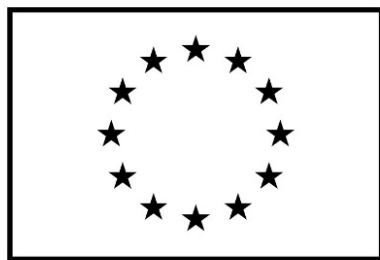


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**OSTRAVSKÁ**  
UNIVERZITA

## **THE INTERNAL WAGE REGULATIONS OF THE UNIVERSITY OF OSTRAVA**

Approved by the Academic Senate, University of Ostrava: 21 January 2019

Registered by the Ministry of Education, Youth and Sports: 6 March 2019

Valid from: 6 March 2019

Effective from: 1 October 2019

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*The Ministry of Education, Youth and Sports registered the Regulations on Study and Examinations at the University of Ostrava in accordance with Section 36, Subsection 2, Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) on 6 March 2019 under ref. no. MSMT-7933/2019.*

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Mgr. Karolína Gondková  
Head of the Higher Education Department

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## **PART ONE**

### **GENERAL PROVISIONS**

#### **Article 1**

##### **Introductory provisions**

1. The Internal Wage Regulations of the University of Ostrava (hereinafter referred to as the “Regulations”) regulates, in accordance with Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as subsequently amended, (hereinafter referred to as the “Act”), and following Act No. 262/2006 Coll., The Labour Code, as subsequently amended, (hereinafter referred to as the “Labour Code”), and in accordance with the Statute of the University of Ostrava, the principles and procedures for the salary determination of the UO employees in employment relationship to the UO at the University of Ostrava (hereinafter referred to as the “UO”).
2. The Internal Wage Regulations are internal regulations of the UO.

#### **Article 2**

##### **General provision**

1. For the purposes of these Wage regulations, only the UO employees with the employment relationship toward the UO are considered.
2. The UO employees (hereinafter referred to as “Employees”), in accordance with the Statute of the UO, are the academic staff and non-academic staff.
3. The academic employee is defined in Section 70 of the Act and in Article 51 of the UO Statute.
4. The non-academic employee is defined in Article 58 of the UO Statute; the non-academic staff either participate in the creative activities of the UO (hereinafter referred to as “research employees”) or provide other professional, administrative, economic and technical activities of the UO (hereinafter referred to as “other employees”).
5. The employee at the management position (hereinafter referred to as the “manager”) is defined in the Organizational Regulations of the UO. The superior employee (hereinafter referred to as “superior”) is a manager to whom an employee is directly subordinated in the hierarchical management system in compliance with the relevant organizational regulations.
6. The proposals in the employee remuneration area may be submitted by the superior or by the ordering party in accordance with the financial control rules of the UO, after the relevant superior's statement.
7. The wage matters are decided by the Dean within the scope of the faculty and by the Rector within the scope of other constituent parts of the UO.

#### **Article 3**

##### **Wages**

1. The wage means the monetary performance provided to the UO employee for the work, according to its complexity, responsibility and labour intensity, according to the working conditions difficulty, the work performance and achieved work results, according to performed function, and, where appropriate, according to the wage level for the specific job position in

the relevant job market. The benefits provided in accordance with the special legislation in connection with employment, particularly the compensatory wage, the redundancy payment, reimbursement of travel expenses and remuneration for standby, and the remunerations resulting from a collective agreement, are not considered to be the wage.

2. In the case of the academic employee, the wage also means the monetary performance provided during the creative leave period.
3. For the blue-collar professions workers who work irregularly according to the working time schedule, the UO proceeds, to admit the wage, in relation to the average hours worked in the accounting period (per month).
4. The employees who have, in accordance with Section 80 of the Labour Code, contracted shorter working hours, are entitled to the wage amount corresponding to this shorter time.
5. The amount of the regular wage components is determined by the wage assessment or the regular monthly wage is stipulated in the contract (hereinafter referred to as the “contractual wage”).
6. The wage referred to in paragraph 5 must be determined or agreed before the work performance, for which it is related.

#### **Article 4**

##### **Maturity and Payment of Wages**

1. The wage is payable retrospectively for the month after work is performed in the following calendar month.
2. The wage payment dates are defined by the measure of the Rector.
3. The employee's wage is paid in cash and only in the legal Czech currency. In the case of the agreement with the employee, the wage is paid to his employee's bank account, after an eventual wage deduction making. In other cases, the wage is paid at the cash desk of the UO during the working hours. The costs connected with the payment of wages are paid by the UO.
4. The paid wage confirmation is transmitted to the employee in electronic form via the UO Portal. The employee who does not have the access to the UO Portal, or the employee who requests so, are receiving this document in writing in the payroll accounting office.

#### **Part two**

### **WAGE COMPONENTS**

#### **Article 5**

##### **Wage Components at the UO**

1. The wages may consist of regular and irregular wage components.
2. The regular wage components include:
  - a) the wage tariff,
  - b) individual bonus,
  - c) performance bonus,
  - d) management bonus,
  - e) additional academic responsibility bonus.
3. The irregular wage components include the remuneration for membership in the academic

senate and the reward.

4. A contractual wage can be negotiated with the employee, in accordance with article 13.

## **Article 6**

### **Wage Tariff**

1. Each employee who has an employment relationship with the UO in the form of the employment contract and does not have the contractual wage negotiated, must have the wage tariff according to the wage class to which he is assigned, defined.
2. The amount of wage tariff for the individual wage categories is mentioned in Appendix No. 1.
3. The classification of the employee into the wage category is made based on the systemization of the working positions. The evaluation includes self-evaluation by the employee. The evaluated employee is obliged to cooperate in the evaluation process and provide relevant and truthful information.
4. The basic principles and rules of the systemization of the working positions at the UO are defined by the UO Organizational Regulations. The specific systemization of the working positions is stated in the organizational regulations of the relevant constituent part of the UO.

## **Article 7**

### **Individual Bonus**

1. The individual bonus is an individually assigned, non-claimable wage component
2. The amount of the individual bonus is given for the fixed time period, until the first evaluation in accordance with the UO Regulations on the Career System, depending on the anticipated work abilities and on work qualification. "Work abilities and work qualification" mean the knowledge, skills and experiences, the professionalism or specialization of the employee for the job position being performed, the employee's personal contribution for the employer, managerial and organizational skills and experience.
3. The individual bonus can be defined only by the first wage assessment.
4. The individual bonus may be changed (increased, decreased or withdrawn) as a result of the change of the employee's work abilities and work qualification. After the first employee evaluation in accordance with the UO Regulations on the Career System, the individual bonus expires. Then, on the basis of the evaluation results, the employee may be granted the performance bonus in accordance with article 8.
5. The amount of individual bonus may not exceed 100% of the employee's wage tariff.
6. The superior or the ordering party submits the proposal for the individual bonus determination or change, and its specific amount.
7. The determination or the change of individual bonus and its amount for the employees performing their activities at the faculty (hereinafter referred to as "faculty employee") is decided by the Dean, and for the employees performing their activities on other constituent parts (hereinafter referred to as "employee of the other constituent parts") by the Rector.

## **Article 8**

### **Performance Bonus**

1. The performance bonus is an individually assigned, non-claimable wage component.

2. The amount of the performance bonus is given for the fixed time period of maximum one year depending on the regular employee evaluation, based on the intensity and quality of the work performed, and of the quantity and quality of the work results. At the same time, a stable long-term quality performance of the employee's work is considered.
3. The criteria specification for determining the amount of the performance bonus and the dates of periodic evaluation in accordance with paragraph 2 are stipulated in Part Two of the UO Regulations on the Career System.
4. The amount of performance bonus may not exceed 150% of the employee's wage tariff.
5. The superior usually submits the proposal for the performance bonus determination or change, and its specific amount.
6. The determination or the change of performance bonus and its specific amount for the faculty employees are decided by the Dean, and for the employees of the other constituent parts by the Rector.

### **Article 9**

#### **Management Bonus**

1. The management bonus is paid to the manager with regards to the management levels defined in the Organizational Regulations of the UO.
2. The specific amount of the management bonus within the range specified in paragraph 3, depending on the managed organizational unit size, the complexity and difficulty of its organization, is decided by the Dean within the faculty and by the Rector within the other constituent parts.
3. The following amount ranges of the management bonus are stated for the individual management levels:

<b><i>Level of management</i></b>	<b><i>Amount of the bonus</i></b>
I.	The bonus is not provided, it is included in contractual wage
II.	CZK 10,000 up to CZK 18,000
III.	CZK 5,000 up to CZK 15,000
IV.	CZK 3,000 up to CZK 10,000

### **Article 10**

#### **Additional Academic Responsibility Bonus**

1. Additional Academic Responsibility Bonus is paid to the employee who is:
  - a) the degree programme guarantor,
  - b) the member of the Council for Internal Evaluation of the UO.
2. The amount of the Additional Academic Responsibility Bonus is **CZK 3,000 to CZK 7,000**.
3. The Additional Academic Responsibility Bonus to the degree programme guarantor can be withdrawn or reduced, after the discussion at the Council for Internal Evaluation of the UO in case of the degree programme guarantor failure to fulfil his/her duties, or in case of a poor degree programme evaluation.

### **Article 11**

#### **Remuneration for Membership in the Academic Senate**

1. The Remuneration for Membership in the Academic Senate is paid to the employee who is

the member of the Academic Senate of the OU or the Academic Senate of the Faculty.

2. The Remuneration for **Membership in the Academic Senate** is **CZK 500 to CZK 1,000 per session**, in the case of the **Chairman of the Academic Senate** of the UO or the Faculty, it is **CZK 1,000 to CZK 2,000 per session**.
3. The proposal for the Remuneration for Membership in the Academic Senate granting is submitted by the Chairperson of the Academic Senate of the OU to the Rector, and by the Chairperson of the Academic Senate of the Faculty to the Dean every three months. The proposal for the Remuneration for Membership in the Academic Senate granting includes the overview of the participation of a member of the Academic Senate of the OU or the Academic Senate of the Faculty at the sessions.

## **Article 12**

### **Reward**

1. The reward is an irregular wage component which may be granted to the employee:
  - a) for the successful task performance performed beyond the normal work duties;
  - b) for his/her task performance in the above-standard quality;
  - c) for the performance of the work instead of an absent employee;
  - d) for the above-standard activities performed during solving of grants, research tasks and projects if these activities are not included in other components of the employee wage;
  - e) for the creative solutions of a difficult problem;
  - f) for the employees' work;
  - g) for the excellent result in the creative activity;
  - h) for the involvement in improving the UO economic results;
  - i) for the successful achievement of predetermined work objectives or tasks, or the achievement of a certain state within the remit of the employee;
  - j) for the activities in advisory boards and working groups of the UO;
  - k) for the UO reputation support;
  - l) for representing the UO;
  - m) for help in solving an emergency situation (protection of UO property, life and health of UO employees);
  - n) for other activity worthy of special consideration.
2. The proposal for granting the reward and its amount may be submitted by the superior or the ordering party in accordance with the financial control rules of the UO and after the statement of the respective superior.
3. Granting the reward and its amount is approved by the Dean in case of a faculty employee, and by the Rector in case of an employee of the other constituent parts of the UO.
4. The other types of remuneration not referred to in paragraphs 1 to 3, and the rules for their granting, may be stated in the Collective Agreement of the UO.

## **Article 13**

### **Contractual Wage**

1. The contractual wage includes all regular wage components. The irregular wage components and other legal wage entitlements are not included in the contractual wage
2. The contractual wage is always negotiated with the Rector and with the Dean, usually also with the Vice-Rector and Vice-Dean, for the term of the function.
3. The Rector's wage is set by the Minister of Education, Youth and Sports in accordance with



Section 10, Subsection 5 of the Act, regardless of the provisions of these wage regulations.

4. The wages of the Dean and the Vice-Rector are negotiated by the Rector. The wages of the Vice-Deans are negotiated by the Dean.
  
5. The Rector or the Dean may individually negotiate a contractual wage with an employee hired for a fixed time period contract or for a period corresponding to a specific job position performance, who has a high level of responsibility for the relevant UO constituent part operation and development, or is an excellent academic or scientific employee with high creative activity performance.

#### **Article 14**

##### **Wage during the sabbatical**

1. Pursuant to Section 76 of the Act, during the sabbatical, the employee is entitled to the wage in the amount corresponding to his/her wage tariff and to individual bonus, if the employee has any. The performance bonus can be provided based on the decision of the Rector or the Dean. The management bonus and the additional academic responsibility bonus are not provided during the sabbatical.
2. In case the employee is paid by the contractual wage, the wage during the sabbatical is 100 % of the agreed monthly amount.

#### **Article 15**

##### **Other Legitimate Pecuniary Entitlements Arising from Employment Relationship**

The provision of premiums for night work, for overtime work, for work done on Saturday, Sunday and on a public Holiday, for work in arduous environment, as well as wage compensation and remuneration for standby, are governed by the Labour Code and the legislation issued for its implementation.

### **Part Three**

## **TEMPORARY AND CONCLUDING PROVISIONS**

#### **Article 16**

##### **Temporary Provisions**

As of the effective date of this wage regulations, the UO employees are assigned to a wage class corresponding to the type of the systemized position in accordance with the Systemized Positions Catalogue.

#### **Article 17**

##### **Concluding Provisions**

1. The Internal Wage Regulations of the UO registered by the Ministry of Education, Youth and Sports of 17 August 2016 under Ref. No. MSMT-26 071/2016 are revoked.
2. These Wage Regulations were discussed with the grassroots organisation of the University Trade Union operating at the UO, on 11 January 2019.

3. These Wage Regulations were approved by the Academic Senate of the UO in accordance with Section 9, Subsection 1b), point 3 of the Act on 21 January 2019.
4. These Wage Regulations become valid in accordance with Section 36, Subsection 4 of the Act on the day of its registration by the Ministry of Education, Youth and Sports.
5. These Wage Regulations become effective on the first day of the seventh month following the month in which they have become valid.

prof. MUDr. Jan Lata, CSc.  
rector