4
Performing routine, controllable activities with possible links to other processes that are carried out according to the framework guidelines. Carrying out administrative work or partially repeated, diverse economic-administrative, economic or operational-technical work.

Wage Grade 5
Performing simple skilled activities that are part of a particular system or team. Operationally ensuring the running of individual divisions of operational or technical processes.

Wage Grade 6
Performing diverse skilled activities that are part of a particular system or team. Organizing or ensuring the running of diverse operational or technical processes.

Wage Grade 7
Performing independent skilled work with links to other processes. Organizing or ensuring the running of complex operational or technical processes in compliance with general procedures.

Wage Grade 8
Performing independent, complex activities, and work with links to other processes. Managing, organizing, and coordinating complex processes of a technical nature.

Wage Grade 9
Performing specialized skilled activities, independently securing the completion of complex tasks and work with links and connections to other processes. Managing, organizing, and coordinating complex processes of a technical nature, and determining procedures and solutions within a given process.

Wage Grade 10
Performing specialized skilled activities, or independently securing technical work connected with partial conceptual and systematic work. Coordination of and guidance for specialized skilled labour.

Wage Grade 11
Performing skilled activities connected with partial conceptual and systematic work. Managing, organizing, and supervising activities of individual types of skilled work of a homogeneous nature.

Wage Grade 12
Performing specialized skilled activities and partial conceptual and systematic work. Managing, organizing, and supervising complex activities of an expert nature.

Wage Grade 13
Comprehensive management or ensuring the running of individual types of skilled activities with internal and external links. Managing or securing conceptual and systematic activities.

Wage Grade 14
Comprehensive management or ensuring the running of wide-ranging and complex activities or units with internal and external links. Managing or securing conceptual and systematic work.

Wage Grade 15
Performance of the most complex, specialized, conceptual activities applying an independent and creative approach to resolution of problems, and management of very complex organizational units.

B. The detailed specification of the catalogue of activities of the individual wage grades (i.e., 1 to 15) is, in compliance with the general characteristic provided in section A, issued in the form of a Rector’s measure. An intention to issue such a measure is discussed beforehand with the trade unions that are a party to the collective bargaining agreement.

Necessary Qualifications:

Wage grade | Qualification
1. elementary school
2. - 3. vocational with a certificate or secondary school
4. secondary vocational with a certificate, or secondary school finished with a school-leaving exam
5. - 6. secondary school with a school-leaving exam
7. - 8. secondary school with a school-leaving exam, or higher education from a professional college
9. - 10. higher education from a professional college or Bachelor’s degree*
11. Bachelor’s degree* or Master’s degree**
12. - 15. Master’s degree **

* or a compact part of university studies under Act No. 172/1990 Sb., to regulate higher education institutions
** or tertiary education under Act No. 172/1990 Sb., to regulate higher education institutions, or under previous legal regulations.