

SLEZSKÁ
UNIVERZITA
V OPAVĚ



Rector's Directive No. 9/2019

Principles of Providing Additional Remuneration

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In accordance with the Internal Salary Regulation of the Silesian University in Opava, as amended, this Directive lays down the principles and procedures for granting additional remuneration to employees of the Silesian University in Opava.

Article 1 Introductory Provisions

- 1) Additional Remuneration for employees of the Silesian University in Opava is provided in accordance with Article 7 of the Internal Salary Regulation of the Silesian University in Opava and in accordance with it, the Head employees decide on their provision, who are authorized to act in employment relations, i.e., the Rector, Deans of faculties and other senior employees on the basis of their authorization.
- 2) An employee authorized to act in employment relations may authorize the Head employee to decide in writing on the payment of the additional remuneration. The mandate must be granted for a fixed period and be linked to a specific contract, project, or activity.
- 3) The employee authorized to act in employment relations is entitled to set additional conditions for the payment of Additional Remuneration in connection with the fulfilment of the set goals, tasks, or achievement of results (e.g., solving grants, publishing in foreign impacted journals, etc.).
- 4) The Rector or the Head of a Part may provide Additional Remuneration to employees of any other Part of the University or the Rectorate, on their own initiative or on the basis of a proposal submitted by another employee of the University.

Article 2

Submission of Proposal for the Provision of Additional Remuneration

- 1) The right to submit a Proposal for the Provision of Additional Remuneration (see Annex 1) is granted to the project manager or researcher, and the proposal must include a justification for the granting of Additional Remuneration (a specific description of a successfully completed work task) and an indication of the proposed sources of financing. If the proposing employee is not also the head of the contract from which the remuneration is to be paid, he/she will request the recommendation of the employee responsible for substantive correctness and the source of financing.
- 2) The proposal shall be submitted for prior management review before the commitment is made to the relevant authorising officer responsible, who shall normally be the Secretary, the Bursar, the Director of Higher Institute or the Head of Workplace, and the Budget Manager.
- 3) Following the completion of the ex ante management review prior to the commitment, the proposal may be submitted to the relevant Head employee, who shall be entitled to decide on the payment of the remuneration in relation to the source of funding or in accordance with Article 3 (3).
- 4) The approved proposal, i.e., the decision on the payment of the Additional Remuneration, will be forwarded by the competent secretariat to the Human Resources and Payroll Department, which will ensure its payment.

Article 3

Proposals for Additional Remuneration to the Rector and the Heads of the Parts

- 1) The remuneration of the Rector of the University for the performance of the function of the Rector is provided exclusively by the Minister of Education, Youth and Sports.
- 2) When granting and providing Additional Remuneration to the Rector for activities not related to the performance of the Rector's function, i.e., in the framework of another employment or similar legal relationship, the proposal is submitted in the manner specified in Article 2, i.e., the remuneration of the Rector shall be decided in a manner adequate to the job title, for which remuneration is to be granted to the Rector.
- 3) Only the Rector of the University may decide to grant an Additional Remuneration to a Dean, the Director of Higher Institute, or the Head of a department.
- 4) The proposal to award Additional Remuneration to the staff referred to in the preceding paragraph shall be submitted in the manner referred to in Article 2.

Article 4

Additional Remuneration for Long-Term Professional Merit

- 1) Additional Remuneration for Long-Term Professional Merit is paid on the occasion 50 years of age and at the first retirement or full invalidity pension (hereinafter referred to as "jubilee remuneration").

- 2) Jubilee bonuses are paid from the sources of the relevant Part or Rectorate and their amount is determined according to the number of years worked as follows:
 - up to 5 years: 5 thousand CZK
 - 5 – 10 years: 7 thousand CZK
 - 10 – 15 years: 10 thousand CZK
 - over 15 years: 15 thousand CZK
- 3) The number of years worked shall include the period of the last employment relations or the accumulation of the worked time of all previous employment relations immediately following each other.
- 4) Jubilee remuneration is not due to an employee who during the 12 months prior to the occurrence of the entitlement to its payment violated the obligations arising from the legislation relating to the work performed by the employee in a particularly gross manner.
- 5) The payment of the jubilee remuneration shall be decided by the Head employee authorised to act in the employment relations in the manner referred to in Article 2.

Article 5

Additional Remuneration on the Occasion of Habilitation or Appointment as a Professor

- 1) Additional Remuneration is paid to academic or scientific staff of the Silesian University in full-time employment with whom an employment contract is concluded for an indefinite period or for a fixed period of at least 3 years, on the occasion of their habilitation or appointment as a professor.
- 2) Additional Remuneration shall be paid from the resources of the Part concerned, at the rate of:
 - Habilitation: 30 thousand CZK
 - appointment as a professor: 50 thousand CZK
- 3) The payment of the Additional Remuneration shall be decided by the Head employee authorised to act in the employment relations in the manner referred to in Article 2.

Article 6

Sources of Financing and Recognition of Additional Remuneration

- 1) Additional Remuneration may be financed from any financial resources if the payment of the Additional Remuneration is in accordance with the conditions for its provision.
- 2) The Additional Remuneration shall be paid from the sources (financial resources of the Part) indicated in the proposal and checked by prior management review before the commitment is made.

Article 7

Final Provisions

- 1) The issuance of this directive repeals Rector's Directive No. 16/2014, Rector's Directive No. 8/2015, and Bursar's Order No. 1/2012.
- 2) This Rector's Directive shall enter into force on the day of its publication on the intranet and shall become effective on 15 November 2019.

In Opava, date

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

Annex 1 – Proposal for the Provision of Additional Remuneration (template)

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