

The Ministry of Education, Youth and Sports pursuant to Section 36, Subsection 2 of the Act No. 111/1998 Sb. on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), on May 3, 2007 registered under Ref. No. 12 355/2007-30 the Internal Wage Regulations of the University of Pardubice. Amendments to the Internal Wage Regulations of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36, Subsections 2 and 5 of the Higher Education Act on April 29, 2008 under Ref. No. 8 576/2008-30, on April 30, 2010 under Ref. No. 10 459/2010-30, on January 25, 2013 under Ref. No. MSMT-3 676 / 2013-30, on December 9, 2015 under Ref. No. MSMT-46069/2015, on December 20, 2016 under Ref. No. MSMT-38440/2016, on December 11, 2017 under Ref. No. MSMT-33097/2017 and on June 15, 2018 under Ref. No. MSMT-19556/2018.

**VII.
THE FULL TEXT OF
THE INTERNAL WAGE REGULATIONS
OF THE UNIVERSITY OF PARDUBICE
OF JUNE 15, 2018**

**Article 1
Preliminary Provisions**

(1) The Internal Wage Regulations of the University of Pardubice (hereinafter referred to as the "Internal Wage Regulations") are internal regulations of the University of Pardubice (hereinafter referred to as the "University") pursuant to Section 17, Subsection 1, Clause d) of the Act No. 111/1998, Sb. on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, (hereinafter referred to as the "Act").

(2) The Internal Wage Regulations establish a common procedure for the provision of wages, rewards under the contract and remuneration for standby duty pursuant to the Act No. 262/2006 Sb., Labour Code, as amended, (hereinafter referred to as "Labour Code").

**Article 2
Scope**

(1) The Internal Wage Regulations apply to the provision of wages, rewards under the contract and remuneration for standby duty to the employees of the University (hereinafter referred to as the "employee"). The Internal Wage Regulations do not apply to employees with whom the Rector has arranged a contractual wage.

(2) The Rector arranges a wage contract with Vice-Rectors, the Bursar and Deans. The Rector may arrange a contractual wage with other employees on the proposal of a Dean or the Bursar. The contractual wage is stipulated in a wage contract.

(3) These Internal Wage Regulations shall also govern the remuneration for work done under complementary activities performed pursuant to Section 20, Subsection 2 of the Act and for work on grants, projects and other programmes run at faculties and other University departments.¹⁾

(4) The wage of the Rector is determined by the Minister of Education, Youth and Sports.

¹⁾ *E.g. Act No. 130/2002 Sb., on the Support of Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (Act on the Support of Research, Experimental Development and Innovation), as amended.*

Article 3
Payroll Decisions and Responsibilities of Senior Employees

(1) A senior employee of the University is an employee who directly, not just methodically, manages at least one subordinate employee in labour relations.

(2) Pursuant to the Statutes of the University and its organizational structure, those who have the authority to decide all wage-related matters of employees are:

- a) the Rector,
- b) Deans.

(3) Senior employees referred to in Paragraph 2, Subparagraphs a) and b) may also delegate authority in payroll matters, to the extent specified in a written authorization, to the Vice-Rectors, Bursar or Vice-Deans.

Article 4
Wages and Remuneration under a Contract

(1) Employees shall be paid a wage or remuneration under a contract for the work performed.

(2) Wage means financial payments provided by the employer to the employee if the University has concluded an employment contract with the employee for this activity²⁾, in accordance with its complexity, responsibility and strenuousness, in accordance with the difficulty of working conditions, job performance and work results achieved. Other payments provided in connection with employment, especially wage compensation, severance pay, travel allowances and remuneration for standby duty, are not considered wage.

(3) Remuneration under a contract is a financial payment provided for the work done on the basis of agreements on work performed outside the employment relationship, i.e. contract for work³⁾ or agreement on working activity⁴⁾. The amount of remuneration for work and conditions for the provision thereof is stipulated in the contract for work or the agreement on working activity.

(4) Wage or under a contract shall be paid to the employee at least in the amount and under the conditions stipulated by the Labour Code and the implementing regulation.⁵⁾

(5) Conditions for the provision of wage or remuneration under a contract are the same for men and women. Employees who perform the same work or work of equal value shall be paid the same wage or remuneration under a contract.

(6) Complexity, responsibility and strenuousness of work, working conditions, ability to work and work performance shall be assessed pursuant to the Labour Code.⁶⁾

(7) Wage shall be negotiated with the employee before performance of the work for which the wage is paid. The wage shall be determined by a competent senior employee referred to in Article 3, Paragraph 2 by a wage assessment issued to the employee at the latest on the day of commencement of employment. If there is any change in the facts stated in the wage assessment, the senior employee shall inform the employee about this fact through a new wage assessment no later than on the day on which the change takes effect.

Article 5
Groups of Work Activities and Wage Rate Classes

(1) Work activities carried out at the University are classified into 3 groups of work activities and, within the framework thereof, into wage rate classes.

(2) Groups of work activities at the University are:

2) Section 33 of the Act No. 262/2006 Sb., Labour Code.

3) Section 75 of the Act No. 262/2006 Sb., Labour Code.

4) Section 76 of the Act No. 262/2006 Sb., Labour Code.

5) Government Regulation No. 567/2006 Sb., On Minimum Wage, on the Lowest Levels of Guaranteed Wages, on the Definition of Difficult Work Environment and on the Amount of the Bonuses for Work in Difficult Work Environment, as amended.

6) Section 110 of the Act No. 262/2006 Sb., Labour Code

- a) Group 1 – academics, research and development workers and also technical staff involved in teaching and research (Wage rate class 1 to 6),
- b) Group 2 – technical-economic and administrative staff (Wage rate class 14 to 21),
- c) Group 3 – labourers and operators and ancillary workers (Wage rate class 32 to 37).

(3) The employee is categorized into a group and wage rate class based on the type of work agreed in the contract, further specified in the job description. Within the type of work, the employee is categorized in accordance with the activity mainly carried out.

(4) The staff of Group 1 of work activities (academics, research and development workers and also technical staff involved in teaching and research) is classified into wage rate classes in accordance with Annex I. To classify employees of Group 2 and 3 of work activities into wage rate classes, the University uses the national Catalogue of Work Activities by occupations and grades (OLIVA, Prague 1996) (hereinafter referred to as the "Catalogue"). This catalogue is available for inspection at the Human Resources Department (hereinafter referred to as "HRD"), at the Labour and Wages Department (hereinafter referred to as "LWD") and at the University Library.

(5) In order to include an employee in Group 1 of work activities, the number 10 shall be added to the grade stated in the Catalogue. In order to include an employee in Group 3 of work activities, the number 30 shall be added to the grade stated in the Catalogue.

(6) If a certain kind of work is not included in Annex 1 or in the Catalogue, the employee shall be included in the wage rate class that covers examples of work comparable to it in terms of complexity, responsibility and mental and physical demands.

(7) The employee may file a written objection to the superior of the senior employee who proposed the assignment against being assigned to the work group or the wage rate class. It shall be decided about the objection within 15 days of its receipt. The employee may request the Rector to review the decision about the objection within 7 days from the date on which the decision was delivered. The Rector shall finally decide within 15 days.

Article 6 Qualification Requirements

(1) Qualification requirements for the performance of selected work activities are listed in Annex 2, requirements for other work activities are in accordance with the Catalogue.

(2) If the education was received abroad and no certificate has been submitted pursuant to Section 89 of the Act, compliance with qualification requirements for the purpose of assigning an employee to a wage rate class shall be assessed by the senior employee who has the authority to decide on wage matters of employees, who will determine which level of education in the Czech Republic this education corresponds to.

(3) The decisive criterion for inclusion in the wage rate class is the type of work performed by the employee; a higher degree of education does not establish an employee's right to a higher wage rate class.

Article 7 Wage Rates

(1) Wage rates in CZK are determined for weekly working time laid down by the Labour Code⁷⁾. If a working time shorter than a week is agreed on, the wage rate shall be reduced in proportion to the agreed and stipulated weekly working time.

(2) Wage rates are normally adjusted as part of the budget preparation for a given calendar year, also with regard to sufficient space for discretionary wage components as defined in Article 9, Paragraph 1. The proposal for the adjustment of wage rates is filed by the Rector after consultation with Vice-Rectors, Bursar, Deans, and a representative of trade unions.

(3) Wage rates by groups of work activities and wage rate classes are set out in Annex 3.

Article 8 Bonuses for Management, Discharge of Duties and Study Programme Supervision

(1) The staff referred to in Annex 4 is entitled to a bonus for management, a bonus for discharge of duties or a bonus for study programme supervision (hereinafter referred to as "SP supervision"). The bonus for discharge of duties shall be paid to employees unless they are senior employees pursuant to Article 3,

⁷⁾ Section 79 of the Act No. 262/2006 Sb., Labour Code.

Paragraph 1. A monthly bonus for management or monthly bonus for discharge of duties shall be determined with an amount in CZK for the agreed weekly working time. If a working time shorter than a week is agreed on, the bonus for management or the bonus for discharge of duties shall be reduced in proportion to the agreed and stipulated weekly working time.

(2) Bonuses granted for management, discharge of duties and study programme supervision may be reviewed as necessary in accordance with the range of activities by the organizational units managed, with the scope of the office held or with the scope of the supervision.

(3) If the conditions are met for granting multiple bonuses for management, or a bonus for management and, at the same time, a bonus for discharge of duties, the bonus shall be paid that is more favourable to the employee. Entitlement to a bonus for management, a bonus for discharge of duties or a bonus for study programme supervision arises and expires in relation to the facts giving rise to these bonuses.

(4) The bonus for study programme supervision shall be paid to an academic who coordinates the content of the study programme, supervises the quality of its implementation and evaluates and develops the study programme.

Article 9 Personal Bonus

(1) A personal bonus is a discretionary component of the wage and can be granted to an employee who complies with all legal obligations related to the employee's work and achieves very good working results. In particular, the personal bonus is a rate assessing the quality of work, its quantity, work effort, self-improvement activities.

(2) Any increase, reduction or revocation of a personal bonus shall be decided by senior employees referred to in Article 3, Paragraphs 2 and 3, depending on the amount of financial resources and the evaluation of the work performance. A personal bonus may be granted only after 2 months of employment when a senior employee is already able to assess the new employee's work performance. This restriction does not have to be applied in cases of repeated employment with the same employee for the same type of work, or in the case of a recognized expert, or if the new employee's previous practice is the same as the new employee's work to be performed.

(3) The Rector and Deans shall establish and publish rules for regular assessment, taking into account, in particular, the work performance and the professional experience of employees in their departments, on the basis of which a personal bonus will be awarded.

(4) A personal bonus is granted for a fixed period, usually for a period of one year, but not more than three years, based on the results of a regular assessment conducted by the relevant senior employee. After this time, the amount of the bonus can be reconsidered.

(5) During this period, the senior employee may increase, decrease or revoke the bonus if the reasons that led to the granting thereof have changed, or if or the conditions of management of the University or its component have changed. The employee must be informed of this change in advance.

Article 10 Overtime Pay or Compensatory Leave

The employee is entitled to an overtime wage earned during this period (hereinafter referred to as the "wage earned"), and a bonus in the amount of 25% of the average earnings unless the employer has agreed with the employee on granting a compensatory leave in the amount of the work done instead of the overtime bonus. If the employer fails to provide the employee with a compensatory leave within three calendar months after the overtime work or within other agreed period, the employee is entitled to a bonus of 25% of the average earnings in addition to the wage earned.

Article 11 Holiday Leave and Pay and Wage Compensation

For the period of work on a public holiday, the employee is entitled to a wage earned and compensatory leave to the extent of work performed on the holiday which the employer shall provide at the latest by the end of the third calendar month following the work on the holiday or at a time agreed otherwise. The employee is entitled to a wage compensation in the amount of the average earnings for the period of the compensatory leave. The employer may agree with the employee to provide a bonus to the wage earned at least equal to the average earnings instead of the compensatory leave.

Article 12
Pay for Work on Saturdays and Sundays

For the period of work on Saturdays and Sundays, the employee is entitled to a wage earned and a bonus of 25% of the average earnings.

Article 13
Pay for Night Work

For night work, i.e. from 22.00 to 6.00, the employee is entitled to a wage and a bonus of 10% of the average earnings.

Article 14
Pay and Bonuses for Work in Difficult Working Environment

When working in a difficult working environment, the employee is entitled to a wage earned and a bonus. The definition of a difficult working environment for remuneration purposes and the amount of the bonus is stipulated by the Government Regulation⁸⁾ The bonus for work in difficult working environment is 10% of the amount stipulated by the Labour Code as the basic minimum wage rate.⁹⁾

Article 15
Substitution Bonus

(1) An employee substituting for a senior employee at a higher level of management in the entirety of his/her management activities for a continuous period longer than four weeks, and the substitution is not part of his/her duties under the employment contract, is entitled to a substitution bonus from the first day of the substitution.

(2) The amount of the substitution bonus shall be determined by the manager of the substituted senior employee within the range of the supervision bonus determined for the substituted senior employee. The amount of the bonus for substituting for a senior employee with whom a contractual wage has been agreed shall be determined by the Rector.

(3) During the granting of the substitution bonus, the substituting employee is not entitled to his/her original supervision bonus.

Article 16
Rewards and Incentives

(1) Employees may be granted these rewards:

- a) for extraordinary work performance, for performing an extraordinary task or for a significant contribution to the University,
- b) for work and activities carried out in managing grants, scientific research tasks and other projects, including those abroad,
- c) for work and activities carried out in supplementary activities.

(2) The proposal for granting a reward is submitted by the employee's superior in writing to the senior employee who decides on granting the reward. The proposal for granting a reward pursuant to Paragraph 1, Subparagraph (a) must be justified.

(3) In exceptional cases, another senior employee or project investigator may also submit a proposal for granting a reward. In these cases, he/she is obliged to inform his/her superior of the proposal.

(4) The reward referred to Paragraph 1 may not be proposed or granted by the employee himself/herself.

(5) The reward referred to Paragraph 1 shall be granted by the senior staff referred to in Article 3, Paragraphs 2 and 3.

Article 17
On-call Duty Bonus

On-call duty can only be requested by the employer if the employee agrees to it. For on-call time, the employee is remunerated at 10% of average earnings.

8) Government Regulation No. 567/2006 Sb., On Minimum Wage, on the Lowest Levels of Guaranteed Wages, on the Definition of Difficult Work Environment and on the Amount of the Bonuses for Work in Difficult Work Environment.

9) Section 111, Subsection 2 of Act No. 262/2006 Sb., Labour Code.

The employee is entitled to a wage for work during on-call time. No bonus shall be paid for this period. Work performed during on-call time beyond the weekly working time is overtime work.

Article 18
Additional Wage

(1) Employees shall be provided with additional wage for work performed only if the following conditions are met:

a) Financial coverage will be created for the payment of additional wages.

b) Employees shall be provided in each half of the calendar year with an additional wage, if they have worked for at least 65 days in the same employment relationship or in other employment relationship, but immediately successive. An additional wage may be granted after this condition has been met unless the employment relationship is terminated in the first term before May 31 or before June 30, if the employee has worked for a specified number of days as late as in June, and in the second term before November 30 or before December 31, if the employee has worked for a specified number of days as late as in December.

c) A day worked shall be a day in which the employee:

- has worked for most of his/her shift,
- has drawn a leave in the extent of the half of his/her shift and greater,
- has drawn a compensatory leave for overtime or holiday work in the extent of the half of his/her shift and greater,
- could not perform work due to an obstacle from the employer's part in the extent of the half of his/her shift and greater,
- did not work because his/her usual working day fell on a holiday.

(2) The amount of additional wage is the sum of the amounts of the wage rate, the bonus for the management or discharge of duties and personal bonus, belonging to the month in which the additional wage is paid.

(3) Additional wage is payable in the first term with the wage for the month of May or June, for the second term with the wage for the month of November or December.

(4) The amount of the additional wage shall be determined by the Rector no later than June 15 for the first half of the year and November 15 for the second half of the calendar year.

Article 19
Pay During Sabbatical Leave

During the sabbatical leave the academic staff is entitled to wages, the composition and amount of which shall be determined by the Dean or the Rector in agreement with the employee.

Article 20
Average Earnings

Matters of average earnings are governed by the Labour Code.¹⁰⁾

Article 21
Deductions from Wage and Other Income

(1) Deductions from wages and other income from an employment relationship are carried out in accordance with the Labour Code.¹¹⁾

(2) Other income means remuneration from the agreement, wage compensation, on-call duty bonus and severance pay upon termination of the employment relationship.

¹⁰⁾ Section 351 to 362 of the Act No. 262/2006 Sb., Labour Code.

¹¹⁾ Section 145 to 150 of the Act No. 262/2006 Sb., Labour Code.

Article 22
Wage Due Date and Payment

(1) The wage is due after work is performed, on the 13th day of the calendar month following the month in which the employee was entitled to wage or any of its components. If this day is Saturday, Sunday or a holiday, the wage shall be paid on the last working day preceding that day.

(2) Matters of due date and payment of wages that are not listed in Paragraph 1 shall be dealt with in accordance with the general provisions of the Labour Code.

(3) Advance on wages shall not be paid.

Article 23
Final Provisions

(1) The Internal Wage Regulations of the University of Pardubice registered by the Ministry of Education, Youth and Sports on January 1, 1999 under Ref. No. 15 380/99-30, as amended, is hereby repealed.

(2) These Internal Wage Regulations were approved pursuant to Section 9, Subsection 1, Clause b) by the Academic Senate of the University on April 17, 2007.

(3) These Internal Wage Regulations shall come into force pursuant to Section 36, Subsection 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports.

(4) These Internal Wage Regulations shall come into effect on the day of registration by the Ministry of Education, Youth and Sports, with the exception of Annex No. 3, which becomes effective on July 1, 2007.

Amendments to the Internal Wage Regulations of the University of Pardubice were approved pursuant to Section 9, Subsection 1, Clause b) of the Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Pardubice on April 15, 2008, April 13, 2010, January 15, 2013, November 24, 2015, November 29, 2016, November 21, 2017 and May 22, 2018.

Amendments to the Internal Wage Regulations of the University of Pardubice shall come into force pursuant to Section 36, Subsection 4 of the Higher Education Act on the day of registration by the Ministry of Education, Youth and Sports.

Amendments to the Internal Wage Regulations of the University of Pardubice shall come into effect on the day of registration with the exception of amendments registered by the Ministry of Education, Youth and Sports on April 29, 2008 under Ref. No. 8 576/2008-30 (Amendments 1), which come into effect on July 1, 2008, amendments registered on December 20, 2016 under Ref. No. MSMT-38440/2016 (Amendments 5), which come into effect on January 1, 2017, amendments registered on December 11, 2017 under Ref. No. MSMT-33097/2017 (Amendments 6), which come into effect on January 1, 2018, and changes amendments on June 15, 2018 under Ref. No. MSMT-19556/2018 (Amendments 7), which come into effect on July 1, 2018.

prof. Ing. Jiří Málek, DrSc., Rector, by his own hand

Annex I
to the Internal Wage Regulations of the University of Pardubice

THE FIRST GROUP OF WORK ACTIVITIES
DESCRIPTION OF WORK ACTIVITIES AND RELATED JOB TITLE

Wage Rate Class	Description of Work Activities	Job Title
1	Preparation of chemical compounds, analyses and tests of various materials. Comprehensive laboratory determination of the chemical, physical, mechanical and electrical properties of substances by standard methods using simple laboratory equipment. Ensuring operation of the laboratory.	Laboratory technician
	Methodological, technical and operational supervision of laboratory, end-of-year and diploma work of students in the presence of an academic.	Instructor
2	Professional work using complex instrumentation, performing non-standard laboratory and technical work. Work on pilot and operational technological equipment.	Senior laboratory technician
	Independent provision of methodological, technical and operational supervision in laboratory, end-of-year and diploma work of students.	Senior instructor
3	In educational activities, teaching in seminars, exercises and laboratory exercises of general courses. In exceptional cases, lectures based on discussion and approval by the Scientific Board. Supervision and reviewing of bachelor's theses. Involved in solving research and development tasks as directed. Self-education activities. Publishing activities.	Assistant Foreign language lector – native speaker Lecturer of art study courses
	Participates in research and development tasks or independently carries out research and development work with assigned inputs and defined outputs in phases of a broader research task. Solves research and development tasks in his/her field, publishes the results of his/her work. Can take part in supervising bachelor's theses and teaching.	Research assistant
4	In educational activities, teaching in seminars, exercises and laboratory exercises of general subjects and specialization. Lectures based on discussion and approval by the Scientific Board. Supervision and reviewing of bachelor's and master's theses. Independent investigation of scientific, research and development tasks according to defined goals. Involved in the preparation of scientific, research and teaching projects. Publication and self-education activities. Can act as a supervisor of bachelor study programmes.	Senior lecturer
	Independent execution of challenging and difficult research and development work in solving and implementing science and technology development tasks. Comprehensive investigation of research and development tasks with defined inputs and framework outputs. Involved in the preparation of scientific and research projects. Publication and self-education activities. Can take part in supervising and reviewing of bachelor's and master's theses and teaching.	Research worker
5	Creative specialized and systemic work within their qualifications covering the scientific, research and pedagogical fields. In educational activities, mostly lectures in bachelor, master and doctoral degree programmes, as well as teaching in seminars and exercises. Supervising and reviewing of theses. Can act as a supervisor of scientific and research programmes, bachelor's and master's degree programmes, prepares scientific, research and teaching projects. Supervising the professional content and activities of examination boards for state examinations. Independent and creative investigation of scientific tasks in basic and applied research. Publication and self-education activities.	Associate professor

	Independent investigation of complex scientific, research, development or artistic tasks in the relevant field in basic and applied research. Work in research teams, including cooperation with foreign researchers. Can take part in supervising and reviewing of theses and teaching.	Senior research worker
6	Creative specialized and systemic work within their qualifications covering scientific, research and pedagogical fields. In the educational activities, mostly lectures in bachelor, master and doctoral study programmes, as well as teaching in seminars and exercises. Supervising and reviewing of theses. Supervising the professional content and activities of examination boards for state examinations. Working as a supervisor of scientific and research programmes, bachelor's and master's degree programmes, preparing scientific, research and teaching projects. Creative coordination of scientific projects. Original scientific publication activities.	Professor
	Formulating principally new scientific research areas. Addressing the challenges of basic research and development and scientific research for critical science development. Leading science and research teams, including international ones. Creative coordination of the most demanding scientific, research and development projects. Extensive publication and self-education activities. Can take part in supervising and reviewing of theses and teaching.	Managing research worker

Annex 2
to the Internal Wage Regulations of the University of Pardubice

QUALIFICATION REQUIREMENTS
FOR PERFORMANCE OF SOME WORK ACTIVITIES

First group of work activities

Job Title	Qualification Requirements
Laboratory technician, Instructor	secondary education with a school-leaving examination (***)
Senior laboratory technician, Senior instructor	secondary education with a school-leaving examination (***) higher professional education (****)
Foreign language lecturer – native speaker	education at a foreign university corresponding at least to the level of a completed bachelor's degree programme implemented by a university in the Czech Republic
Lecturer of art study courses	Bachelor's degree in art
Assistant	Master's degree (*****)
Assistant professor	doctoral degree programme – Ph.D., Th.D., or previously awarded academic degree Dr. or scientific degree CSc.
Associate professor	Appointed an associate professor in the field of work
Professor	Appointed an associate professor in the field of work
Research assistant	Master's degree (*****)
Research worker	doctoral degree programme – Ph.D., Th.D., or previously awarded academic degree Dr. or scientific degree CSc.
Senior research worker	doctoral degree programme – Ph.D., Th.D., or previously awarded academic degree Dr. or scientific degree CSc.
Managing research worker	doctoral degree programme – Ph.D., Th.D., or previously awarded academic degree Dr. or scientific degree CSc.

Explanatory notes:

***) Secondary education with a school-leaving examination is achieved by the successful completion of educational programs of a six-year or eight-year grammar school, an educational programme of 4 years of full-time study, an educational programme of follow-up study of 2 years of full-time study or an educational programme of shortened studies for secondary education with a school-leaving examination (Section 58, Subsection 4 of Act No. 561/2004 Sb., On pre-school, primary, secondary, tertiary professional and other education (Education Act), as amended, or complete secondary education or complete secondary vocational education pursuant to Act No. 29/1984 Sb., On the system of primary and secondary schools (Education Act), as amended).

****) Higher professional education is achieved by the successful completion of the relevant accredited educational programme completed with a graduate examination and obtaining the title "DiS" (Section 101 of Act No. 561/2004 Sb., Education Act, or Section 8 of Act No. 29/1984 Sb., Education Act).

*****) Bachelor's degree – completion of a bachelor's degree programme within the meaning of Section 45, Subsection 3 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act); of Higher Education Act No. 172/1990 Sb., as amended.

*****) Master's degree – completion of a Master's degree program within the meaning of Section 46, Subsection 3 of the Higher Education Act or pursuant to Section 19 of Higher Education Act No. 172/1990 Coll., as amended, or in the manner prescribed for the completion of higher education under previous legislation.

Annex 3 to the Internal Wage Regulations of the University of Pardubice

**WAGE RATES
BY GROUPS OF WORK ACTIVITIES AND WAGE RATE CLASSES**

First group of work activities (academics, research and development staff, as well as technical staff involved in teaching and research)

Wage Rate Class	Wage Rate in CZK	Wage Rate Class	Wage Rate in CZK
1	15 680	4	29 090
2	17 420	5	34 840
3	25 270	6	43 390

Second group of work activities (technical-economic and administrative staff)

Wage Rate Class	Wage Rate in CZK	Wage Rate Class	Wage Rate in CZK
14	13 060	18	20 350
15	13 910	19	23 530
16	15 370	20	28 220
17	17 680	21	32 820

Third group of work activities (labourers and service and auxiliary workers)

Wage Rate Class	Wage Rate in CZK	Wage Rate Class	Wage Rate in CZK
32	13 060	35	14 450
33	13 380	36	15 840
34	13 810	37	17 410

Annex 4 to the Internal Wage Regulations of the University of Pardubice

BONUSES FOR MANAGEMENT, DISCHARGE OF DUTIES AND STUDY PROGRAMME SUPERVISION

1. Bonus for discharge of duties ranging from CZK 2,000 to 8,000 shall be paid to employees who hold the office of vice-dean or head of a clinic.
2. Bonus for discharge of duties ranging from CZK 2,000 to 7,000 shall be paid to employees who act as the secretary of the faculty, chancellor, the head of the Centre for Information Technology and Services or the head of the Halls of Residence and Catering Service.
3. Bonus for management ranging from CZK 1,500 to 6,000 shall be paid to senior employees who manage several organizational units and are directly subordinate to employees who perform the functions referred to in Paragraphs 1 and 2 and Article 3, Paragraph 2 of the Internal Wage Regulations.
4. Bonus for management ranging from CZK 1,000 to 5,000 shall be paid to senior employees who are directly subordinate to employees who perform the functions referred to in Paragraphs 1 and 2 and Article 3, Paragraph 2 of the Internal Wage Regulations.
5. Bonus for management ranging from CZK 500 to 2,000 shall be paid to other senior employees according to Article 3, Paragraph 1 of the Internal Wage Regulations.
6. Bonus for study programme supervision ranging from CZK 500 to 2,000 shall be paid to a study programme supervisor.