

The Ministry of Education, Youth and Sports registered pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), on 2018 under ref. no. MSMT-..... /2018 Internal wage regulations of the Silesian University in Opava.

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Mgr. Karolína Gondková
Director of the Higher Education Department



**Internal wage regulations
of the Silesian University in
Opava
dated _____ December 2018**

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Article 1

Introductory provisions

- 1) These internal regulations govern the wage conditions of employees of the Silesian University in Opava (hereinafter referred to as the "University") and implement Act No. 111/1998 Coll., on higher education institutions and on amendments and supplementing other acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code"), Government Regulation No. 567/2006 Coll., on the minimum wage, on the lowest levels of guaranteed wages, on the definition of a difficult working environment and on the amount of wage supplements for work in a difficult working environment, as amended.
- 2) The category of academic staff is defined in Section 70 of the Act. Employees who perform only creative or only pedagogical activities are hereinafter referred to as research workers or pedagogical workers for the purposes of this regulation, with the specific details of these job functions set out in Annex No. 1. Employees who are not academic, research or pedagogical workers belong to the category of other employees.

Article 2

Salary

- 1) Employees are entitled to a salary for their work.
- 2) Salary means monetary compensation for work performed, provided in accordance with the Labour Code and other legal regulations. In accordance with Section 76 of the Act, academic staff are also paid during creative leave.

- 3) In accordance with these Internal Wage Regulations, employees may be paid on a monthly basis, based on a wage assessment, wage agreement or written decision:
 - a) wage tariff or contractual wage,
 - b) performance bonus,
 - c) management bonus.
- 4) Depending on the fulfilment of other conditions, employees are paid the following in accordance with the Labour Code, other legal regulations and these Internal Wage Regulations:
 - a) allowances,
 - b) extraordinary bonuses,
 - c) other wages.

Article 3

Classification of employees into wage categories and determination of wage rates

- 1) All employees are classified into wage grades based on the type of work agreed in their employment contract, in accordance with qualification requirements (level of education, scientific and pedagogical rank) and the most demanding work performed. Higher qualifications than those required for the agreed type of work are not taken into account. Based on this, they are assigned a wage rate, which is the basic wage component.
- 2) Academic, scientific and teaching staff are classified into salary grades according to the difficulty of their work and their qualifications, in accordance with Annex No. 1 – Wage classes and characteristics of the job functions of academic, scientific and pedagogical staff (hereinafter referred to as "Annex No. 1"), which contains a general description of the job functions of academic, scientific and teaching staff and specifies the salary grade, prescribed qualifications and salary range for individual job functions. Based on the assignment to a salary grade and taking into account the job requirements and established criteria, a specific wage rate is determined for the employee.
- 3) Other employees are classified into pay grades according to Annex No. 2 - Pay Grades and the general characteristics of the job functions of other employees (hereinafter referred to as "Appendix No. 2"), which sets out the general characteristics of the job functions of other employees, the required qualifications and the wage rate for each wage class. In order to specify the method of classification of other employees into wage classes, the rector shall issue, in the form of an internal standard, a list of jobs and functions based on the general characteristics of the job functions of other employees and shall specify the specific range (names) of job functions and the corresponding wage grades based on the difficulty of the work performed.
- 4) The wage rates specified in Annexes 1 and 2 are set as monthly rates for a fixed weekly working time of 40 hours. If a shorter weekly working time is agreed, the wage rate is reduced proportionally.
- 5) In exceptional cases, employees may be classified in a wage category for which they do not meet the qualification requirements. Exceptions in justified cases shall be approved or revoked by a senior employee authorised to act in labour relations.

Article 4

Contractual wage

- 1) A contractual wage is an individually negotiated wage for employees who perform excellently or have a high level of responsibility. A contractual wage may be negotiated in cases where, for objective reasons, employees cannot be classified into wage categories and have their wages determined by a wage tariff. In the case of a contractual wage, employees are not granted performance bonuses or management bonuses.
- 2) Within the framework of agreements on work performed outside of employment, a contractual hourly wage may also be agreed upon for the reasons specified in paragraph 1.

Article 5

Performance bonus

- 1) The performance bonus is an optional component of the wage and may be granted to employees depending on the assessment of the quality of work performed and the overall long-term efficiency and stability of work performance. The amount of the performance bonus depends on the results achieved, the difficulty of the work, the employee's commitment, and their contribution to the fulfilment of tasks and obligations related to all activities of the university and its constituent parts. The employee's abilities, knowledge, skills and experience, as well as the fulfilment of the prerequisites for career growth or professional and personal development, may also be taken into account. The amount of performance bonuses at individual university departments is also determined by the economic situation of the department or the university as a whole.
- 2) The performance bonus is set for a predefined period (quarterly, half-yearly or annual), during which it is paid regularly on a monthly basis in an amount proportionate to the time worked.
- 3) In the event of a breach of work duties or for other serious reasons related to the quality of work and work performance of an employee, a senior employee authorised to act in labour relations may decide to withdraw or reduce the performance bonus even during the specified period. The decision to withdraw or adjust the performance bonus shall take effect at the earliest on the day it is delivered to the employee.

Article 6

Management bonus

- 1) The management bonus is paid to employees according to their level of management and the complexity of their management work.
- 2) The amount of the management allowance is determined as a percentage of the maximum wage rate in the relevant wage class to which the employee is assigned, based on the corresponding level of management and the specific level of responsibility of the employee's managerial activities. The actual amount of the allowance is then determined within the following range:

Level	Group of employees to whom the allowance is granted	Amount of
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of management		management allowance in %
1.	Employees who are not managers but are authorised by the relevant manager to manage and supervise the work of other employees	5 to 30
2.	a manager who manages the work of subordinate employees within the organisational unit entrusted to them	10 to 50
3	a senior employee who manages other senior employees or manages the work of several organisational units	30 to 60

- 3) An employee who performs multiple managerial functions is only entitled to one of the allowances for management, namely the one that is more advantageous for the employee when the specified conditions are met.
- 4) In addition to the employees referred to in paragraph 3, the management allowance shall also be paid to employees who:
 - a) within the scope of their assigned duties, permanently deputise for the rector or senior employee of the relevant university department to a specified extent,
 - b) temporarily represent an absent employee who is entitled to a management allowance, in the full scope of their work duties for at least 3 weeks in a given calendar month, if such representation is not part of their normal work duties; during this period, the management allowance cannot be paid to the represented employee at the same time.
- 5) A management allowance may also be granted to an employee responsible for coordinating or managing a programme or project team, including part thereof.

Article 7

Extraordinary remuneration

- 1) An employee may be granted an extraordinary bonus for:
 - a) successful performance of work tasks (extraordinary bonus),
 - b) fulfilment of work objectives or tasks or required results specified in advance in writing (target extraordinary bonus),
 - c) providing assistance in preventing fires or natural disasters, extinguishing them or removing their consequences, or in extraordinary situations where property or life may be endangered (bonus for extraordinary situations),
 - d) long-term work merits, on the occasion of reaching the age of 50 and upon first retirement retirement or full disability pension (jubilee bonus); the amount of the jubilee bonus and the specific conditions for its payment are set out in the Rector's Directive.

Article 8

Additional remuneration

- 1) Upon fulfilment of the university's long-term goals set for a given period, employees in employment who meet the criteria set out below may be paid additional remuneration, i.e. a "13th salary" or "14th salary".
- 2) The rector decides on the award of additional wages, their number and the date of payment in a given calendar year, whereby a necessary condition for the decision to pay additional wages is the achievement of such economic results by the university that allow sufficient financial coverage for their payment.
- 3) An additional salary may be paid if:
 - a) the employee works at least 65 days in the relevant half of the calendar year, whereby a day worked is considered to be a day on which the employee worked the majority of the specified working hours (e.g. with an 8-hour working day, the employee worked at least 4.5 hours); days missed due to important personal obstacles to work pursuant to Section 191 of the Labour Code or creative leave are not included in the days worked;
 - b) on the last day of the month in which the next salary is paid, the employee's employment relationship continues, the notice period for termination of employment has not commenced, and no agreement on its termination has been concluded;
 - c) the employee has not committed a serious violation of labour law or the university's internal regulations (e.g. unexcused absence, working under the influence of alcohol or other addictive substances, etc.) in the calendar year in which the next salary is granted.
- 4) For the purposes of determining the required number of days worked in the case of unevenly distributed working hours (e.g. 12-hour shifts for security guards), the working hours worked within the specified weekly working hours are considered to have been worked in five working days.
- 5) No additional remuneration shall be paid to an employee under an employment relationship for which he or she is remunerated by a contractual wage pursuant to Article 7.

Article 9

Wages during creative leave

- 1) During creative leave pursuant to Section 76 of the Act, the employee shall be paid a wage corresponding to the wage tariff and, in accordance with this internal regulation, may be granted a performance bonus may also be granted. No management bonus shall be paid during creative leave.

Article 10

Hourly wage

- 1) Remuneration by hourly wage is used for agreements on the performance of work or agreements on work activity and thus determines the total remuneration for the performance of work or work activity.
- 2) The hourly wage is determined on the basis of the wage rates specified in Annexes 1 and 2, depending on the type and manner of work or activity performed as specified in the agreement on work performance or agreement on work activity, similarly to the classification of employees into wage classes.
- 3) When negotiating the amount of remuneration for work or work activity, the same principles must be observed as when classifying employees into wage classes.
- 4) The hourly wage is calculated by dividing the relevant wage rate specified in Annex No. 1 or 2 by the average number of working days in a calendar month (21) and the number of working hours per calendar working day (8).
- 5) Academic, scientific and teaching staff may be granted a performance bonus on top of their hourly wage, up to 200% of the calculated hourly wage. Other employees may be granted a performance bonus on top of their hourly wage as a percentage of the calculated hourly wage when classified in:
 - a) 1st – 3rd wage class up to 100%;
 - b) 4th – 6th wage class up to 150%;
 - c) 7th – 8th wage class up to 200%.

Article 11

Payment of wages and other provisions

- 1) Wages are paid in Czech currency.
- 2) The guaranteed wage in accordance with Section 112 of the Labour Code is the wage to which the employee is entitled; under the conditions set out in this internal regulation, it consists of the total wage entitlements agreed within the wage components specified in Article 2, paragraph 3.
- 3) The wage is payable in a single instalment in the month following the month for which the wage is due, namely on the payday agreed in the Collective Agreement; if the payday is not specified in the Collective Agreement, it shall be determined by the Rector.
- 4) The provision of other monetary benefits not regulated by this internal regulation shall be governed by the Labour Code and other generally binding legal regulations or other legally binding acts.
- 5) The average earnings for labour law purposes shall be determined in accordance with Sections 351 to 362 of the Labour Code.
- 6) In accordance with these internal regulations and generally binding legal regulations, decisions on the remuneration of university employees shall be made by senior employees authorised to act in labour relations, i.e. the rector, deans of faculties and other senior employees on the basis of their authorisation. Within this framework, they shall:

- a) they are responsible for the correct classification of employees into wage categories and the determination of wage rates,
 - b) decide on the negotiation of contractual wages and determine their amount,
 - c) they determine the amount of performance bonuses, management bonuses and extraordinary bonuses and are authorised to decide on their withdrawal,
 - d) they determine the amount of remuneration for agreements on work performed outside of employment.
- 7) On the basis of a written agreement with the employee, the amount of the wage calculated by the employer or determined by the employee after the relevant deductions from the wage are made is sent by bank transfer to a single account at a financial institution designated by the employee. No other transfers, whether free of charge or for a fee, are made, with the exception of deductions from wages for payments to supplementary pension insurance with a contribution from the university and other mandatory deductions from the employee's wages.
- 8) The types, scope and order of deductions from wages and their implementation shall be determined in accordance with the Labour Code, the Civil Procedure Code and the implementing regulations to these laws.
- 9) The salary of the rector is determined by the Minister of Education, Youth and Sports in accordance with Section 10(5) of the Act.
- 10) The salary of the dean of the faculty and the director of the university institute shall be determined by the rector.

Article 12

Final and transitional provisions

- 1) The Internal Wage Regulation of the Silesian University in Opava, registered by the Ministry of Education, Youth and Sports on 3 April 2017 under ref. no. MSMT-7574/2017, as amended, is hereby repealed.
- 2) The validity of all decisions on the determination of performance bonuses shall expire on the date of entry into force of these Internal Wage Regulations. Senior employees authorised to act in labour relations shall decide on the amount of the performance bonus for individual employees in accordance with Article 5 on this date.
- 3) The following annexes form part of this internal regulation of the university:
 - Appendix No. 1 - Wage classes and characteristics of the job functions of academic, scientific and teaching staff
 - Appendix No. 2 - Salary grades and general job descriptions for other employees
- 4) Employees shall be informed of any changes to this internal regulation at least 15 days prior to its effective date.

- 5) These internal regulations were discussed with the University Trade Union Coordination Council on 30 November 2018.
- 6) These internal regulations were approved in accordance with Section 9(1)(b) of the Act by the University Academic Senate on 4 December 2018.
- 7) These internal regulations shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- 8) This internal regulation shall take effect on 1 January 2019.

doc. Ing. Pavel Tuleja, Ph.D., v. r.
Rector

Salary grades and job descriptions for academic, research and teaching staff

I. Salary grades

Salary grade	Job function		Required qualifications	Salary range in CZK
	Academic	Scientific and pedagogical		
I	Lecturer	Researcher I. Teaching staff I.	University education in a master's degree programme	20,400 to 21,000
II	Assistant	Researcher II. Teaching staff II.	University education in a master's degree programme	20,400 to 22,600
III	Assistant Professor	Researcher III. Teaching staff III.	University education in a doctoral study programme	22,500 to 27,500
IV	Associate Professor	Associate professor – research worker Associate professor – teaching staff	appointment as associate professor*	25,000 to 33,000
V	Professor	Professor – research worker Professor – teaching staff	appointment as professor*	30,000 to 38,500

*applies appropriately to employees who have achieved a comparable position abroad

II. Characteristics of the job functions of academic staff

II.1 General characteristics of the job description of an academic staff member

Regardless of their job function, academic staff perform the following broadly defined activities within the scope of their employment:

- a) research and development, including in particular
 1. basic or applied research, or development,
 2. publishing or other forms of communication of research and development results,
 3. application of research, development and innovation results in the form of consultations or similar forms,
 4. participation in academic or professional organisations in the relevant field,

5. activities aimed at securing funding for research, development and innovation from third parties (searching for grant opportunities or opportunities for contractual cooperation, etc.);
- b) teaching and development of study programmes, including in particular:
1. direct teaching (lectures, seminars and other forms of teaching, including practical teaching) and its preparation (e.g. in the form of preparation or selection of study materials),
 2. participation in the development and evaluation of study programmes,
 3. providing consultations to students,
 4. monitoring and evaluating the fulfilment of students' study obligations (in particular by preparing, organising and conducting examinations and other forms of assessment of knowledge and skills acquired in study programmes),
 5. supervising and reviewing university qualification theses;
- c) participation in university self-government, including in particular:
1. participation in the establishment and, where applicable, the activities of self-governing academic bodies to the extent specified by law,
 2. preparing and performing administrative and related professional tasks in the admission process to accredited study programmes,
 3. performance of the functions of senior employees under the direct management of the self-governing academic bodies of the university and its constituent parts, to which these employees are appointed by law (vice-rector, vice-dean);
- d) service to society, including in particular:
1. support for the transfer of knowledge and technology,
 2. dissemination of knowledge in the relevant field to the general public.

II.2 General characteristics of the job functions of academic staff

Lecturer	participates in teaching, primarily in bachelor's and master's degree programmes; may participate in related research, development and innovation activities
Assistant	participates in teaching in bachelor's and master's degree programmes; may participate in research, development and innovation activities; prepares to complete a doctoral study programme and obtain a doctoral degree
Assistant	participates in teaching in bachelor's and master's study programmes; may, after approval by the relevant field council, act as a consultant in doctoral study programmes, participates in research, development and innovation activities; prepares to meet the conditions for appointment as an associate professor
Associate Professor	participates in teaching in all types of study programmes and, as necessary, ensures the quality of study fields and study programmes; may act as a supervisor in doctoral study programmes and participates in ensuring research, development and innovation, in

	particular by initiating and leading research, development or innovation programmes or projects
Professor	participates in determining the direction of educational, research, development and innovation activities in the relevant field and, as necessary, ensures the quality of relevant fields of study and programmes, participates in teaching in all types of study programmes and may act as a supervisor in doctoral study programmes; participates in ensuring research, development and innovation, in particular by shaping the focus of these activities and initiating and leading fundamental research, development and innovation programmes and projects

III. Characteristics of the job functions of scientific and pedagogical staff

Research staff participate in scientific and research, development and innovation, artistic or other creative activities; may report on the results and other aspects of their work in the form of lectures, seminars, conferences and other presentations, but does not perform standard regular teaching activities within the framework of the university's study programmes, nor does he or she act as a supervisor of bachelor's and master's theses or as a tutor of doctoral study programmes. In other respects, the general definition of their job description is the same as that of the relevant academic staff.

Teaching staff members conduct direct teaching (lectures, seminars and other forms of teaching, including practical teaching) and its preparation (e.g. in the form of preparation or selection of study materials), provides consultations to students, monitors and evaluates the fulfilment of students' study obligations (in particular by preparing, organising and conducting examinations and other forms of assessment of knowledge and skills achieved in study programmes) and supervises and reviews university qualification theses.

Salary grades and general characteristics of the job functions of other employees

Salary grade	General characteristics Job function	Required qualifications	Salary rate in CZK
1	Simple, auxiliary and less skilled work of the same type according to precise instructions and with precisely defined outputs	Basic education	13,700
2	Technical or administrative work according to standard procedures or general instructions, with specified outputs and links to other processes	Secondary education	15,100
3	Craft, technical-operational or economic-administrative activities within a comprehensive agenda	Secondary education or secondary education with school-leaving examination	16,700
4	Specialised professional work or independently performing professional tasks of an economic or administrative nature	Secondary education with a school leaving examination or higher vocational education	18,400
5	Comprehensive administrative, specialised and professional activities or partial activities in support of research and development, with generally defined inputs, broadly defined outputs, considerable variability, methods of solution and procedure	University education in a bachelor's degree programme	20,400
6	Professional, systemic, methodological and coordination activities in the field of specialised agendas or support for teaching, research and development, with broad links to other processes	University education in a master's degree programme	22,500
7	Complex systemic work, management and coordination activities with possible links to a whole range of other activities, with a high degree of responsibility for material damage, with considerable demands on the ability to resolve complex situations		25,000

Internal regulations of the Silesian University in Opava

8	System activities related to management and coordination of systems, with responsibility for material damage that may arise from the activities of directly managed and related systems		30,000
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