

*The Ministry of Education, Youth and Sports registered, in accordance with Section 36(2) and (5) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), on under ref. no. MSMT- /2021, an amendment to the Internal Wage Regulations of the Silesian University in Opava.*

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*Mgr. Karolína Gondková*  
*Director of the Higher Education Department*

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## **II. Amendment**

# **Internal wage regulations of the Silesian University in Opava dated ..... 2021**

# **II. Amendment**

## **Internal Payroll Regulations**

### **of the Silesian University in Opava**

#### **dated ..... 2021**

#### **Article 1**

The Internal Pay Regulations of the Silesian University in Opava are amended as follows:

1. In Article 3, paragraphs 2) to 4) are deleted and replaced with new paragraphs 2) to 4), which read as follows:
  - “2) Academic, scientific and teaching staff are classified into wage categories according to the difficulty of their work and their qualifications in accordance with Appendix No. 1 – Characteristics of the job functions of academic, scientific and teaching staff (hereinafter referred to as “Appendix No. 1”), which contains the basic characteristics of the job functions of academic, scientific and teaching staff, and Annex No. 2 – Salary grades and salary scales for academic, scientific and teaching staff (hereinafter referred to as "Annex No. 2"), which specifies the salary grade, prescribed qualifications and salary scale 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 salary rate is determined for the employee.
  - 3) Other employees are classified into salary grades according to Annex No. 3 - Pay grades, pay scales and general characteristics of the job functions of other employees (hereinafter referred to as "Annex No. 3"), which sets out the general characteristics of the job functions of other employees, the required qualifications and the pay scale for each pay grade. 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 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 shall be reduced proportionally.

2. In Article 6, paragraphs 1) and 2) are deleted and replaced by new paragraphs 1) and 2), which read as follows:

"1) The management allowance is payable 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 level of management:

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

"

3. In Article 10, paragraph 2) is repealed and replaced by a new paragraph 2), which reads as follows:

"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 specified in the agreement on the performance of work or in the agreement on work activity, similarly to the classification of employees into wage classes.

4. In Article 10, paragraph 4) is deleted and replaced by a new paragraph 4), which reads as follows:

"4) The hourly wage is calculated by dividing the relevant wage rate specified in Annex No. 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. In Article 12, paragraph 3) is deleted and replaced by a new paragraph 3), which reads as follows:

"3) The following annexes form part of this internal university regulation:

Annex No. 1 - Characteristics of the job functions of academic, scientific and teaching staff

Appendix No. 2 - Salary grades and salary scales for academic, research and teaching staff

Appendix No. 3 - Salary grades, salary scales and general job descriptions for other employees.

6. The existing Annexes 1 and 2 are repealed and replaced by new Annexes 1, 2 and 3.

## **Article 2**

### **Final provisions**

- 1) Employees shall be informed of the amendments to this internal regulation at least 15 days before the date of its entry into force.
- 2) The amendments to the internal regulation were discussed with the University Trade Union Coordination Council on 1 December 2021.
- 3) These amendments to the Internal Wage Regulations of the Silesian University in Opava were approved in accordance with Section 9(1)(b)(3) of the Act by the Academic Senate of the Silesian University in Opava on 7 December 2021.
- 4) These amendments 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.
- 5) These amendments shall take effect on 1 January 2022.

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

Rector

RNDr. Vladimír Sedlář, CSc.

Chair of the Academic Senate

## **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.
- Independent performance of specialised research and development work within a specific project or implementation of one's own research project, which is focused in line with the research focus of the workplace. Optimisation/innovation of procedures and methods.
- 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 support 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.

The following employees may be assigned to this job function:

- no more than six years have elapsed since obtaining a Ph.D. degree or its equivalent, or in cases where the job position 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 a postdoctoral position may be held 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, they prepare to meet the conditions for appointment as an associate professor.

### **Associate Professor**

- Creative application of the results of scientific research or artistic activities in teaching, especially in the supervision of doctoral or master's degree students; lecturing and seminars, especially 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 professional 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 the results of research 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 university's self-governing academic bodies and their components, 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 promoting the transfer of knowledge and technology and disseminating information about their field to the general public.
- They perform other activities in accordance with the rules and needs of the given department.

## **II. Basic characteristics of the job functions of research workers**

### **Research assistant**

- Performing 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 postdoctoral positions.

### **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 research staff:**

- May perform the functions of senior staff in the direct management of the university's self-governing academic bodies and their components, to which they are appointed by law (vice-rector, vice-dean), or senior staff at lower levels of management.
- 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.

**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
	Academic	Scientific	Teaching	
I	Assistant (R1)	Research assistant (R1)	Teaching staff	university education in a master's degree programme
II	Assistant Professor – Postdoctoral Fellow (R2) Assistant Professor (R2)	Researcher – postdoctoral fellow (R2) Research specialist (R2)	specialist teaching staff	university education in a doctoral study programme
III	associate professor (R3)	independent research worker (R3)		university education, habilitation and appointment as associate professor*
IV	professor, associate professor (R4)	senior research fellow (R4)		university education, habilitation and appointment as professor or associate professor *

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

Salary grade	Salary scale	
	Minimum	Maximum
I	guaranteed wage set for work group 6*	<b>30,000</b>
II	guaranteed wage set* for work group 6	<b>35,000</b>
III	guaranteed wage set* for work group 7	<b>40,000</b>
IV	guaranteed wage set* for work group 8	<b>50,000</b>

\* Work groups are defined by Government Regulation No. 567/2006 Coll. on the minimum wage, the lowest levels of guaranteed wages, the definition of a difficult working environment and the amount of wage supplements for work in a difficult working environment.

*Appendix No. 3*

## Wage classes, wage rates and general characteristics of job functions of other employees

Wage class	General characteristics Job function	Required qualifications	Wage rate in CZK
<b>1</b>	Simple, auxiliary and less skilled work of the same type according to precise instructions and with precisely defined outputs	Basic education	<b>17,000</b>
<b>2</b>	Technical or administrative work according to standard procedures or general instructions, with specified outputs and links to other processes	Secondary education	<b>19,000</b>
<b>3</b>	Craft, technical-operational or economic-administrative activities within a comprehensive agenda	Secondary education or secondary education with school-leaving examination	<b>21,000</b>
<b>4</b>	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	<b>23,000</b>
<b>5</b>	Comprehensive administrative, specialised and professional activities or partial activities in support of research and development, with generally defined inputs, broadly defined outputs, considerable variability in methods and procedures	University education in a bachelor's degree programme	<b>25,000</b>
<b>6</b>	Specialised, 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	<b>27,000</b>
<b>7</b>	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		<b>30,000</b>

<b>8</b>	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		<b>38,000</b>
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