

On 17 May 2021 and under S 36 (2), of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Internal Wage Regulation of the University of Pardubice, ref. No. MSMT-13439/2021-1.

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

INTERNAL WAGE REGULATION OF THE UNIVERSITY OF PARDUBICE OF 17 MAY 2021

Article 1

Introductory Provisions

- (1) The Internal Wage Regulation of the University of Pardubice (the "Internal Wage Regulation") is an internal regulation of the University of Pardubice (the "University" or "employer") issued in accordance with S 17 (1) (d) of Act No. 111/1998 Sb., Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (the "Act").
- (2) The Internal Wage Regulation establishes a uniform procedure (conditions) for the provision of fixed wages and remuneration for standby duty and the amount of all such monetary benefits to the University employees for work performed for the University in the basic employment relationship as stipulated under Act No. 262/2006 Sb., the Labour Code, as amended. Furthermore, this Internal Wage Regulation deals with the general conditions for negotiating the remuneration of employees who work for the University on an agreement to perform work outside the employment relationship.

Article 2

Scope of Validity

- (1) This Internal Wage Regulation shall apply to the provision of all fixed-pay and standby-pay components as well as to the conditions for negotiating pay under the agreement with the University employees (the "employee(s)").
- (2) This Internal Wage Regulation also governs the remuneration for work performed as part of supplementary activities under S 20 (2) of the Act and for work on grants, projects, and other programmes carried out at the faculties and other University departments in accordance with special legal regulations.¹

¹ For example, Act No. 130/2002 Sb., on Support for Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (the "Act on Support for Research, Experimental Development and Innovation), as amended.

- (3) Rector's salary shall be set by the Minister of Education, Youth and Sports. This Internal Wage Regulation shall not apply to it.
- (4) The Internal Wage Regulation also regulates the conditions for negotiating contractual wages with the University employees who are exempted from the tariff system for the duration of the contractual wage.
- (5) If employees perform work for the University simultaneously under more than one employment relationship, each of them shall be assessed separately and independently of the remaining employment relationships, unless expressly stated otherwise.

Article 3

Payroll Decisions and Manager's Responsibilities

- (1) In accordance with the Charter of the University and the organisational structure thereof, the authority to decide on all staff payroll matters in accordance with the legal and internal regulations of the University shall belong to:
 - (a) the Rector,
 - (b) the Deans.
- (2) The senior employees referred to in paragraph 1 (a) and (b) of this Article may delegate the authority to decide on payroll matters to the extent defined in their written delegation to Vice-Rectors, the Bursar, or Vice-Deans, as the case may be.

Article 4

Wages and Remuneration from an Agreement

- (1) An employee shall be entitled to wages or remuneration under an agreement for work duly performed in the employment relationship.
- (2) Wages shall be understood as monetary remuneration provided by the employer to an employee for work, if the employee performs such work in an employment relationship based on an employment contract, and in cases defined by legislation based on appointment to a managerial position.
- (3) Other benefits provided in connection with the basic employment relationship, especially agreed remuneration, wage compensation, severance pay, reimbursement of expenses in connection with the performance of work (in particular travel reimbursements), and remuneration for standby duty, shall not be considered wages.
- (4) The remuneration from the agreement is a monetary benefit provided for work performed on agreements for work outside the employment relationship, i.e. a fixed-work or fixed-term agreements. The amount of remuneration for work and the conditions for the provision thereof shall be agreed upon in fixed-work or fixed-term agreements.
- (5) Employees shall be entitled to wages or remuneration from an agreement to the amount and under the conditions set out in the Labour Code and the implementing regulation.²

² Government Regulation No. 567/2006 Sb., on Minimum Wage, the Lowest Levels of Guaranteed Wage, Definition of Extraordinary Working Conditions, and the Level of Compensation for Work in Such Conditions, as amended.

- (6) According to the Internal Wage Regulation, the wage (all components thereof) shall be determined, or remuneration from the employee's fixed agreement shall be negotiated concerning the complexity, responsibility, and strenuousness of the work, taking into account the difficulty of the working conditions, and also concerning employee's education, work performance, and work results in accordance with the Labour Code. In accordance with Annexes 1 and 3 and Directive No. 2/2021, the Job Catalogue (the "Directive"), employees are classified into three groups of work activities, within which they fall into tariff classes to determine the wage tariff.
- (7) The conditions of remuneration for work and the provision of other monetary benefits and benefits of monetary value shall be subject to the prohibition of discrimination and the equal treatment principle. Regarding all the provisions under S 16 (2) and S 110 of the Labour Code, the conditions shall be stipulated so that all employees who perform the same work or work of equal value were entitled to the same wage or agreed remuneration.
- (8) The employee's wage must be set (or, as the case may be, negotiated in accordance with Article 5) before the commencement of work for which the wage is due. The wages (the regular components thereof) shall be communicated to the employee by the competent senior staff member referred to in Article 3 using a wage assessment given to the employee no later than the day he/she starts work. In case of a change to the facts set out in the wage assessment, the manager shall notify the employee of that fact through a new wage assessment no later than the day on which the change takes effect. As of the effective date, the new wage assessment shall replace the original one in its entirety. A change to the facts shall be determined to be, among other things, any change in the amount of any regular monthly component of pay referred to in Article 7 (1) (a) to (d).
- (9) A time-based monthly pay is applied to all University employees who perform work in an employment relationship. Monthly pay shall not be reduced as a result of a holiday(s). Holidays are defined as public or other holidays as defined in the relevant legislation.
- (10) The wage tariff under Article 7.1 and other wage components (hereinafter together with the wage tariff also referred to as "wage(s)") shall be due to the employee for work performed during the specified weekly working hours (S 79 of the Labour Code). However, if shorter working hours than the fixed weekly working hours are agreed upon, the wages shall be reduced proportionately. Similarly reduced shall be the wages of an employee who, in a given month, fails to fulfil the working time specified in a written shift schedule that corresponds to the fixed weekly working time or shorter working time if agreed with the employee.

Article 5

Contractual Wage

- (1) The contractual wage is an individually negotiated wage which already includes all the wage components listed herein, except for bonuses, hardship pay, overtime pay, holiday pay, nightwork pay, Saturday and Sunday pay, and except for those wage components that are expressly provided for herein (e.g. deputising allowance). The employee is excluded from the tariff system for the duration of the contractual wage, except remuneration.
- (2) The Rector negotiates the contractual wage with the Bursar, the Vice-Rector, and the Dean. In addition, the Rector may negotiate a contractual wage with other employees on the proposal of the Dean or the Bursar.

- (3) The contractual wage shall be negotiated by a wage arrangement, which needs not comply with the annexes hereto. The parties shall not be bound by any other rules to provide the stipulated wage when negotiating the wage.
- (4) If an employee ceases to receive contractual wage due to termination of the wage arrangement and such person's employment with the University continues, the employee shall be reinstated in the tariff system, and a written wage assessment shall be issued to inform the employee of the periodic components of his/her fixed wage.
- (5) Concerning employees receiving a contractual wage, it is also possible to stipulate in the wage arrangement that the wage shall be negotiated considering any overtime work, up to the maximum amount specified in the second sentence of S 114 (3) of the Labour Code for a calendar year. In such a case, the employee shall not be entitled to the wage components and other rights for overtime work in accordance with Article 9.

Article 6

Qualification Requirements

- (1) The qualification requirements for the performance of selected work activities are set out in Annexe 2.
- (2) If the education was obtained abroad and no certificate has been submitted³, compliance with the qualification requirements for the assessment of competence to perform the aforesaid work activities shall be assessed by the senior staff member with authority to decide on staff pay matters, who shall determine what level the education corresponds to in the Czech Republic.
- (3) The decisive criterion for classification in a tariff class is the type of work performed by the employee. Therefore, a higher level of education attained is not a criterion for classification in the tariff class or for determining the level of wage tariff.

Article 7

Wage Components

- (1) At the University, the following wage components of a fixed wage which may be granted to an employee under the existing tariff system shall be applied:
 - (a) wage tariffs by occupational groups and tariff classes,
 - (b) management allowance, performance allowance, and study programme guarantee allowance,
 - (c) deputising allowance,
 - (d) personal remuneration,
 - (e) remuneration,
 - (f) wage components arising from SS 114 to 118 of the Labour Code.

³ S 89 of Act No. 111/1998 Sb., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act), as amended.

7.1 Wage tariffs by Occupational Groups and Tariff Classes

- (1) Work activities performed at the University are classified into three occupational groups, which are further divided into tariff classes corresponding to Annexes 1 and 3 hereto and the Directive.
- (2) The respective occupational groups at the University are:
 - (a) Group 1 – academic staff, research and development staff, and technical staff involved in teaching and research (tariff classes 1 to 6),
 - (b) Group 2 – technical-economic and administrative staff (tariff classes 15 to 21),
 - (c) Group 3 – workers and service and support staff (tariff classes 33 to 37).
- (3) Employees shall be classified in the appropriate group and tariff class based on the most demanding type of work agreed in the employment contract and specified in the job description. Regarding the type of work, employees shall be classified according to the activity predominantly performed. Occasional or exceptional work activities shall not be considered in assigning the employee to the appropriate tariff class.
- (4) Employees in occupational Group 1 shall be classified in tariff classes in accordance with Annexe 1. The classification of employees in occupational Groups 2 and 3 shall be carried out in accordance with the Directive.
- (5) Where an employee cannot be classified within a group as defined hereinabove (because in the given case, he/she only performs the work that fails to correspond to any work specified in the Directive), the employee shall be classified in such a tariff class and a wage tariff which most closely approximates the type of work associated with that tariff class in terms of complexity, responsibility, and physical demands.
- (6) After prior discussion with the Vice-Rectors, the Bursar, the Deans, and a representative of the trade union, a proposal to adjust wage tariffs shall be submitted by the Rector to the Academic Senate of the University for approval.
- (7) An employee may object in writing to his/her classification in an occupational group or a wage tariff to the nearest head worker who proposed the classification. The objection must be decided within 15 days of the receipt thereof. The decision on the complaint may be referred to the Rector for a review within seven days of the date on which the decision was served on him/her. The Rector shall make a final decision within the following 15 days.

7.2 Management Allowance, Performance Allowance, and Study Programme Guarantee Allowance

- (1) Employees listed in Annexe 4 shall be entitled to a management allowance, a performance allowance, or a study programme guarantee allowance (the "SP guarantee") in the amount specified therein.
- (2) A performance allowance shall be payable to all employees except for the senior staff members. The monthly management allowance or monthly performance allowance shall be set at an amount in CZK for a fixed weekly working time. Where the conditions for the award of more than one of these wage components are met, the employee shall only receive one of them, namely the one most favourable for him/her.

- (3) The SP guarantee allowance shall belong to the academic staff member who coordinates the content preparation of the study programme, supervises the quality of its implementation, and evaluates and develops it.
- (4) The management allowance, the performance allowance, and the SP guarantee allowance granted may be reassessed as necessary following the scope of the activities of the organisational units managed, the scope of the position performed, or the scope of the guarantee. Entitlement to them shall arise and cease with the facts giving rise to them.

7.3 Deputising allowance

- (1) A staff member who replaces a senior employee at a higher management level in the full range of his/her management activities for a continuous period of more than four weeks and the replacement does not form a part of his/her duties under his/her contract of employment shall be entitled to a deputising allowance from the first day of the replacement.
- (2) The deputising allowance shall be determined by the manager of the deputised staff member within the range of the management allowance fixed for the deputised manager. The amount of the deputising allowance for a managerial employee with whom a contractual wage is agreed shall be determined by the Rector.
- (3) During the award of the deputising allowance, the deputising staff member shall not be entitled to his/her original management allowance.
- (4) Additional deputising allowance is also due to an employee who, pursuant to Article 4.3 of the University's Rules of Procedure, is temporarily entrusted with the performance of work in a managerial position for the urgent need to ensure the management of a part or organisational unit of the University, namely in the form of a temporary change in the type of work during the period when the managerial position is vacant and the need for deputising continues. The amount of the deputising allowance shall be determined in accordance with the range of that component of pay specified for the managerial post being deputised, as set out in Annexe 4.

7.4 Personal Remuneration

- (1) Personal remuneration is a non-claimable component of pay. It may be granted to an employee who complies with all the obligations arising from the legal regulations relating to the work performed by the employee and achieves outstanding performance. Personal remuneration is determined in particular by the quality of the work, the quantity of the work, the work effort and the self-development activities.
- (2) The personal remuneration may be granted for an indefinite period. Any rise, reduction, or withdrawal of personal remuneration shall be proposed in writing by direct superiors and approved by the senior staff referred to in Article 3 hereof, depending on financial resources and the performance appraisal.
- (3) Personal remuneration is linked to the employee's evaluation, which shall be done by the direct superior. The temporal frequency of the remuneration shall be based on the nature of the work performed by the employee. A senior employee may raise, reduce, or withdraw personal remuneration at any time if the reasons which led to its award have changed, especially if the employee's performance which justified its original award has deteriorated or if the scope of the

employee's work activities which justified its initial award has been reduced or if the employee's performance is unsatisfactory. Furthermore, where the economic conditions of the University or a part thereof have changed. The employee must be informed in advance of such a change (no later than on the last day of the month preceding the effective date of such change).

- (4) There is no legal entitlement to an employee's appraisal under this Article and the subsequent decision to award a personal remuneration. In no case shall the award of a personal remuneration give rise to any entitlement to any other component of wages or the award of future personal remuneration.
- (5) An employee who achieves outstanding work results or performs an extensive range of work tasks with high quality may be awarded a personal remuneration of up to 100% of his/her wage tariff. The award of a personal remuneration overreaching 100% shall be decided by the Rector or the Dean.

7.5 Remuneration

- (1) Employees may be granted remuneration:
 - (a) for outstanding performance and quality of work, if there is a financial cover for the payment,
 - (b) for work and activities carried out in the course of grants, scientific research tasks, and other projects, including foreign ones,
 - (c) for work and activities carried out as ancillary.
- (2) The proposal for the award of remuneration shall be submitted in writing by the direct superior to the manager, who decides on the remuneration award and is entitled to decide on wage matters.
- (3) Exceptionally, a proposal for the award of remuneration may also be submitted by another manager or grantee. In these cases, he/she shall be obliged to inform the direct superior of the employee about the proposal.
- (4) The employee may not propose or award the remuneration under paragraph 1 to himself/herself.
- (5) The remuneration award under paragraph 1 shall be decided by senior staff members referred to in Article 3 hereof.
- (6) The award and payment of remuneration under this article is subject to the decision in accordance with the preceding paragraph, but only if the entitled person ascertains the fulfilment of any of the conditions specified in paragraph 1. The fulfilment of these conditions is only a necessary prerequisite for the employer (acting through an authorised person referred to in paragraph 5 hereof) to decide on the award and payment of remuneration. However, the fulfilment of these conditions shall not establish a legal right for such a decision or for the award and payment of remuneration itself. Similarly, the award and payment of remuneration shall not establish any legal rights for the provision of any remuneration in future similar cases.
- (7) Remuneration is always paid as a non-claimable component of the employee's monthly pay. It shall be paid to the employee in the nearest payment period immediately after the employer decides to award the remuneration.

**Article 8
Standby Pay**

- (1) The employer may require the employee to be on-call only if they mutually agree so. The standby duty may only be held at a location agreed with the employer other than the University's facilities. For periods of standby duty, the employee shall be entitled to 10% of his/her average pay.
- (2) An employee shall be entitled to wages for the work performed during standby duty. However, no remuneration shall be due for standby time. The work performed during standby duty above the specified weekly working time is understood as overtime work with the entitlements set out in Article 9.

**Article 9
Wages or Compensatory Leave for Overtime Work**

- (1) An employee shall be entitled to the wage to which he/she has the right to be paid for the period of overtime work (the "achieved wage"), and a supplement of 25% of average earnings, unless the employer has agreed with the employee to compensate the bonus by a compensatory leave corresponding to the amount of overtime work. If the employer fails to provide the employee with a compensatory leave within three calendar months after the overtime work has been performed or within a period otherwise agreed, the employee shall be entitled to a 25% bonus of average earnings in addition to the wages earned.
- (2) Overtime work may only be performed exceptionally and ordered by the employer for serious operational reasons. The overtime ordered shall not exceed eight hours in any one week and 150 hours in any one calendar year. The employer may require overtime work beyond these hours only by agreement with the employee, but up to the maximum amount specified in Section 93 (4) of the Labour Code.
- (3) Overtime work is understood as work performed demonstrably at the order or with the consent of the employee's superior above the fixed weekly working hours resulting from a predetermined working time and performed outside the shift schedule. Regarding employees with shorter working hours, overtime work shall be work above the fixed weekly working hours.
- (4) Concerning academic staff, overtime work shall only be work performed outside the shift schedule over the fixed weekly working hours and more than the part of working time scheduled by the employer (S 70a (2) of the Act), if it was performed at the order or with the consent of the employer.

**Article 10
Wages, Compensatory Leave, or Holiday Pay**

- (1) An employee shall be entitled to the wages earned and compensatory leave to the extent of work performed on a public holiday, which shall be granted by the employer no later than the end of the third calendar month following the work performed on a public holiday or within an otherwise agreed time. Regarding the period of compensatory leave, the employee shall be entitled to wage compensation equal to the average earnings. In addition, the employer and the employee may agree with the provision of a bonus to the wage earned equal to at least the average earnings in place of the compensatory leave.

- (2) An employee who did not work because a public holiday fell on his/her usual working day shall be entitled to wage compensation in the amount of his/her average earnings or part thereof for the wages or part of wages lost due to the holiday.

Article 11

Saturday and Sunday Pay

- (1) For work on Saturdays and Sundays, the employee shall be entitled to the wages earned plus a bonus of 25% of average earnings.

Article 12

Nightwork Pay

- (1) For nightwork, i.e. the period from 10 p.m. to 6 a.m., the employee shall be entitled to the wage earned plus a bonus of 10% of average earnings.

Article 13

Hardship Wages and Pay

- (1) For work in a difficult working environment, the employee shall be entitled to the wages plus a bonus. The definition of a difficult working environment for remuneration and the premium amount shall be laid down by government regulation. The hardship pay shall be 10% of the amount set by the Labour Code as the basic rate for the minimum wage for each aggravating factor.

Article 14

Wages During Sabbatical

- (1) For the period of sabbatical leave, an academic staff member (an employee who meets the requirements set out in S 70 (1) of the Act) shall be entitled to wages, the composition and amount of which is specified by the Dean or the Rector in agreement with the employee.

Article 15

Average Earnings

- (1) Average earnings are specified in accordance with the Labour Code. Average earnings include benefits that meet the definition of gross wages paid to the employee with the pay in the decisive period and for the time worked in the decisive period in accordance with S 353 (1) of the Labour Code.
- (2) Unless otherwise specified, the decisive period for determining average earnings is the preceding calendar quarter; average earnings are ascertained on the first day of the calendar month following the decisive period. However, if the basic employment relationship was established during the preceding calendar quarter, the decisive period for determining average earnings shall be the period from the establishment of the basic employment relationship until the end of the calendar quarter (SS 354 (1) to (3) of the Labour Code).
- (3) Where an employee did not work at least 21 days within the decisive period, the probable earnings shall be applied. When determining it, the gross wages earned by the employee from the beginning

of the decisive period shall be used. If the employee failed to work at all or worked less than 21 days, the gross wage which he/she might have earned shall be used (S 355 of the Labour Code). In calculating the probable earnings, the University shall mainly take into account the work the employee was required to do in the decisive period under examination and the usual amount of the individual components of the employee's wages, the work to be performed by the employee was reimbursed in the decisive period, the components of the wages to be received under this Internal Wage Regulation or a wage agreement in the case of a negotiated wage, what resources the University had in the decisive period to provide remuneration to staff, as well as the earnings achieved either by the employee's colleagues for the same work or by other staff for the work of equal value.

Article 16

Deductions from Wages and Other Income

- (1) Deductions from wages and other income under an employment relationship shall be made in accordance with the Labour Code and the manner specified in the Labour Code and Act No. 99/1963 Sb., the Rules of Civil Procedure, as amended.
- (2) Other income includes agreed remuneration, wage compensation, standby pay, severance pay upon termination of employment, and, if applicable, other benefits referred to under S 145 (2) of the Labour Code.

Article 17

Payday and Maturity of Wages and Remuneration from the Agreement

- (1) Wages and remuneration from the agreement shall be payable after work performance, no later than in the calendar month following the month in which the employee became entitled to the wages or any component thereof. The payday (the regular date for payment of wages and remuneration from the agreement) shall be the 13th day of a calendar month following the month in which the employee became entitled to the wages or any component thereof. If that day falls on a bank holiday, the payday shall be the last working day preceding that day.
- (2) Concerning the due date and payment (pay period) of wages not referred to in subsection (1) hereinabove, the general provisions of the Labour Code shall apply.
- (3) No regular advance on wages or any component thereof shall be paid. An extraordinary advance shall only be paid in the following cases:
 - (a) if the payday falls on the day on which the employee is on leave, the employee may request in writing that the employer pay the advance at least five days before the employee takes his/her leave,
 - (b) in exceptional circumstances, an advance may be paid (granted) to an employee with written approval from his/her direct superior.
- (4) After deductions from wages have been made in accordance with the Labour Code or a special legal regulation, wages shall be paid in Czech korunas to an account specified by the employee, no later than the regular wage payday.
- (5) Upon termination of employment, wages shall be paid on the next regular payday together with any other payments arising from such termination.

Article 18
Minimum Allowable Remuneration for Work

18.1 Minimum Wage

- (1) The minimum wage is the lowest allowable amount of remuneration for work in employment and employment relationship based on an agreement on work performed outside employment. Its amount shall be governed by S 111 of the Labour Code and Government Regulation No. 567/2006 Sb. (the "Government Regulation") stipulating the amount of minimum wage for the purpose of this Article or by legal regulations that will replace the aforementioned regulations in the future. In the event of shorter working hours or failure to work for the entire month, the minimum wage shall be reduced proportionately in the way specified in the Government Regulation.
- (2) The wage or agreed (gross) remuneration shall not be less than the minimum wage. For this purpose, the wage shall not include overtime pay, holiday pay, nightwork pay, hardship pay, and Saturday and Sunday pay, as well as any benefits not provided in return for work.
- (3) If the employee's wage or remuneration from the agreement for work in the basic employment relationship fails to reach the amount of minimum wage set by the Government Regulation, the employer is obliged to provide the employee with a supplement to the wage or remuneration from the agreement under the conditions stipulated in S 111 (3) of the Labour Code.
- (4) According to S 111 (3) (a) of the Labour Code, the employer stipulates by this Internal Wage Regulation that concerning the supplement to the wage for employees working in an employee relationship, referred to in the previous subsection, the current amount of monthly minimum pay set by the Government Regulation shall be used.
- (5) In the case of supplementary remuneration from the agreement, the current level of the hourly minimum wage set by the Government Regulation shall be applied in accordance with S 111 (3) (c) of the Labour Code.

18.2 Guaranteed Wage

- (1) Guaranteed wage is the wage to which an employee working for the University in an employment relationship has become entitled according to the Labour Code, this Internal Wage Regulation, or the Wage Assessment (concerning the wage components defined therein for which no entitlement according to this Internal Wage Regulation or a collective agreement has arisen), or under the employee's contract with the University or a collective agreement (the "guaranteed wage").
- (2) The level of the guaranteed wage and the conditions for its provision shall be governed by S 112 of the Labour Code and the Government Regulation. In the event of shorter working hours or failure to work for the entire month, the minimum guaranteed wage shall be reduced proportionately in the way specified in the Government Regulation.
- (3) If the employee's wage without overtime pay, holiday pay, nightwork pay, hardship pay, and Saturday and Sunday pay fail to reach the minimum guaranteed wage, the University shall provide such an employee with a wage supplement as stipulated under S 112 (3) (a) of the Labour Code.

- (4) According to S 112 (3) (a) of the Labour Code, the employer stipulates by this Internal Wage Regulation that for the purposes of the wage supplement under the preceding subsection, the relevant current minimum level of the monthly guaranteed wage set by the Government Regulation shall be applied to employees working in an employment relationship.

Article 19
Severance Pay

- (1) The employer shall be obliged to pay the severance pay to the employee in accordance with the provision of the Labour Code and the collective agreement.

Article 20
Final Provisions

- (1) The Internal Wage Regulation of the University of Pardubice, registered by the Ministry of Education, Youth and Sports on 3 May 2007, ref. No. 12 355/2007-30, as amended (the "existing Internal Wage Regulation"), is hereby repealed.
- (2) According to S 9 (1) (b) (3) of the Act, this Internal Wage Regulation was approved by the Academic Senate of the University on 27 April 2021.
- (3) According to S 36 (4) of the Act, this Internal Wage Regulation shall come into force on the date of registration by the Ministry of Education, Youth and Sports.
- (4) This Internal Wage Regulation shall take effect on the date of registration by the Ministry of Education, Youth and Sports, except for Annexe 3, which shall become effective on the first day of the month following the month in which the Internal Wage Regulation was registered.

prof. Ing. Jiří Málek, DrSc.

Rector

Annexe I
to the Internal Wage Regulation of the University of Pardubice

OCCUPATIONAL GROUP 1

CHARACTERISTICS OF THE WORK ACTIVITIES AND RELATED CLASSIFICATION

Tariff Class	Characteristics of the work activity	Job Classification
1.	Preparation of chemical compounds, analytical analyses and testing of various materials. Comprehensive laboratory determination of chemical, physical, mechanical, and electrical properties of substances by standard methods using simple laboratory instruments. Ensuring the operation of the laboratory.	Laboratory Technician
	Methodological, technical, and operational supervision of students' laboratory, year and diploma works in the presence of an academic staff member.	Instructor
2.	Professional work using complex instrumentation; performing non-standard laboratory and technical work. Work on semi-operational and operational technological equipment.	Senior Laboratory Technician
	Independent provision of methodological, technical, and operational supervision of students' laboratory, year and diploma works.	Senior Instructor
3.	Regarding educational activities, teaching in seminars, tutorials, and laboratory practice of general-basis subjects. Exceptionally, lectures discussed and approved by the Scientific Board. Supervision and external examination of bachelor theses. Participation in research and development tasks as directed. Self-educational activities. Publication activities.	Assistant, Language Lecturer – Native Speaker, Lecturer of Art Study Subjects
	Participation in research and development tasks and independent research and development work with specified inputs and defined outputs within a broader research task. Dealing with research and development tasks in his/her field; publication of his/her work results. Possible participation in teaching and supervising bachelor theses.	Researcher
4.	Regarding educational activities, teaching in seminars, tutorials, and laboratory practice of general-basis subjects and specialisations. Lectures discussed and approved by the Scientific Board. Supervision and external examination of bachelor and master theses. Independent solution of scientific, research, and development tasks according to defined objectives. Participation in the preparation of scientific, research, and teaching projects. Publication and self-education activities. Possibly a guarantor of bachelor study programmes.	Assistant Professor
	Independent performance of complex and demanding research and development work in solving and implementing the tasks of science and technology development. Comprehensive solving of research and development tasks with predefined inputs and framed outputs. Participating in the preparation of scientific and research projects. Publication and self-education activities. Possible participation in supervising bachelor and master theses and in teaching.	Research Worker

5.	Creative specialised and systemic work within the scope of his/her qualification involving scientific, research, and pedagogical areas. Concerning educational activities, mainly lectures in bachelor, master, and doctoral study programmes, and teaching in seminars and tutorials. Supervision and external examination of qualification theses. Possible guarantor of scientific and research programmes, bachelor and master study programmes, preparation of scientific, research, and teaching projects. Guarantee of the professional content and activities of examining boards for state examinations. Independent and creative solution of scientific tasks in basic and applied research. Publication and educational activities.	Associate Professor
	Independent solution of complex scientific, research, development, or artistic tasks in the relevant field within basic and applied research. Work in research teams, including the cooperation with foreign researchers. Possible participation in supervision and external examination of qualifying theses and in teaching.	Senior Research Worker
6.	Creative specialised and systemic work within the scope of his/her qualification involving scientific, research, and pedagogical areas. Concerning educational activities, mainly lectures in bachelor, master, and doctoral study programmes, and teaching in seminars and tutorials. Supervision and external examination of qualification theses. Guarantee of the professional content and activities of examining boards for state examinations. Guaranteeing scientific and research programmes, bachelor and master study programmes, preparation of scientific, research, and pedagogical projects. Creative coordination of scientific projects. Original scientific publishing activities.	Professor
	Formulating fundamentally new scientific and research areas. Solving tasks of basic research and development and scientific exploration of decisive importance for the development of the relevant scientific field. Leading scientific research teams, including international ones. Creative coordination of the most challenging scientific, research, and development projects. Extensive publishing and self-educational activities. Possible involvement in the supervision and external examination of qualification theses and in teaching.	Managing Research Worker

Annexe 2
to the Internal Wage Regulation of the University of Pardubice

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

Occupational Group 1

Job Classification	Requirements of completed education
Laboratory Technician, Instructor	secondary education with the general secondary education exam*)
Senior Laboratory Technician, Senior Instructor	secondary education with the general secondary education exam *) higher professional education**)) Bachelor's degree***)
Language Lector – Native Speaker	Education attained at an international university corresponding at least to the level of a completed bachelor's degree programme pursued by a university in the Czech Republic.
Lector of Art Study Subjects	Bachelor's degree in art
Assistant	Master's degree****)
Assistant Professor	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
Associate Professor	associate professor in the professional activity
Professor	professor in the professional activity
Researcher	Master's degree****)
Research Worker	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
Senior Research Worker	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
Managing Research Worker	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.

Notes:

*) A student obtains secondary education with the general secondary education exam by completing the educational programmes of a six-year or eight-year secondary school providing general secondary education, a four-year full-time educational programme, a two-year full-time follow-up educational programme, or a shortened educational programme for obtaining secondary education with the general secondary education exam (S 58 (4) of Act No. 561/2004 Sb., on Pre-School, Basic, Secondary, Tertiary Professional, and Other Education (the Education Act), as amended, or complete secondary education or complete secondary professional education in accordance with Act No. 29/1984 Sb., on the Network of Primary and Secondary Schools (the School Act), as amended).

**) A student obtains higher professional education by completing the relevant accredited educational programme ending with a graduate examination and obtaining the degree of "DiS" (S 101 of Act No. 561/2004 Sb., the Education Act, or S 8 of Act No. 29/1984 Sb., the School Act).

***) Bachelor's education means the completion of a bachelor's study programme within the meaning of S 45 (3) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), or the completion of a comprehensive part of higher education studies within the meaning of S 21 (1) Act No. 172/1990 Sb., on Higher Education Institutions, as amended.

****) Master's education means the completion of a master's study programme within the meaning

of S 46 (3) of the Higher Education Act or within the meaning of S 19 of Act No. 172/1990 Sb., on Higher Education Institutions, as amended, or in the manner defined for the proper completion of higher education studies under previous legislation.

Annexe 3
to the Internal Wage Regulation of the University of Pardubice

WAGE TARIFFS
BY OCCUPATIONAL GROUPS AND TARIFF CLASSES

Occupational Group 1 (academic staff, research and development staff, and technical staff involved in teaching and research)

Tariff class	Wage tariff in CZK	Tariff class	Wage tariff in CZK
1	17,200	4	32,400
2	19,200	5	39,200
3	27,900	6	49,100

Occupational Group 2 (technical-economic and administrative staff)

Tariff class	Wage tariff in CZK	Tariff class	Wage tariff in CZK
15	15,200	19	26,100
16	16,850	20	31,400
17	19,400	21	36,700
18	22,500		

Occupational Group 3 (workers and service and support staff)

Tariff class	Wage tariff in CZK	Tariff class	Wage tariff in CZK
33	15,200	36	17,500
34	15,400	37	19,300
35	15,800		

*Annexe 4
to the Internal Wage Regulation of the University of Pardubice*

**MANAGEMENT ALLOWANCE, PERFORMANCE ALLOWANCE, AND STUDY
PROGRAMME GUARANTEE ALLOWANCE**

Specification of the performance allowance	Range in CZK
1. Vice-Dean, Head of the Clinic	2,000–8,000
2. Faculty Secretary, Head of Rector's Office, Director of the Centre for Information Technology and Services, Director of the Halls of Residence and Catering Service	2,000–7,000
3. Senior staff who manage more than one organisational unit and report directly to the staff members at the positions referred to in subsections 1 and 2 and Article 3 (1) hereof.	1,500–6,000
4. Senior staff who report directly to the staff members at the positions referred to in subsections 1 and 2 and Article 3 (1) hereof.	1,000–5,000
5. Other senior staff	500–2,000
6. Study programme guarantors	500–2,000