

The Ministry of Education, Youth and Sports registered in accordance with 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 18 December 2018 under ref. no. MSMT-41370/2018, the Internal Wage Regulations of the Silesian University in Opava.

Amendments to the Internal Wage Regulations of the Silesian University in Opava were registered by the Ministry of Education, Youth and Sports pursuant to Section 36(2) of the Higher Education Act on 22 July 2019 under ref. no.: MSMT-24531/2019-1, on 31 December 2021 under ref. no.: MSMT-267/2022-2, on 18 March 2024 under ref. no.: MSMT-4774/2024-2, and on 24 June 2025 under ref. no.: MSMT-15992/2025-3.



IV.

Full text

Internal wage regulations of the Silesian University in Opava dated 24 June 2025

IV.

Full text

Internal Payroll Regulations of the Silesian University in Opava dated 24 June 2025

Article 1

Introductory provisions

- 1) These internal regulations govern the wage conditions of employees of 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 Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act") and Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code").
- 2) The category of academic staff is defined in Section 70 of the Act. Employees who perform only creative or only teaching activities are hereinafter referred to as research staff or teaching staff for the purposes of this internal regulation. The general characteristics of the work activities and job descriptions of individual academic, research and teaching staff positions are set out in the Rector's internal regulations. Employees who are not academic, research or teaching staff 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 paid even during creative leave.
- 3) In accordance with these internal regulations, employees may be paid on a monthly basis, based on a wage assessment, wage agreement or written decision:
 - a) a wage tariff or contractual wage,
 - b) a performance bonus,
 - c) management allowance.

- 4) Depending on the fulfilment of other conditions, the following shall be paid to employees in accordance with the Labour Code, other legal regulations and these internal regulations, employees may be paid:
 - a) allowances,
 - b) extraordinary bonuses,
 - c) additional wages.

Article 3

Classification of employees into wage categories and determination of wage rates

- 1) All employees are classified into wage categories based on the type of work agreed in their employment contract according to the most demanding work activity performed. Qualification requirements and wage rates are set for each wage category. Higher qualifications than those required for the agreed type of work are not taken into account.
- 2) The characteristics of the job functions of academic, scientific and pedagogical staff are defined in Appendix No. 1 and are based on the difficulty of the work and the prescribed qualifications. The prescribed qualifications, wage class and wage rate for individual job functions of academic, scientific and pedagogical staff are set out in Appendix No. 2.
- 3) For other employees, wage classes and wage rates are set out in Appendix No. 3, based on the general characteristics of the work, the typical characteristics of the difficulty of the work, and the qualification requirements. Within the individual wage classes, the rector shall determine, by internal regulation, the range of specific job functions of other employees for individual types of work activities.
- 4) The wage rates specified in Annexes 2 and 3 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 also 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 also be agreed in cases where, for objective reasons, employees cannot be classified into wage categories and their wages cannot be determined by a wage tariff. In the case of a contractual wage, employees are not entitled to 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 components . 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 the level of management, the complexity of the management work and the specific scope of their responsibilities.
- 2) A minimum allowance is set for each management level:

Management level	Group of employees to whom the allowance is granted	Minimum management allowance
1.	Employees who are not managers but are authorised by the relevant manager to manage and supervise the work of other employees	CZK 1,500
2.	A senior employee who manages the work of subordinate employees within the organisational unit entrusted to them.	CZK 3,000
3	a senior employee who manages other senior employees or manages the work of several organisational units	CZK 8,000

- 3) An employee who performs multiple managerial functions is only entitled to one of the management allowances, namely the one that is more advantageous for the employee when the specified conditions are met.

- 4) In addition to the employees specified in paragraph 3, the management allowance is also payable to employees who:
 - a) within the scope of their assigned duties, permanently deputise for the rector or senior employee of a given part of the university to a defined 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 of it.

Article 7

Special bonuses

Employees may be granted extraordinary remuneration for:

- a) successful completion of work tasks (extraordinary bonus),
- b) achieving pre-defined work objectives or tasks or required results (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 (hereinafter referred to as "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 salary

- 1) Upon fulfilment of the university's long-term goals set for a given period, employees in employment relationships who meet the criteria specified in paragraphs 2 to 4 may be paid additional remuneration, i.e. "13th salary" or "14th salary".
- 2) The Rector shall decide 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 (for example, in the case of an 8-hour working day, the employee worked at least 4.5 hours);

the days worked do not include time missed due to important personal obstacles to work pursuant to Section 191 of the Labour Code or time taken as creative leave;

- 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 termination of employment has been concluded;
 - c) the employee has not committed a serious violation of labour law or the university's internal regulations (in particular, unexcused absence, working under the influence of alcohol or other addictive substances) 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 property and personal security staff), the working hours worked within the specified weekly working hours are considered to have been worked in five working days.
 - 5) No additional wage shall be paid to an employee under an employment relationship for which he or she is remunerated by a contractual wage pursuant to Article 4.

Article 9

Wages during creative leave

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

Article 10

Hourly wage

- 1) Hourly wage remuneration is used for agreements on the performance of work or agreements on work activity and 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 2 and 3, depending on the type and manner of work or activity performed, as specified in the agreement on the performance of work or in the agreement on work activity, similarly to the classification of employees into wage categories.
- 3) When negotiating the amount of remuneration for work or work activity, the same principles must be observed as when classifying employees into wage categories.
- 4) The hourly wage is calculated by dividing the relevant wage rate set out in Annex 2 or 3 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 paid an hourly wage increased by up to 200% of the hourly wage calculated in accordance with paragraph 4, depending on the difficulty of the work. Other employees may be paid an hourly wage calculated in a similar manner, depending on the difficulty of the work, when classified in:
 - a) 1st – 2nd wage class by up to 100%;

- b) 3rd – 4th wage class up to 150%;
- c) 5th wage class up to 200%.

Article 11

Payment of wages and other provisions

- 1) Wages shall be paid in Czech currency.
- 2) Wages are payable in a lump sum in the month following the month for which they are due, 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.
- 3) The provision of other monetary benefits not regulated by these internal regulations shall be governed by the Labour Code and other generally binding legal regulations, or other legally binding acts.
- 4) The average earnings for labour law purposes shall be determined in accordance with Sections 351 to 362 of the Labour Code.
- 5) In accordance with these internal regulations and generally binding legal regulations, in accordance with the provisions of Section 24 of the Act, 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. In particular, 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) determine the amount of remuneration for agreements on work performed outside of employment.
- 6) 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, shall be 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.
- 7) 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.
- 8) The salary of the rector is determined by the Minister of Education, Youth and Sports in accordance with Section 10(5) of the Act.
- 9) 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 Salary Regulations 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, are hereby repealed.
- 2) The validity of all decisions on the determination of performance bonuses shall expire on the date of entry into force of this internal regulation. 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:
 - Annex No. 1 - Characteristics of the job functions of academic, scientific and teaching staff
 - Appendix No. 2 - Salary grades and salary scales for academic, scientific and teaching staff
 - Appendix No. 3 - Salary grades, salary scales and job descriptions for other employees
- 4) Employees shall be informed of any changes to this internal regulation at least 15 days before it comes into effect.
- 5) These internal regulations were discussed with the University Trade Union Coordination Council on 30 November 2018.
- 6) This internal regulation was approved in accordance with Section 9(1)(b)(3) 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.

Amendments to the Internal Wage Regulation of the Silesian University in Opava were approved in accordance with Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, by the Academic Senate of Silesian University in Opava on 18 June 2019.

Amendments to the Internal Wage Regulations of the Silesian University in Opava shall enter into force pursuant to Section 36(4) of the Act on Higher Education Institutions on the date of registration by the Ministry of Education, Youth and Sports.

The amendments to the Internal Wage Regulations of the Silesian University in Opava shall take effect on 1 August 2019.

II. Amendments to the Internal Pay Regulations of Silesian University in Opava were approved pursuant to Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, by the Academic Senate of Silesian University in Opava on 7 December 2021.

Amendments to the Internal Wage Regulations of the Silesian University in Opava shall enter into force pursuant to Section 36(4) of the Higher Education Institutions on the date of registration by the Ministry of Education, Youth and Sports.

The amendments to the Internal Wage Regulations of the Silesian University in Opava shall take effect on 1 January 2022.

III. The amendments to the Internal Pay Regulations of the Silesian University in Opava were approved pursuant to Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, by the Academic Senate of Silesian University in Opava on 14 March 2024.

Amendments to the Internal Wage Regulations of the Silesian University in Opava shall enter into force pursuant to Section 36(4) of the Higher Education Institutions on the date of registration by the Ministry of Education, Youth and Sports.

The amendments to the Internal Wage Regulations of the Silesian University in Opava shall take effect on 1 April 2024.

IV. The amendments to the Internal Pay Regulations of the Silesian University in Opava were approved in accordance with Section 9(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, by the Academic Senate of Silesian University in Opava on 6 May 2025.

Amendments to the Internal Wage Regulations of the Silesian University in Opava shall take effect pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

The amendments to the Internal Wage Regulations of the Silesian University in Opava shall take effect on 1 July 2025.

doc. Mgr. Tomáš Gongol, Ph.D., Rector

Appendix No. 1
to the Internal Wage Regulations of the University

**Characteristics of the job functions of academic, scientific
and teaching staff**

I. Basic characteristics of the job functions of academic staff

Assistant

- Monitoring studies, leading seminars and other basic forms of teaching, including in lifelong learning programmes; participating in other forms of teaching activities.
- Supervision of bachelor's theses.
- Participation in solving partial research, development or artistic tasks, or participation in publishing activities for educational purposes.
- Involvement in creative activities to the extent that supports the enhancement of professional expertise and further application in teaching activities.
- Research or annotations from professional or scientific literature.
- An employee in the position of assistant is usually preparing to complete a doctoral study programme and obtain an academic title of doctor.

Assistant professor – postdoctoral researcher

- Gaining research experience, developing professional knowledge and deepening scientific expertise, which is time-limited. The aim is to support further career development and expand opportunities for employment in research and development.
- Working in a scientific team led by experienced researchers.
- Independently carrying out specialised research and development work within a specific project or working on your own research project, which is focused in line with the research axis of the workplace. Optimising/innovating procedures and methods of solution.
- Publishing results independently and as part of a creative team, presenting research results in the form of scientific publications and participating in conferences.
- Submitting grant applications or seeking opportunities for contractual cooperation in line with the needs of the workplace and future career plans.
- Participation in the organisational aspects of teaching activities. Participation in lecturing and other forms of teaching activities in bachelor's or master's degree programmes, in lifelong learning programmes. The scope of teaching duties is usually set at 4-8 hours of contact teaching per week in bachelor's and master's degree programmes. Supervision of studies, including the supervision or consultation or review of diploma or bachelor's theses, unless working at a faculty or other department where, due to accredited study programmes, the defence of such theses does not take place.

An employee may be assigned to this job function if:

- a maximum of 6 years have elapsed since the defence of a Ph.D. degree or its equivalent, or in cases where the job is established within the framework of a specific project, the period specified by the provider's conditions,
- in a fixed-term employment relationship concluded for a period of 1-3 years, whereby they may work in a postdoctoral position for a maximum of 3 consecutive terms.

Assistant Professor

- Participation in the organisational management of research or teaching activities.
- Participation in lecturing and other forms of teaching activities in bachelor's or master's degree programmes, including lifelong learning programmes.
- Supervision of studies, including supervision or consultation or review of diploma and bachelor's theses.
- Upon approval by the relevant field council, may act as a consultant in doctoral study programmes.
- Independent solution of research and development tasks or artistic activities, active publishing, active participation in scientific conferences and professional meetings, and presentation of research results or artistic activities.
- As a rule, he is preparing to meet the conditions for appointment as an associate professor.

Associate Professor

- Creative application of the results of scientific research or artistic activity to teaching, in particular to the supervision of doctoral or master's degree students; lecturing and seminars, in particular in master's or doctoral degree programmes; supervision and reviewing diploma and dissertation theses.
- May act as a guarantor of fields of study and study programmes and as a supervisor in doctoral study programmes. Leading specialist scientific seminars, supervising doctoral students, or other academic and managerial activities related to teaching.
- Serving on committees for state doctoral examinations and dissertation defences, membership in committees for state final examinations or state rigorous examinations.
- Opponent assessment of dissertations or habilitation theses.
- Solving demanding tasks in basic or applied research or development or artistic activity, the results of which are published in peer-reviewed journals or scientific monographs or peer-reviewed anthologies.
- Management or coordination of research projects or relatively independent parts of such projects at least at the national level. Review and opposition activities at the national level in the assessment of projects within the relevant field.
- Active participation in scientific conferences and professional meetings and presentation of research results or artistic activity.

Professor, associate professor

- Creative application of the results of scientific research or artistic activity in teaching, especially in the supervision of doctoral students. Leading specialised lectures, seminars or other forms of

teaching in doctoral and master's programmes, or other academic and managerial activities related to teaching.

- Acting as the guarantor of a study programme or a member of the doctoral study programme's field council.
- Serving on committees for state doctoral examinations and dissertation defences, membership in committees for state final examinations or state rigorous examinations.
- Opponent assessment of dissertations or opponent activities within habilitation or appointment procedures.
- Solving demanding tasks in basic or applied research or development or artistic activity of decisive importance for the development of the relevant scientific or artistic field, the results of which are published in internationally renowned peer-reviewed journals or internationally renowned scientific monographs or internationally renowned peer-reviewed anthologies.
- Management or creative coordination of international or key national research projects. Expertise at the national or international level, peer review and opposition work in the assessment of major projects within the relevant field.
- Active participation in scientific conferences and professional meetings and presentation of research results or creative activities.

In addition, all academic staff:

- May participate in the self-governance of the university – within this framework, they may participate in the establishment and, where applicable, the activities of self-governing academic bodies.
- Perform the preparation and implementation of administrative and related professional tasks in the admission process to accredited study programmes.
- May perform the functions of senior staff in the direct management of the self-governing academic bodies of the university and its constituent parts, to which they are appointed by law (vice-rector, vice-dean), or senior staff at lower levels of management.
- They perform services for society, in particular by supporting the transfer of knowledge and technology and the dissemination of knowledge in their field to the general public.
- They perform other activities in accordance with the rules and needs of the given unit.

II. Basic characteristics of the job functions of research staff

Research assistant

- Solving auxiliary/partial scientific or research or development or artistic tasks in the relevant field according to the instructions of the head and within the research group, working in a research team.
- Involvement in publishing activities and, where appropriate, in the presentation of research.

Research specialist

- Independent performance of specialised research and development work; work within a research group; optimisation of procedures and methods.
- Active publishing and presentation of research results.

- Submitting grant applications or seeking opportunities for contractual cooperation.

Research worker – postdoctoral researcher

- Gaining research experience, developing professional knowledge and deepening scientific erudition, which is time-limited. The aim is to support further career development and expand opportunities for employment in research and development.
- Working in a scientific team led by experienced scientists.
- Independent performance of specialised research and development work or artistic activities within a specific project or solution of one's own research project, which is in line with the research focus of the workplace. Optimisation/innovation of procedures and methods of solution.
- Publishing results independently and as part of a creative team, presenting research results in the form of scientific publications and participating in conferences.
- Submitting grant applications or seeking opportunities for contractual cooperation in line with the needs of the workplace and future career plans.

An employee may be assigned to this position if:

- a maximum of 6 years have elapsed since the defence of a Ph.D. degree or its equivalent, or in cases where the job is created within the framework of a specific project, the period specified by the provider's conditions,
- in a fixed-term employment relationship concluded for a period of 1-3 years, with a maximum of 3 consecutive terms in a postdoctoral position.

Independent researcher

- Independent performance of specialised research and development work or artistic activities and solving complex scientific or research or development or artistic tasks in the relevant field. Work in a research team, including cooperation with foreign researchers.
- Optimisation/innovation of procedures and methods of solution, coordination of activities within implemented projects (co-investigator/principal investigator), supervision of researchers.
- Active publishing and presentation of research results or artistic activities.
- Review and opposition activities in the assessment of projects within the relevant field.
- Submitting grant applications or seeking opportunities for contractual cooperation.

Senior Researcher

- Independent performance of complex conceptual research and development work, solving tasks of basic or applied research or development or artistic activity of fundamental importance for the development of the relevant scientific or artistic field.
- Leading or coordinating demanding international research projects or relatively independent parts of such projects at least at the national level, coordinating activities within implemented projects (co-investigator/principal investigator), supervising researchers.
- Active publishing and presentation of research results or artistic activities.
- Review and opposition work in the assessment of major projects within the relevant field.
- Submitting grant applications or seeking opportunities for contractual cooperation at the national/international level.

In addition, all researchers:

- They may perform the functions of senior employees in the direct management of the university's self-governing academic bodies and their constituent parts, to which they are appointed by law (vice-rector, vice-dean), or senior employees at lower levels of management.
- They serve society, in particular by supporting the transfer of knowledge and technology and the dissemination of knowledge in their field to the general public.
- They perform other activities in accordance with the rules and needs of the given unit.

III. Basic characteristics of the job functions of teaching staff

Teaching staff

- Implementation of supportive forms of teaching activities in bachelor's or master's degree programmes or in lifelong learning programmes, or implementation of teaching activities not directly related to the main focus of the study programme.
- Monitoring of studies.
- Participation in publishing activities, especially for educational purposes.

Specialised teaching staff

- Giving lectures and performing other forms of teaching activities in bachelor's or master's degree programmes, including lifelong learning programmes.
- Monitoring studies, including supervising, consulting on or reviewing bachelor's or master's theses, unless working at a faculty or other unit where, due to accredited study programmes, these theses are not defended.
- Publishing activities, especially for educational purposes.

In addition, all teaching staff:

- May perform the functions of senior staff in the direct management of the self-governing academic bodies of the university and its constituent parts, to which they are appointed by law (vice-rector, vice-dean), or senior staff at lower levels of management.
- They perform services for society, in particular by supporting the transfer of knowledge and technology and the dissemination of knowledge in their field to the general public.
- They perform other activities in accordance with the rules and needs of the given unit.

Appendix No. 2
to the University's Internal Salary Regulations

Salary grades and salary scales for academic, scientific and teaching staff

Salary grade	Job function			Required qualifications	Salary rate in CZK
	Academic	Scientific	Teaching		
I	Assistant (R1)	Research assistant (R1)	Teaching staff	university education in a master's degree programme	29,000
II	Assistant Professor – Postdoctoral Fellow (R2) Assistant professor (R2)	research worker – postdoctoral researcher (R2) research specialist (R2)	specialist teaching staff	university education in a doctoral study programme	34,000
III	Associate professor (R3)	independent researcher (R3)		university education, habilitation and appointment as associate professor*	43,000
IV	Professor (R4) associate professor (R4)	senior researcher (R4)		university education, habilitation and appointment as professor or associate professor*	53,000

* for employees who have achieved a comparable position abroad, this shall apply mutatis mutandis

Appendix No. 3
to the University's Internal Salary Regulations

Salary grades, salary scales and job descriptions for other employees

Salary grade	General job description of work	Typical characteristics of job difficulty	Qualification requirements	Wage rate in CZK
1	Simple, auxiliary and less skilled work	Decision-making within pre-set work procedures and instructions, responsibility for entrusted resources	basic education	minimum wage*
2	technical-operational or economic-administrative activities within a comprehensive agenda or work of a technical or administrative nature	independent decision-making in resolving common situations in accordance with established procedures or instructions, responsibility for the performance and coordination of entrusted work activities	secondary education or secondary education with apprenticeship	25,000
3	specialised work or independently performed specialised tasks of an economic or administrative nature, or specialised craft work	independent decision-making, independent resolution of complex tasks, including partial problems, management of processes that directly affect economic or administrative results or outputs, responsibility for the organisation of work and partial outputs	secondary education with a school leaving examination or higher vocational education	31,000
4	Complex administrative, specialised and professional activities, professional, systemic, methodological and coordination activities within specialised agendas, systemic work, management and coordination activities	independent decision-making and solving complex tasks and problems using specialised knowledge, setting standards for activities, a high degree of responsibility for planning and organising complex processes with a significant impact on outputs	university education in a bachelor's or master's degree programme	37,000
5	Systemic activities related to management and coordination of systems	creating comprehensive and methodical solutions, concepts and strategies with responsibility for the functioning of systems, the use of allocated budgetary resources and material damage that may	university education in a master's degree programme	45,000

		arise from the activities of directly managed and related systems		
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* as stipulated by Act No. 262/2006 Coll., the Labour Code, as amended