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Rector's Directive No. 2/2024

**Principles for granting extraordinary remuneration**

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In accordance with the Internal Wage Regulations of the Silesian University in Opava, as amended, this Directive sets out the principles and procedures for granting extraordinary rewards to employees of the Silesian University in Opava.

**Article 1
Introductory provisions**

1. Extraordinary remuneration to the employees of the Silesian University of Opava is granted in accordance with Article 7 of the Internal Wage Regulation of the Silesian University of Opava and in accordance with the Internal Wage Regulation, the decision to grant remuneration is 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.
2. An employee authorised to act in labour relations may authorise the head of staff in writing to decide on the payment of exceptional remuneration. The authorisation must be given for a fixed period and be linked to a specific contract, project or activity.
3. The rector or head of a unit may grant an exceptional remuneration to an employee of any other unit of the University or the Rector's Office on his/her own initiative or
on the basis of a proposal submitted by another employee of the University.

**Article 2
Submission of proposals for exceptional remuneration**

1. The initial prerequisite for proposing extraordinary remuneration and deciding on its payment are the following:
* **extraordinary remuneration** - successful completion of the work task and justification for such a proposal,
* **target extraordinary remuneration** - the conditions set for its payment by the senior employee or project investigator (see model in Annex 2), usually in relation to the fulfilment of set goals, tasks or achievement of results (e.g. strategic or development goals of the university or unit, project goals or tasks, grant solutions, publication in foreign impacted journals, etc.) and the degree of their fulfilment, which is decisive for determining the final amount of the extraordinary remuneration.
1. The right to submit a proposal for the granting of an extraordinary reward (see Annex 1) is vested in the senior employee or the project investigator, and the proposal must include a justification for the granting of an extraordinary reward (a specific description of the successful completion of the work task, a description of the stated objective and its fulfilment, etc.) and an indication of the proposed sources of funding. If the proposing staff member is not also the head of the contract from which the award is to be paid, he/she shall seek the recommendation of the staff member responsible for the accuracy and source of funding.
2. The proposal shall be submitted to the relevant authorising officer of the operation, normally the Registrar, the Bursar, the Director of the University Institute or the Head of Department, and the Budget Manager for prior management control before commitment.
3. Once the pre-commitment management check has been completed, the proposal may be submitted to the relevant senior staff member, who is empowered to decide on the payment of the remuneration in relation to the funding source concerned or in accordance with Article 3.
4. The approved proposal, i.e. the decision on the payment of the exceptional remuneration, will be forwarded by the Secretariat concerned to the Payroll and Personnel Department, which will arrange for its payment.

**Article 3
Proposals for granting extraordinary remuneration to the Rector and heads of units**

1. The payment of remuneration to the Rector of the University related to the performance of the Rector's duties is decided exclusively by the Minister of Education, Youth and Sports.
2. Extraordinary remuneration related to the performance of the function of the dean or director of a university institute is usually paid in the form of a target extraordinary remuneration set by the rector for a given period in relation to the set goals, tasks or the achievement of results of a given unit and their evaluation.
3. When proposing extraordinary remuneration to the rector, dean or director of a university institute for activities performed unrelated to the performance of these functions, i.e. within the framework of another employment or similar legal relationship or in connection with the performance of other work tasks (e.g. scientific outputs, project solutions, etc.), the procedure shall be in a manner appropriate to the job title or work activity for which the remuneration is to be granted (see Article 2, paragraphs 2-5).
4. Only the Rector of the University may decide to grant an extraordinary remuneration to a dean, director of a university institute or head of a workplace. The Bursar decides on the payment of a bonus to the Rector of the University not related to the performance of the Rector's function on the basis of a proposal by the head of a unit or project leader.

**Article 4
Exceptional rewards for long-term merit**

1. Exceptional long-term merit awards are paid on the occasion of
50 years of age and on the first retirement or full invalidity pension (hereinafter referred to as "jubilee award").
2. Jubilee bonuses are paid from the resources of the relevant unit or the Rector's Office and their amount is determined according to the number of years of service as follows:

up to 5 years 5 thous. CZK

5 - 10 years 7 thous. CZK

10 - 15 years10 thous. CZK

over 15 years15 thousand CZK.

1. The length of service shall include the length of the last employment relationship or the cumulative length of service of all immediately preceding employment relationships.
2. The jubilee bonus is not payable to an employee who, in the 12 months prior to becoming entitled to its payment, has committed a particularly serious breach of the obligations arising from the legal provisions relating to the work performed by the employee.
3. The payment of the jubilee bonus shall be decided by the senior employee authorised to act in the employment relationship in the manner set out in Article 2.

**Article 5
Extraordinary Rewards on the Occasion of Habilitation or Appointment as Professor**

1. Extraordinary remuneration is paid to academic or scientific staff of the University of Silesia in full-time employment, with whom an employment contract for an indefinite period or for a fixed period of at least 3 years has been concluded, on the occasion of their habilitation or appointment as professor.
2. Exceptional remuneration shall be paid from the resources of the unit concerned, in the amount of the occasion:
* Habilitation 30 thous. CZK
* appointment as professor 50 thous. CZK
1. The payment of exceptional remuneration shall be decided by the senior staff member authorised to act in the employment relationship in the manner set out in Article 2.

**Article 6
Sources of funding and accounting for exceptional remuneration**

1. Exceptional remuneration may be funded from any source, provided that the payment of the exceptional remuneration is in accordance with the terms of the award.
2. Exceptional remuneration shall be paid from the sources (unit funds) specified in the proposal and verified by a preliminary management check before commitment.

**Article 7
Final provisions**

1. The issuance of this Directive cancels Rector's Directive No. 9/2019.
2. This Rector's Directive comes into force and effect on the date of its publication on the intranet.

In Opava on 29 May 2024

doc. Mgr. Tomáš Gongol, Ph.D.
Rector

Annex No. 1 - Proposal for granting an extraordinary remuneration (model)
Annex 2 - Determination of target exceptional remuneration (model)

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