THE FIRST CONSOLIDATED INTERNAL WAGES
REGULATION OF CHARLES UNIVERSITY

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 Wages Regulation of Charles University:

Article 1
Scope of Regulation

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

2. The Wages 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. For the purposes of this regulation, a wage is monetary remuneration provided to an employee for work done. The wage is either agreed upon as a contractual wage, or it is conceded as a basic wage, a personal performance bonus, extra pay for managerial positions, a wage and extra pay for work in a difficult working environment, a wage for overtime work, a wage for work on public holidays, a wage for night-time work, and a wage for working on Saturdays or Sundays; the wage also includes bonuses other than extra remuneration for being on call.

2. Remuneration payable in connection with an employment relationship under another legal regulation, in particular wage compensation, severance payments, reimbursement of travel allowances, etc. are not considered to be wages.

3. With the exception of the wage for overtime work, extra pay for work on public holidays, extra pay for night-time work, extra pay for work in a difficult working environment, and extra pay for working on Saturdays or Sundays, the wage must not be lower than the minimum wage stipulated by labour regulations, or, where it follows from labour regulations, 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, make an agreement with an employee, particularly with a member of the academic staff, that he be paid contractual wages. It is agreed that the contractual wages are in lieu of all the components of wages, except for extra pay for work in a difficult working environment, extra pay for overtime, and extra pay for working on Saturdays and Sundays, and except for bonuses. Articles 4 to 8 and Article 14 do not apply to the determination of wages of an employee with whom a contractual wage has been agreed upon.

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.

Article 4
Placing Employees in the Pay Scale

1. The basis for the placement of an employee in a pay band of the pay scale 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 should 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 pay band.

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, researchers and other lecturers ("Academics and Researchers") listed in Appendix 3 hereof,
b) the catalogue of work for economic, administrative, technical, and professional staff and for manual workers, service employees, and business-operational employees ("other employees"), which is listed in Appendix 4 hereof 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 pay bands for Academics and Researchers, and into eight pay bands for other employees.

6. An employee will be placed in a relevant pay band based on the type of work agreed upon in the employment contract, including a job description.

7. The University will place an Academic or a Researcher in a pay band such that the major part of the work activities listed in the catalogue of work for this band is contained in the job description of the employee. The job description may include only such work activities that the employee can be reasonably assumed to be able to perform.

8. The University will place another employee in a pay band to which the most demanding work of which the University requires is assigned in the catalogue. If such work is not included in the catalogue, the University will place the other employee in a pay band 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 the placement of an employee in a pay band is the fulfillment of the relevant qualification prerequisites listed in the catalogue of work. However, achieving the qualification requirements needed for the placement in another pay band does not constitute the right to be placed in that band.

10. Exceptionally, the University may place an employee in a pay band for which he does not qualify, however, for no longer than a maximum of two years; such placement may be repeated only in cases deserving special attention.

11. For a period longer than two years, the University may exceptionally place another employee in a pay band 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, placed in a pay band or prior to such an exceptional placement, 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 another legal regulation; at the same time, the employee may be placed in no higher than pay band 5.

12. The specific scope of the pedagogical and research duties of academic staff and other lecturers, as well as the research duties of researchers, may be 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 pay band in which he has been placed. The wage brackets for individual pay bands are listed in Appendix 1 hereof.

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

3. The University acts pursuant to paragraph 2:
   a) when an employment relationship is created;
   b) when the type of work agreed upon in the employment contract is changed;
   c) when there is an amendment to the Wages Regulation,
   d) when the placement in the pay band is changed.

From this placement onward, further professional experience is recognised to the full extent, regardless of whether or not the employee satisfies the necessary qualifications.

4. The following periods are fully counted as professional experience:
   a) the period of basic (substitute) military service, or civil service substituting military service, in the length set out for the performance of such service by the relevant legal regulation effective at the time of its performance;
   b) the period of maternity leave and additional maternity or parental leave in the length corresponding to the length of such leave under the relevant legislation effective at the time it is being taken; however, for no more than a total of six years;
   c) the period of study in a postgraduate study programme under Act No. 172/1990 Sb., to regulate higher education institutions, or in a doctoral study programme, which has been duly completed, however for not more than four years.

5. The assessment of the type of professional experience and a decision on the scope of its recognition is, except for paragraph 4, fully within the competence of the University.

6. A dean of a faculty may issue a measure setting more detailed rules for the determination of basic wages.

7. The remuneration of employees with unevenly distributed working hours may be determined as hourly wages. The conditions for the assigning of employees to this category are set out in the Labour Code.
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 hereof.

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 Managerial Position when Acting

1. The entitlement to extra pay for managerial position accrues to an employee irrespective of his job assignment if he acts for a senior officer at a higher level of management, unless acting for another has been included in his job description.

2. Extra pay for a managerial position accrues to an employee who has been mandated to act in a given position, and who acts for a senior officer at a higher level of management for at least four weeks, counted retroactively as of the first day on which such an employee took on the acting position. Periods of fewer than four weeks, for which an employee has acted for a senior officer, may not be added together.

3. The amount of extra pay for acting in a given position 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 acted for.

4. The University is under no obligation to set the extra pay for acting in a given position at the same level as the extra pay for a managerial position paid to a senior officer who is being acted for. If an employee acting as substitute is himself a senior officer at the same or higher level (see Appendix 2 hereof) as the employee he is acting for, and he already receives extra pay for managerial positions, such an employee is not entitled to extra pay for managerial position under paragraph 1 or 2. If the extra pay for managerial position under paragraph 1 or 2 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.

3. 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 award of this personal performance bonus is conditional upon the basic wage being determined at the rate of at least 80% of the upper limit of the relevant pay band in which the employee was placed.

4. 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.

5. Depending on the fulfilment of conditions set out in paragraphs 1 to 3, the University may decide, upon a proposal by a senior officer, to increase, reduce, or withdraw the personal performance bonus regardless of the period set out in paragraph 4; the reduction or withdrawal of a personal performance bonus is possible only with written justification.

6. 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 4, or to adjust the employee's existing personal performance bonus for such a period. Details for the remuneration of work on grant or project tasks may be set out in a measure issued either by the dean of a faculty or a director of another unit.

7. There is no legal entitlement to be awarded a personal performance bonus.

Article 9
Wages and 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 the wage earned and to extra pay.

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 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
Wages 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 to the normal wage that accrues to him for the period of overtime worked (“the wage earned”), and 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 and within a period of three calendar months following the overtime work, or within a period agreed upon otherwise, 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**

**Wages 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**

**Wages 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, an employee is entitled to a wage earned, and to 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 wage earned, extra pay, 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 pay band, or to office included in a higher pay band, 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 pay band and the employee’s basic wage.

2. In the case of a temporary transfer to another job with work activities included in a lower pay band, or to office included in a lower pay band, 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. For the term of transfer to another job, an employee is entitled to a wage supplement amounting at least to his average earnings, where the transfer is a transfer of an employee to another job with work activities included in a lower pay band because of:
   a) a threat of occupational disease, or where the employee has, under another 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;
   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.

**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**

**Other Bonuses**
The University may award other bonuses to an employee:
a) for accomplishing a significant work task or for work performance;
b) in accordance with the collective agreement, to reward his work merits upon the 10th 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 or retirement pension;
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 and related activities;
g) for significant and extraordinary representation of the University, faculty, or other unit.

Article 17
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 18
Creative Leave

During the time of creative leave (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 19
Pay Day of Wages and of Remuneration for Being on Call

1. The wage and remuneration for being on call for a calendar month are payable in arrears, no sooner than on the tenth and no later than the fourteenth day of the following calendar month.

2. Upon a request of 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.

3. If the pay day falls on a Saturday, Sunday, or public holiday, the wages are paid on the preceding work day.

Article 20
Deductions from Wages

Deductions from wages may only be made in cases set out by the Labour Code or by another legal regulation.

Article 21
Average Wage

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

Article 22
Transitional Provision

If it is necessary, with respect to this Regulation, to change the placement of an employee in a pay band, the change will be carried out no later than on 1 July 2018.

Article 23
Common and Final Provisions

1. Prior to the issuance of a measure under Article 4 (12) and (13), Article 5 (6) and Article 8 (5), the dean or director will discuss such measure with the trade union, provided such trade union has been established at the faculty or another unit and if law or a collective bargaining agreement so require.

2. The Internal Wages Regulation of Charles University in Prague, registered by the Ministry of Youth, Education and Sports on 30 March 1999, and amendments thereto, is hereby repealed.

3. Where the term “University” is used in this Wages Regulation, it shall mean the authority which is empowered to decide and act in employment relations. In the case of the employees listed in Appendix 2 hereof, letter (a), the rate of wages is determined by the Rector.

4. At the faculty, other unit, or the Rector’s Office, the University observes the provisions of Section 110 of the Labour Code.

5. This Wages Regulation was approved by the Academic Senate of the University on …… .

6. This Wages Regulation becomes effective on the date of its registration by the Ministry of Education, Youth and Sports.

7. This Wages Regulation becomes effective on the day following the date of coming to force.
In accordance with section 9 (1) (b) (iii) 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 in Prague approved the amendment to the Internal Wages Regulation of Charles University on 11 May 2018.

In accordance with section 36 (4) of the Higher Education Act, the amendment to the Internal Wages Regulation of Charles University comes into force on the date of registration by the Ministry of Education, Youth and Sports.

The amendment to the Internal Wages Regulation of Charles University registered on 21 May 2018 under ref. n. MSMT-14276/2018 (Amendment No. 1) becomes effective on the first day of the calendar month following the date on which the amendment came into force.

PhDr. Tomáš Nigrin, Ph.D., m.p., President of the Academic Senate
Prof. MUDr. Tomáš Zima, DrSc., m.p., Rector

* 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.


*3) Article 2 of the Constitution of the University.

*4) Section 76 of the Higher Education Act.

*5) Section 36 of the Higher Education Act. The registration was completed on 21 December 2017.

Appendix 1

Brackets for Pay Bands of Members of Academic Staff and Researchers

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<th>AP2</th>
<th>AP3</th>
<th>AP4</th>
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<th>L2</th>
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Appendix 2
Brackets for Extra Pay for Managerial Positions

a) Vice-Rector of the University, dean of a faculty, the Chief Financial Officer:
• 7,000 to 40,000 CZK/month;

b) Vice-dean of a faculty, faculty secretary, director of another unit:
• 5,000 to 30,000 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 20,000 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 13,000 CZK/month;

e) Guarantor of a study programme:
• 3,000 to 10,000 CZK/month;

f) Guarantor of a subject area (in the case of study programmes accredited no later than on 31 August 2016):
• 1,000 to 7,000 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 10,000 CZK/month.

Appendix 3
Catalogue of Work for Members of Academic Staff and Researchers

• Pay Band: 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 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 dissertations, membership in commissions for state final examination or state rigorosum examinations.

6. Preparing reviewer’s reports on doctoral dissertations and dissertations to attain associate professorship, or reviewer’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

Pay Band: 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 reviewer of master’s theses and dissertations.

4. Working on commissions for state doctoral examinations and for defences of dissertations, membership in commissions for state final examination or state rigorosum examinations.

5. Preparing reviewer’s reports on doctoral dissertations and dissertations to attain associate professorship, or reviewer’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

Pay Band: 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 review 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

**Pay Band: 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.

**Pay Band: 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 review 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

**Pay Band: 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

**Pay Band: 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

**Pay Band: 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

**Pay Band: 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**

Catalogue of Activities for Economic, Administrative, Technical and Professional Employees and for Manual Workers, Service Employees and Business-Operational Employees

**A. General Characteristics:**

**Pay Band 1**
Performing simple, less skilled, and repetitive activities according to a specific assignment, using simple instruments and hand tools.

**Pay Band 2**
Performing routine activities of an administrative-technical or operational-technical nature in compliance with detailed instructions or established procedures.

**Pay Band 3**
Performing routine or simple skilled activities that are part of a particular system or team. Operationally ensuring the running of individual divisions of operational, economic-administrative, or technical processes.

**Pay Band 4**
Performing complex or independent skilled work with links to other processes. Organizing or ensuring the running of complex operational or technical processes in compliance with general procedures.

**Pay Band 5**
Performing independent, complex activities, or specialised skilled work, with links and connections to other processes. Managing, organizing, and coordinating complex processes of a technical, economic, or administrative nature connected with determination of procedures and solutions within a given process.

**Pay Band 6**
Performing specialised skilled activities and partial conceptual and systematic work. Managing, organizing, and supervising individual activities of an expert nature.

**Pay Band 7**
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.

Pay Band 8
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 pay bands (i.e., 1 to 8) 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.

When placing employees in new pay bands, the rate of their basic wage must not decrease. The amount of a minimum / guaranteed wage must match the placement in a relevant group of activities.

Necessary Qualifications:

<table>
<thead>
<tr>
<th>Pay Band</th>
<th>Qualification</th>
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<tbody>
<tr>
<td>1.</td>
<td>elementary school</td>
</tr>
<tr>
<td>2.</td>
<td>secondary vocational not finished with any final exam</td>
</tr>
<tr>
<td>3.</td>
<td>secondary vocational finished with an exam</td>
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<tr>
<td>4.</td>
<td>secondary school with a school-leaving exam</td>
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<tr>
<td>5.</td>
<td>secondary school with a school-leaving exam, or higher professional, follow-up, or specialised post-secondary education</td>
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<tr>
<td>6.</td>
<td>Bachelor’s degree or Master’s degree*</td>
</tr>
<tr>
<td>7.</td>
<td>Master’s degree **</td>
</tr>
<tr>
<td>8.</td>
<td>Master’s degree **</td>
</tr>
</tbody>
</table>

* 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.