

*The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended, under Ref. No. MSMT-29882/2025-2, the Internal Salary Regulation of the University of Pardubice as at the date of signature of the registration.*

*Mgr. Vojtěch Tomášek  
Head of the Higher Education Division*

---

## **INTERNAL SALARY REGULATION OF THE UNIVERSITY OF PARDUBICE OF 1 JANUARY 2026**

### **Article 1 Introductory Provisions**

- (1) The Internal Salary Regulation of the University of Pardubice (hereinafter the “Internal Salary Regulation”) is an internal regulation of the University of Pardubice (hereinafter the “University” or the “Employer”) issued pursuant to Section 17(1)(d) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended (hereinafter the “Higher Education Act”).
- (2) This Internal Salary Regulation lays down a uniform procedure (conditions) for the provision of determined salary and on-call allowance, and for the amount of all such monetary entitlements of University employees for work performed for the University within the basic employment relationship, in accordance with Act No. 262/2006 Sb., the Employment Code, as amended (hereinafter the “Employment Code”). Furthermore, this Internal Salary Regulation governs the basic conditions for agreeing remuneration under agreements for University employees performing work for the University on the basis of agreements on work performed outside an employment relationship.

### **Article 2 Scope of Application**

- (1) This Internal Salary Regulation applies to the provision of all components of the determined salary and on-call allowance, and to the conditions for agreeing remuneration under agreements for University employees (hereinafter the “Employee”).
- (2) This Internal Salary Regulation also governs remuneration for work performed within supplementary activities carried out pursuant to Section 20(2) of the Higher Education Act, as well as for work performed under grants, projects, and other programmes implemented at faculties and other units of the University, in accordance with specific legal regulations<sup>1</sup>.

---

<sup>1</sup> For example, Act No. 130/2002 Sb., on the Support of Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts, as amended.

- (3) The salary of the Rector of the University is determined by the Minister of Education, Youth and Sports; this Internal Salary Regulation does not apply thereto.
- (4) This Internal Salary Regulation further provides a general framework for the conditions for agreeing a contractual salary with University employees who, for the duration of the provision of such contractual salary, are excluded from the pay scale system.
- (5) Where Employees perform work for the University concurrently under more than one employment relationship, each such relationship shall be assessed separately and independently of the other employment relationships, unless expressly provided otherwise.

### **Article 3**

#### **Decision-Making on Salary Matters and Responsibility of Supervising Officers**

- (1) In accordance with the Statute of the University and its organisational structure, the authority to decide on all salary matters of Employees, in compliance with the legal regulations and internal regulations of the University, shall be vested in:
  - a) the Rector;
  - b) the Deans.
- (2) The supervising officers referred to in paragraph 1(a) and (b) of this Article may delegate their authority to decide on salary matters, to the extent specified in a written authorisation, to Vice-Rectors, the Bursar, or, as the case may be, Vice-Deans.

### **Article 4**

#### **Salary and Remuneration under Agreements**

- (1) An Employee shall be entitled, for duly performed work within an employment relationship, to a salary or remuneration under an agreement.
- (2) For the purposes of this Internal Salary Regulation, salary shall mean monetary remuneration provided by the Employer to an Employee for work performed under an employment relationship established by an employment contract, and, in cases specified by legal regulations, by appointment to a managerial position.
- (3) Salary shall not include other benefits provided in connection with the basic employment relationship, in particular remuneration under an agreement, salary compensation, severance pay, reimbursement of expenses incurred in connection with the performance of work (in particular travel expenses), and on-call allowance.
- (4) Remuneration under an agreement shall mean monetary remuneration provided for work performed on the basis of agreements on work performed outside an employment relationship, namely an agreement on performance of a work assignment (*dohoda o provedení práce*) or an agreement on working activity (*dohoda o pracovní činnosti*). The amount of remuneration and the conditions for its provision shall be agreed in the relevant agreement.
- (5) Salary or remuneration under an agreement shall be provided to the Employee at least in the amount and under the conditions stipulated by the Employment Code and the relevant implementing regulations.
- (6) Salary (all its components) shall be determined under this Internal Salary Regulation, or remuneration under an agreement shall be agreed, having regard to the complexity, responsibility and demanding nature of the work, the difficulty of working conditions, as well as the Employee's education, work performance and work results, in accordance with the

Employment Code. In accordance with Annexes 1 and 3 and Directive No. 2/2021 – Catalogue of Positions (hereinafter the “Directive”), Employees shall be classified into three groups of work activities and, within those groups, into pay grades (salary rate grades) for the purpose of determining the salary rate.

- (7) In determining remuneration for work and the provision of other monetary benefits and benefits of monetary value, the prohibition of discrimination and the principle of equal treatment shall apply. The conditions shall be set, in accordance with Sections 16(2) and 110 of the Employment Code, so that all Employees performing the same work or work of equal value are entitled to the same salary or remuneration under an agreement.
- (8) Salary shall be determined for the Employee (or, where applicable, agreed pursuant to Article 5) prior to the commencement of the performance of the work for which the salary is due. The Employee shall be informed of the salary (its regularly paid components) by the relevant supervising officer referred to in Article 3 by means of a salary assessment, which shall be delivered to the Employee before the commencement of work. Where there is a change in the facts stated in the salary assessment, the supervising officer shall ensure that a new salary assessment is delivered no later than before the commencement of the performance of work. From the effective date, the new salary assessment shall fully replace the previous one. A change shall be deemed to include, *inter alia*, a change in the amount of any regularly monthly paid salary component under Article 7(1)(a) to (d).
- (9) A monthly time-based salary shall apply to all University Employees performing work under an employment relationship. The monthly salary shall not be reduced due to a public holiday. For the purposes of this provision, a public holiday shall mean a state or other public holiday as defined by the relevant legal regulations.
- (10) The salary rate under Article 7(1), together with other salary components (hereinafter collectively also referred to as “salary”), shall be payable to the Employee for work performed within the established weekly working hours (Section 79 of the Employment Code). Where a shorter than established weekly working time is agreed, the salary shall be reduced proportionally. Salary shall likewise be reduced proportionally for an Employee who has not worked the established monthly fund of working hours resulting from a written shift schedule corresponding to the established weekly working time, or to a shorter working time if agreed with the Employee.

## **Article 5**

### **Contractual Salary**

- (1) Contractual salary shall mean an individually agreed salary that already includes all salary components provided for in this Internal Salary Regulation, with the exception of bonuses, the allowance for work performed under arduous working conditions, pay for overtime work, the allowance for work on public holidays, the allowance for night work, and the allowance for work on Saturdays and Sundays, as well as the allowance for the leadership of a study programme and the allowance for substitution, and any other salary components expressly specified by this Internal Salary Regulation. With the exception of bonuses, an Employee receiving a contractual salary shall, for the duration of such contractual salary, be excluded from the pay scale system.
- (2) The Rector shall agree a contractual salary with the Quaestor, Vice-Rectors and Deans. With other Employees, the Rector may agree a contractual salary upon a proposal submitted by a

Dean or the Quaestor. In the case of an extraordinary professor, a contractual salary may be agreed by the Dean after consultation with the Rector.

- (3) A contractual salary shall be agreed by means of a salary agreement, which is not required to comply with the Annexes to this Internal Salary Regulation. When agreeing a contractual salary, the parties shall not be bound by the other rules governing the provision of the standard salary.
- (4) Where an Employee ceases to receive a contractual salary due to the termination of the salary agreement, and the employment relationship with the University continues, the Employee shall be re-included in the pay scale system and, prior to the commencement of work remunerated under this Internal Salary Regulation, shall be issued with a written salary determination, informing them of the regularly provided components of their standard salary.
- (5) In the case of Employees receiving a contractual salary, the salary agreement may also provide that the salary is agreed with due regard to potential overtime work, up to the maximum extent stipulated in Section 114(3), second sentence, of the Employment Code per calendar year. In such a case, the Employee shall not be entitled, for overtime work performed within this extent, to salary components or other entitlements relating to overtime work under Article 9.

## **Article 6**

### **Qualification Requirements**

- (1) Qualification requirements for the performance of selected work activities are set out in Annex 2.
- (2) Where the required qualification was obtained abroad and no decision on the recognition of foreign higher education and qualifications<sup>2</sup> has been submitted, compliance with the qualification requirements for assessing eligibility to perform the selected work activities shall be assessed by the supervising officer authorised to decide on Employees' salary matters, who shall determine the level of education in the Czech Republic to which such qualification corresponds.
- (3) The decisive criterion for classification into a pay grade is the type of work performed by the Employee. A higher level of education attained shall not constitute a criterion either for classification into a pay grade or for determining the amount of the salary rate.

## **Article 7**

### **Salary Components**

- (1) At the University, the following components of the standard salary are applied in particular and may be granted to an Employee within the pay scale system:
  - a) salary rates according to groups of work activities and pay grades;
  - b) a management allowance, a functional allowance, and a study programme leadership allowance;
  - c) a substitution allowance;
  - d) a personal allowance;

---

<sup>2</sup> Section 89 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts, as amended.

- e) bonuses;
- f) salary components arising from Sections 114, 115, 116, 117 and 118 of the Employment Code.

## **7.1 Salary rates according to groups of work activities and pay grades**

- (1) Work activities performed at the University are classified into three groups of work activities and, within those groups, into pay grades, in accordance with Annexes 1 and 3 and the Directive.
- (2) The groups of work activities at the University are as follows:
  - a) Group 1 – academic staff, research and development employees, and technical staff participating in teaching and research (pay grades 1 to 6);
  - b) Group 2 – technical, economic and administrative staff (pay grades 16 to 21);
  - c) Group 3 – manual workers and operational and auxiliary staff (pay grades 33 to 37).
- (3) Employees shall be classified into the relevant group of work activities and pay grade on the basis of the most demanding type of work agreed in the employment contract, as further specified in the job description. Within the agreed type of work, Employees shall be classified according to the activity predominantly performed. Occasional or exceptional work activities shall not be taken into account when classifying an Employee into a pay grade.
- (4) Employees in Group 1 shall be classified into pay grades in accordance with Annex 1. The classification of Employees in Groups 2 and 3 shall be carried out in accordance with the Directive.
- (5) Where an Employee cannot be classified within a group in the manner described above (because, in the specific case, the Employee performs only work activities that do not correspond to any type of work defined in the Directive), the Employee shall be classified into the pay grade and salary rate that most closely correspond, in terms of complexity, responsibility, and mental and physical demands, to a type of work associated with that pay grade.
- (6) A proposal to adjust salary rates shall be submitted by the Rector, after prior consultation with the Vice-Rectors, the Quaestor, the Deans and a representative of the trade union organisation, to the Academic Senate of the University for approval.
- (7) An Employee may submit written objections to their classification into a group of work activities or a pay grade to the immediate supervising officer who proposed the classification. A decision on the objection shall be made within 15 days of its receipt. Against the decision on the objection, the Employee may, within 7 days of the date on which the decision was delivered, submit a request to the Rector for review. The Rector shall decide within 15 days, and such decision shall be final.

## **7.2 Management allowance, functional allowance and study programme leadership allowance**

- (1) Employees listed in Annex 4 shall be entitled to a management allowance, a functional allowance and a study programme leadership allowance (hereinafter the “SP leadership allowance”) in the amounts specified in that Annex.
- (2) The functional allowance shall be granted to Employees who are not supervising officers. The amount of the monthly management allowance or monthly functional allowance shall be determined as a fixed amount in CZK for the established weekly working hours. Where the

conditions for granting more than one of these salary components are met, the Employee shall be entitled to only one of them, namely the one that is most favourable to the Employee.

- (3) The SP leadership allowance shall be granted to an academic staff member who coordinates the substantive preparation of a study programme, oversees the quality of its implementation, and evaluates and develops it.
- (4) Granted management allowances, functional allowances and SP leadership allowances may be reviewed as necessary, in line with the scope of activities of the managed organisational units, the scope of the performed function, or the scope of the leadership. Entitlement to these allowances shall arise and cease in connection with the circumstances giving rise to them.

### **7.3 Substitution allowance**

- (1) An Employee who substitutes for a supervising officer at a higher level of management in the full scope of their managerial activities continuously for a period exceeding four weeks, and where such substitution does not form part of the Employee's contractual duties, shall be entitled to a substitution allowance from the first day of substitution.
- (2) The amount of the substitution allowance shall be determined by the supervising officer of the substituted position within the range of the management allowance specified for the substituted supervising officer. The amount of the substitution allowance for a supervising officer whose remuneration is a contractual salary shall be determined by the Rector.
- (3) For the duration of the substitution allowance, the substituting Employee shall not be entitled to their original management allowance.
- (4) The substitution allowance shall also be granted to an Employee who, pursuant to Article 4.3 of the University Employment Code, is temporarily entrusted with the performance of work in a managerial position due to an urgent need to ensure the management of a constituent part or organisational unit of the University, by way of a temporary change in the type of work for the period during which the managerial position is vacant and the need for substitution persists. The amount of the substitution allowance shall be determined within the range specified for the substituted managerial position in Annex 4.

### **7.4 Personal allowance**

- (1) A personal allowance is a discretionary salary component and may be granted to an Employee who complies with all obligations arising from legal regulations applicable to the work performed and achieves very good work results. A personal allowance is determined in particular by the assessed quality and quantity of work, work effort, and self-development activities.
- (2) A personal allowance may be granted for an indefinite period. An increase, reduction or withdrawal of a personal allowance shall be proposed in writing by the immediate supervising officers and approved by the supervising officers referred to in Article 3, depending on the availability of financial resources and the assessment of work performance.
- (3) A personal allowance is linked to the Employee's performance appraisal conducted by the immediate supervising officer. The frequency of appraisal shall depend on the nature of the Employee's work. A supervising officer may at any time increase, reduce or withdraw a personal allowance if the reasons for which it was granted have changed, in particular if there has been a deterioration in work results, a reduction in the scope of work activities, or if the Employee achieves unsatisfactory work results. A personal allowance may also be adjusted

where the financial conditions of the University or its constituent part change, always in compliance with Sections 16 and 110 of the Employment Code. The Employee must be informed of such change in advance, at the latest by the last day of the month preceding the effective date of the change.

- (4) There is no legal entitlement to an allowance under this Article or to the subsequent decision on the granting of this allowance. The granting of a personal allowance does not give rise to any entitlement whatsoever to other salary components or to the granting of a personal allowance in the future.
- (5) An Employee who achieves very good work results or performs a qualitatively higher volume of work tasks may be granted a personal allowance of up to 100% of their salary rate. The granting of a personal allowance exceeding 100% shall be decided by the Rector or the Dean.

## **7.5 Bonuses**

- (1) Bonuses may be granted to Employees:
  - a) for very good work results and high-quality performance of work duties, provided that financial resources for payment are available;
  - b) for work and activities carried out in connection with the implementation of grants, research and development tasks, and other projects, including international projects;
  - c) for work and activities carried out within supplementary activities.
- (2) A proposal for the granting of a bonus shall be submitted in writing by the immediate supervising officer to the supervising officer authorised to decide on the granting of bonuses and on salary matters.
- (3) In exceptional cases, a proposal for the granting of a bonus may also be submitted by another supervising officer or by a project principal investigator. In such cases, the immediate supervising officer must be informed of the proposal.
- (4) An Employee may neither propose nor grant a bonus to themselves.
- (5) Decisions on the granting of bonuses under paragraph 1 shall be taken by the supervising officers referred to in Article 3.
- (6) A prerequisite for the granting and payment of a bonus under this Article shall be a decision pursuant to the preceding paragraph, and only where the authorised person has determined that at least one of the conditions set out in paragraph 1 has been met. The fulfilment of these conditions constitutes solely a necessary precondition for the Employer (acting through the authorised person referred to in paragraph 5) to decide on the granting and payment of a bonus; it shall not give rise to any legal entitlement to such decision or to the granting or payment of a bonus. Likewise, the granting and payment of a bonus shall not give rise to any legal entitlement to the granting of any bonuses in similar cases in the future whatsoever.
- (7) A bonus shall always be paid as a discretionary component of the Employee's monthly salary and shall be paid in the nearest payroll period immediately following the Employer's decision on the granting of the bonus.

## **Article 8**

### **Remuneration for On-Call Duty**

- (1) On-call duty may be required by the Employer only if agreed with the Employee. On-call duty may be performed only at a location agreed with the Employee that is different from the

University's workplaces. For the duration of on-call duty, the Employee shall be entitled to remuneration in the amount of 10% of the Employee's average earnings.

(2) Where work is performed during on-call duty, the Employee shall be entitled to salary for such work. Remuneration for on-call duty shall not be payable for the period during which work is performed. Work performed during on-call duty in excess of the established weekly working hours shall constitute overtime work, with entitlements as set out in Article 9.

## **Article 9**

### **Salary or Compensatory Time Off for Overtime Work**

(1) For overtime work, the Employee shall be entitled to salary to which they are entitled for such period (hereinafter the "earned salary") and to an allowance amounting to 25% of the average earnings, unless the Employer and the Employee agree on the provision of compensatory time off corresponding to the overtime worked instead of the allowance. Where compensatory time off is not provided within three calendar months following the performance of overtime work, or within another agreed period, the Employee shall be entitled to an allowance amounting to 25% of the average earnings in addition to the earned salary.

(2) Overtime work may be performed only exceptionally and may be ordered by the Employer only for serious operational reasons. Ordered overtime work shall not exceed 8 hours in individual weeks and 150 hours in a calendar year. Beyond this scope, overtime work may be required only on the basis of an agreement with the Employee, up to the maximum extent provided for in Section 93(4) of the Employment Code.

(3) Overtime work shall mean work demonstrably performed on the instruction of, or with the consent of, a supervising officer beyond the established weekly working hours arising from a pre-determined schedule of working hours and performed outside the schedule of shifts. In the case of Employees with shorter working hours, overtime work shall mean work exceeding the established weekly working hours.

(4) In the case of academic staff, only work performed outside the schedule of shifts beyond the established weekly working hours and beyond the portion of working hours scheduled by the Employer (Section 70a(2) of the Higher Education Act), and performed on the instruction of or with the consent of the Employer, shall be regarded as overtime work.

## **Article 10**

### **Salary, Compensatory Time Off or Salary Compensation for Work on a Public Holiday**

(1) For work performed on a public holiday, the Employee shall be entitled to the earned salary and to compensatory time off corresponding to the work performed on the public holiday, which the Employer shall provide no later than by the end of the third calendar month following the performance of such work, or within another agreed period. For the duration of compensatory time off, the Employee shall be entitled to salary compensation in the amount of the average earnings. The Employer may agree with the Employee on the provision of an allowance in addition to the earned salary, at least in the amount of the average earnings, instead of compensatory time off.

(2) An Employee who did not work because the public holiday fell on their usual working day shall be entitled to salary compensation in the amount of the average earnings or a proportion thereof corresponding to the salary or part thereof lost as a result of the public holiday.

**Article 11**  
**Salary for Work on Saturdays and Sundays**

For work performed on Saturdays and Sundays, the Employee shall be entitled to the earned salary and to an allowance amounting to 25% of the average earnings.

**Article 12**  
**Salary for Night Work**

For night work, i.e. work performed between 10:00 p.m. and 6:00 a.m., the Employee shall be entitled to the earned salary and to an allowance amounting to 10% of the average earnings.

**Article 13**  
**Salary and Allowance for Work Performed under Arduous Working Conditions**

For work performed under arduous working conditions, the Employee shall be entitled to the earned salary and to an allowance. The definition of arduous working conditions for remuneration purposes and the amount of the allowance shall be laid down by the relevant implementing regulation. The allowance for work performed under arduous working conditions shall amount to 10% of the amount stipulated by the Employment Code as the basic rate of the minimum wage for each aggravating factor.

**Article 14**  
**Salary during Creative Leave**

For the duration of creative leave, an academic staff member (an Employee meeting the requirements set out in Section 70(1) in conjunction with Section 76 of the Higher Education Act) shall be entitled to salary, the composition and amount of which shall be determined by the Dean or the Rector in agreement with the Employee.

**Article 15**  
**Average Earnings**

- (1) Matters relating to average earnings shall be governed by the Employment Code. Average earnings shall include payments corresponding to the definition of gross salary credited to the Employee for payment in the reference period and derived from hours worked in the reference period, in accordance with Section 353(1) of the Employment Code.
- (2) Unless otherwise provided, the reference period for determining average earnings shall be the preceding calendar quarter, and average earnings shall be determined as at the first day of the calendar month following the reference period. Where the basic employment relationship arises during the preceding calendar quarter, the reference period for determining average earnings shall be the period from the commencement of the basic employment relationship until the end of that calendar quarter (Sections 354(1)–(3) of the Employment Code).
- (3) Where the Employee has not worked at least 21 days in the reference period, average earnings shall be calculated as probable earnings. For this purpose, the gross salary earned by the Employee from the beginning of the reference period shall be used. Where the Employee did

not work at all or worked fewer than 21 days, the gross salary that the Employee would probably have earned shall be used (Section 355 of the Employment Code). In calculating probable earnings, the University shall take into account in particular the type of work the Employee was to perform during the examined reference period, the usual level of the individual salary components, the manner in which the work was remunerated during the reference period, the salary components to which the Employee was entitled under this Internal Salary Regulation or, in the case of a contractual salary, under the salary agreement, the financial resources available to the University in the reference period for granting bonuses, as well as the earnings achieved by co-workers performing the same work or, as the case may be, other Employees performing work of equal value.

(4) Where average earnings are to be applied after the termination of the employment relationship, the average earnings last determined during the employment relationship shall be used.

## **Article 16**

### **Deductions from Salary and Other Income**

(1) Deductions from salary and other income arising from an employment relationship shall be made in accordance with the Employment Code and in the manner provided for therein, or in accordance with other applicable legal regulations.

(2) Other income shall include remuneration under an agreement, salary compensation, remuneration for on-call duty, severance pay upon termination of employment, and any other payments referred to in Section 145(2) of the Employment Code.

## **Article 17**

### **Pay Date and Due Date of Salary and Remuneration under Agreements**

(1) Salary and remuneration under agreements shall be due after the performance of work, no later than in the calendar month following the month in which the Employee became entitled to the salary or any of its components. The pay date (the regular pay date for salary and remuneration under agreements) shall be set as the 13th day of the calendar month following the month in which the Employee became entitled to the salary or any of its components. If this day falls on a non-working day, the pay date shall be the last working day preceding that day.

(2) Matters relating to the due date and payment (pay date) of salary not covered by paragraph 1 shall be governed by the general provisions of the Employment Code.

(3) No regular advance payment of salary or any of its components shall be made. An extraordinary advance may be paid only in the following cases:

- where the pay date falls on a day on which the Employee is on leave, the Employee may submit a written request to the Employer for the payment of an advance, at least five days prior to commencing the leave;
- in exceptional cases, an advance may be paid to the Employee with the written consent of the immediate supervising officer.

(4) Salary shall be paid in Czech crowns, after deductions made in accordance with the Employment Code or a special legal regulation, to the account designated by the Employee, in such a manner that the Employee has the salary at their disposal no later than on the regular pay date. Subject to the conditions laid down in Section 143 of the Employment Code, the Employer

may, with the Employee's consent, pay the salary or part thereof in an agreed foreign currency, provided that an exchange rate for that currency is published by the Czech National Bank.

(5) Upon termination of employment, salary shall be paid on the nearest regular pay date together with any other entitlements arising from the termination.

## **Article 18**

### **Minimum Wage**

(1) The minimum wage shall be the lowest permissible remuneration for work performed under an employment contract and under an employment relationship based on agreements on work performed outside an employment relationship. Its amount shall be governed by Section 111 of the Employment Code and the relevant implementing regulation determining the minimum wage for the purposes of this Article. In the case of shorter working hours or failure to work a full month, the monthly minimum wage shall be reduced proportionally in the manner laid down by the relevant implementing regulation.

(2) Salary or remuneration under an agreement (gross) shall not be lower than the minimum wage. For this purpose, salary for overtime work, allowances for work on public holidays, for night work, for work performed under arduous working conditions, and for work on Saturdays and Sundays, as well as monetary payments not provided in consideration for work, shall not be included in salary or remuneration under an agreement.

(3) Where the salary or remuneration under an agreement of an Employee for work performed under the basic employment relationship does not reach the minimum wage, the Employer shall be obliged to provide a top-up to the salary or remuneration under an agreement under the conditions laid down in Section 111(2) of the Employment Code.

(4) Pursuant to Section 111(2)(a) of the Employment Code, this Internal Salary Regulation provides that, for Employees working under an employment contract, the current level of the monthly minimum wage laid down by the relevant implementing regulation shall be applied for the purposes of the salary top-up under the preceding paragraph.

(5) In the case of a top-up to remuneration under an agreement, the current level of the hourly minimum wage laid down by the relevant implementing regulation shall be applied, in accordance with Section 111(2)(b) of the Employment Code.

## **Article 19**

### **Severance Pay**

The Employer shall be obliged to pay severance pay to the Employee under the conditions laid down by the Employment Code and the collective agreement.

## **Article 20**

### **Final Provisions**

(1) The Internal Salary Regulation of the University of Pardubice registered by the Ministry of Education, Youth and Sports on 17 May 2021 under Ref. No. MSMT-13439/2021-1, as subsequently amended and registered (hereinafter the "previous Internal Salary Regulation"), is hereby repealed.

- (2) This Internal Salary Regulation was approved by the Academic Senate of the University on 25 November 2025 pursuant to Section 9(1)(b)(3) of the Higher Education Act.
- (3) This Internal Salary Regulation shall enter into force, pursuant to Section 36(4) of the Higher Education Act, on the date of its registration by the Ministry of Education, Youth and Sports.
- (4) This Internal Salary Regulation shall take effect on 1 January 2026.

prof. Ing. Libor Čapek, Ph.D.  
Rector

**GROUP 1 OF WORK ACTIVITIES**  
**CHARACTERISTICS OF WORK ACTIVITIES, CORRESPONDING**  
**CLASSIFICATION AND TYPE OF WORK**

<b>Pay Grade</b>	<b>Description of Work Activity</b>	<b>Job Position</b>	<b>Type of Work</b>
1.	Preparation of chemical compounds, analytical analyses and testing of various materials. Comprehensive laboratory determination of chemical, physical, mechanical and electrical properties of substances using standard methods and basic laboratory equipment. Ensuring the operation of the laboratory.	-----	Laboratory Technician
	Methodological, technical and operational supervision of laboratory classes and students' course and bachelor's theses, under the supervision of an	-----	Instructor
2.	Specialist work involving advanced instrumentation; performance of non-standard laboratory and technical tasks. Work on pilot-scale and operational technological equipment.	-----	Senior Laboratory Technician
	Independent provision of methodological, technical and operational supervision of laboratory classes and students' course and bachelor's theses.	-----	Senior Instructor
3.	Teaching activities: instruction in seminars, practical classes and laboratory classes in foundation subjects. In exceptional cases, lectures subject to discussion and approval by the Scientific Board. Supervision and examination of bachelor's theses. Participation in research and development tasks as instructed. Self-development activities. Publication activities.	Assistant, Native-Speaker Foreign Language Lecturer, Lecturer in Artistic Study Subjects	Academic Staff Member – University Teacher
	Participation in research and development tasks or independent performance of research and development work with defined inputs and outputs within broader research projects. Conducts research and development tasks in their field and publishes results. May participate in supervision of bachelor's theses and in teaching.	-----	Research Fellow
4.	Teaching activities: instruction in seminars, practical classes and laboratory classes in foundation and specialised subjects. Lectures subject to discussion and approval by the Scientific Board. Supervision and examination of bachelor's and master's theses. Independent solution of scientific, research and development tasks with defined objectives. Participation in preparation of scientific, research and teaching projects. Publication and self-development activities. May act as a Programme Leader of bachelor's degree programmes.	Senior Lecturer	Academic Staff Member – University Teacher
	Independent performance of demanding and complex research and development work in the implementation of scientific and technological development tasks. Comprehensive solution of research and development tasks with defined inputs and broadly defined outputs. Participation in preparation of scientific and research projects. Publication and self-development activities. May participate in supervision and examination of	-----	Research Scientist

5.	<p>Creative specialised and systemic work within the scope of qualifications, encompassing scientific, research and teaching activities. Teaching activities primarily include lectures in bachelor's, master's and doctoral degree programmes, as well as seminars and practical classes. Supervision and examination of qualification theses. May act as Programme Leader of scientific and research programmes and bachelor's and master's degree programmes. Prepares scientific, research and teaching projects. Guarantees the professional content and activities of examination boards for state final examinations. Independent and creative solution of scientific tasks in basic and applied research. Publication and educational activities.</p>	Associate Professor	Academic Staff Member – University Teacher
	<p>Independent solution of complex scientific, research, development or artistic tasks in the relevant field in basic and applied research. Work in research teams, including cooperation with international researchers. May participate in supervision and examination of qualification theses and in teaching.</p>	-----	Senior Research Scientist
6.	<p>Creative specialised and systemic work within the scope of qualifications, encompassing scientific, research and teaching activities. Teaching activities primarily include lectures in bachelor's, master's and doctoral degree programmes, as well as seminars and practical classes. Supervision and examination of qualification theses. Guarantees the professional content and activities of examination boards for state final examinations. Acts as Programme Leader of scientific and research programmes and bachelor's and master's degree programmes. Prepares scientific, research and teaching projects. Creative coordination of scientific projects. Original scientific</p>	Professor	Academic Staff Member – University Teacher
	<p>Formulation of fundamentally new research areas. Solution of basic research and development tasks and scientific research of decisive importance for the development of the relevant scientific field. Leadership of research teams, including international teams. Creative coordination of the most demanding scientific, research and development projects. Extensive publication and self-development activities. May participate in supervision and examination of qualification theses and in teaching.</p>	-----	Principal Research Scientist

**QUALIFICATION REQUIREMENTS  
FOR THE PERFORMANCE OF CERTAIN WORK ACTIVITIES**

Group 1 of Work Activities

Job Position	Required Completed Education
Laboratory Technician, Instructor	Upper secondary education completed with a school-leaving examination ( <i>maturita</i> )*)
Senior Laboratory Technician, Senior Instructor	Upper secondary education completed with a school-leaving examination ( <i>maturita</i> )*) Higher professional education**)
Foreign Language Lecturer – Native Speaker	Education attained at a foreign higher education institution corresponding at least to the level of a completed bachelor's degree programme provided by a higher education institution in the Czech Republic.
Lecturer in Artistic Study Subjects	Bachelor's degree in the field of arts
Lecturer	Master's degree****)
Senior Lecturer	Doctoral degree programme – awarded academic degree Ph.D., Th.D., or previously awarded academic degree Dr., or scientific degree CSc.
Associate Professor	Appointment as Associate Professor ( <i>docent</i> ) in the relevant field of work
Professor	Appointment as Professor in the relevant field of work activity
Researcher	Master's degree****)
Research Scientist	Doctoral degree programme – awarded academic degree Ph.D., Th.D., or previously awarded academic degree Dr., or scientific degree CSc.
Senior Research Scientist	Doctoral degree programme – awarded academic degree Ph.D., Th.D., or previously awarded academic degree Dr., or scientific degree CSc.
Principal Research Scientist	Doctoral degree programme – awarded academic degree Ph.D., Th.D., or previously awarded academic degree Dr., or scientific degree CSc.

Explanatory Notes

\*) Upper secondary education completed with a school-leaving examination (*maturita*) means education obtained by successful completion of:

- a six-year or eight-year grammar school programme,
- a four-year full-time upper secondary education programme,
- a two-year follow-up programme completed in full-time form, or
- a shortened programme leading to upper secondary education with a school-leaving examination,

in accordance with Section 58(4) of Act No. 561/2004 Sb., on Pre-school, Primary, Secondary, Tertiary Professional and Other Education (the Education Act), as amended,

or complete secondary education or complete secondary vocational education under Act No. 29/1984 Sb., as amended.

\*\*) Higher professional education means education obtained by successful completion of an accredited educational programme concluded with an *absolutorium* and the award of the title DiS., in accordance with Section 101 of Act No. 561/2004 Sb. or Section 8 of Act No. 29/1984 Sb.

\*\*\*) Bachelor's degree means completion of a bachelor's degree programme within the meaning of Section 45(3) of Act No. 111/1998 Sb., on Higher Education Institutions, or completion of a coherently defined part of higher education studies under Section 21(1) of Act No. 172/1990 Sb., as amended.

\*\*\*\*) Master's degree means completion of a master's degree programme within the meaning of Section 46(3) of Act No. 111/1998 Sb., or under Section 19 of Act No. 172/1990 Sb., as amended, or in accordance with the requirements for proper completion of higher education studies under earlier legal regulations.

**SALARY RATES  
BY GROUPS OF WORK ACTIVITIES AND PAY GRADES**

Group 1 of Work Activities (academic staff, research and development staff, and technical staff involved in teaching and research)

<b>Pay Grade</b>	<b>Salary Rate (CZK)</b>	<b>Pay Grade</b>	<b>Salary Rate (CZK)</b>
1	22,400	4	40,500
2	24,700	5	47,800
3	34,200	6	59,100

Group 2 of Work Activities (technical-economic and administrative staff)

<b>Pay Grade</b>	<b>Salary Rate (CZK)</b>	<b>Pay Grade</b>	<b>Salary Rate (CZK)</b>
16	22,400	19	33,300
17	24,000	20	39,600
18	27,800	21	45,400

Group 3 of Work Activities (manual workers and operational and auxiliary staff)

<b>Pay Grade</b>	<b>Salary Rate (CZK)</b>	<b>Pay Grade</b>	<b>Salary Rate (CZK)</b>
33	22,400	36	24,000
34	22,700	37	26,100
35	23,200		

Annex No. 4  
to the Internal Salary Regulation of the University of Pardubice

**MANAGEMENT ALLOWANCE, FUNCTIONAL ALLOWANCE AND STUDY  
PROGRAMME LEADERSHIP ALLOWANCE**

<b>Allowance Specification</b>	<b>Range (CZK)</b>
1. Vice-Dean, Head of Clinic	2,000 – 8,000
2. Faculty Secretary, Head of Rector's Office, Director of the Centre for Information Technologies and Services, Director of the Accommodation and Dining Services Division	2,000 – 7,000
3. Supervising officers managing multiple organisational units and directly subordinate to employees performing the functions listed in points 1 and 2 and in Article 3(1) of the Internal Salary Regulation	1,500 – 6,000
4. Supervising officers directly subordinate to employees performing the functions listed in points 1 and 2 and in Article 3(1) of the Internal Salary Regulation	1,000 – 5,000
5. Other supervising officers	500 – 2,000
6. Programme Leaders (Study Programme Leadership Allowance)	2,000 – 5,000