

# Internal Wage Regulations of the Prague University of Economics and Business

*valid regulation*

*The Ministry of Education, Youth and Sports has registered the following under Section 36(2) and (5) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), on 7 September 2020 under No. MSMT-35399/2020-1 Internal Wage Regulation of the Prague University of Economics and Business.*

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Director of Higher Education*

## Internal Wage Regulations

### Prague University of Economics and Business

#### Article I

##### Introductory provisions

1. Pursuant to Section 17(1)(d) of the Higher Education Act, the Prague University of Economics and Business (hereinafter referred to as "VŠE") issues internal wage regulations which regulate the wage conditions between VŠE and its employees (hereinafter referred to as "employees").
2. The provision of wages at VŠE is governed by these Internal Wage Regulations, in compliance with the general regulations relating to wages, in particular:
  - Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the "Labour Code");
  - Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts, as amended (hereinafter referred to as the "Higher Education Act");
  - Government Regulation No. 567/2006 Coll., on minimum salary, minimum level of guaranteed salary, on determination of hazardous work environments and on salary supplement for work in hazardous work environments (hereinafter referred to as the "Regulation");
  - Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education, as amended;

- Regulations of selection procedure for filling the positions of academic staff at the Prague University of Economics and Business;
- Statutes of the Prague University of Economics and Business;
- Collective agreement of the Prague University of Economics and Business;
- Rules for the System of Quality Assurance of Educational, Creative and Related Activities and of Internal Evaluation of the Quality of Educational, Creative and Related Activities of the Prague University of Economics and Business (hereinafter referred to as the "Rules").

## **Article 2**

### **Wages**

1. Employees shall be paid for work performed.
2. Wages means monetary benefits and benefits of monetary value provided by the employer to the employee for work performed.
3. Benefits provided pursuant to special regulations in connection with the employment relationship, in particular wage compensation, severance pay, travel compensation, and on-call pay, are not considered wages.
4. The wage of an employee is set by an executive officer authorised under the Statutes of VŠE to make decisions in labour relations, on the proposal of the employee's immediate superior. The wage depends on the complexity, responsibility and exertion of the work, the employee's performance and his/her work results.
5. The wage must not be lower than the minimum wage or the guaranteed wage corresponding to the type of work according to the Regulation.
6. The wage of the Dean is set by the Rector.
7. The Minister of Education, Youth and Sports sets the Rector's wage in accordance with Section 10(5) of the Higher Education Act.

## **Article 3**

### **Classification of employees in pay grades**

1. The basis for the classification of an employee into a pay grade is the type of work agreed in the employment contract, which is based on the basic description of the work activity according to the "Catalogue of types of work and description of work activities" (hereinafter referred to as the Catalogue) - Annex I. The attainment of a higher level of education than that provided for in the Catalogue shall not entitle the employee to a higher pay grade.
2. For the purpose of determining an employee's wage rate, each type of work in the Catalogue is assigned one pay grade on a scale of I to 10.
3. The scale of pay grades respects the division of the type of work into work groups according to the Regulation.

4. The types of work at VŠE are divided according to the categories of employees into two parts of the Catalogue, namely:
  - Part I - for academic and research staff;
  - Part II - for workers-operators and technical-economic staff.
5. If certain work activities are not listed in the Catalogue, the employee will be assigned to the type of work in which activities comparable in terms of complexity, responsibility, mental or physical strain and comparable working conditions are included.
6. The Job Description, which is based on the description of work activities in the Catalogue, must be communicated to the employee in writing before starting work and confirmed by his/her signature.

#### **Article 4**

##### **Wage rates**

1. An employee's wage rate is determined by the employee's classification in the pay grade.
2. The wage rate for pay grades 1 to 7 is set at 100% of the guaranteed wage corresponding to job groups 1 to 7 according to the Regulation.
3. The wage rate for pay grade 8 is set at the level of the guaranteed wage for job group 8 according to the Regulation, increased by CZK 800.
4. The wage rate for pay grade 9 is set at the level of the guaranteed wage for job group 8 according to the Regulation, increased by CZK 5,800.
5. The wage rate for pay grade 10 is set at the level of the guaranteed wage for job group 8 according to the Regulation, increased by CZK 10,800.

#### **Article 5**

##### **Performance and project bonuses**

1. An executive officer referred to in Article 2(4) may decide to grant a performance and project bonuses to a staff member, the sum of which may not exceed 200 % of the wage rate of the grade to which the staff member is assigned.
2. The performance and project bonuses are non-profit components of the wage, the employer may decide to grant these bonuses on the basis of fulfilling one of the conditions for granting them:
  - a. A performance bonus may be awarded if the staff member achieves very good performance;
  - b. A project bonus may be granted if the employee is engaged in work on specific and purposeful tasks of the relevant department, faculty, or university outside the scope of standard work tasks or is participating in a project with a pre-defined duration, individually defined terms and conditions, or deliverables.

3. A change in the amount of the bonus or its withdrawal depends on a change in the conditions under which it was granted. However, it also depends on the amount of non-investment resources of VŠE, individual faculties or departments.
4. The decision to grant, change the amount of, or withdraw this bonus shall always be justified to the employee by the employer.
5. The bonus is normally granted for an indefinite period, but may also be granted for a fixed period pending further evaluation of the staff member, or for the period of the staff member's intended involvement in specific and time-limited projects and work assignments.

## Article 6

### Leadership and management bonuses

1. An executive employee of VŠE who is authorised to determine and impose work tasks on subordinate employees, to organise and control their work, or who holds a management position determined by the organisational structure, is entitled to a leadership and management bonus within the specified ranges according to the management level and the complexity of the management work.
2. An executive employee who holds more than one management post shall be entitled to only one of the management bonuses, whichever is more favourable to the executive employee meeting the executive role criteria.
3. An executive employee who has less than a full-time contract shall be entitled to a pro rata share of the management bonus.

Management level		Bonus range in CZK
3.	<ul style="list-style-type: none"> <li>• Dean, Vice-Rector, Bursar</li> </ul>	15,000 - 35,000
2.	<ul style="list-style-type: none"> <li>• Vice Dean</li> <li>• Director of a higher education institute pursuant to Section 34 of the Higher Education Act</li> <li>• Director of a unit of VŠE, which operates as a separate accounting centre</li> <li>• an executive employee if he/she manages at least three units/departments according to the organisational regulations of VŠE</li> </ul>	10,000 - 25,000
1.	<ul style="list-style-type: none"> <li>• a head of one or two units/departments according to the organisational regulations of VŠE</li> <li>• an employee who is authorised to organise, manage and control the work of other employees</li> </ul>	1,000 - 15,000

4. The guarantor of a study programme, if he or she meets the requirements defined in Part Two, Title II, Section A, paragraphs 2 to 10 of Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education, is entitled to a bonus of up to CZK 8,000 per month, with the amount of the bonus being decided, as a rule, once a year by the person who appoints the guarantor, taking into account in particular:
  - a. type of study of the guaranteed study programme;
  - b. current number of students in the guaranteed study programme;
  - c. whether it is a guarantor under (a) or (b) or (c) within the meaning of Title II, Chapter A, paragraph 1 of Government Regulation No. 274/2016 Coll., on Standards for Accreditation in Higher Education;
  - d. whether the study programme is provided in Czech, a foreign language or in Czech and a foreign language;
  - e. results of the regular evaluation of study programmes carried out by the Accreditation Board of the Faculty pursuant to Article 9 of the Rules.
  
5. The simultaneous granting of bonuses under paragraphs 1 and 4 shall be possible.

## **Article 7**

### **Pay or time off compensations for overtime work**

1. For overtime work, the employee is entitled to the wage to which he or she has earned the right for that period (hereinafter referred to as "earned wage") and a supplement remuneration of 25% of the average hourly earnings, unless the employer and the employee have agreed to provide compensatory time off in lieu of the supplement to the extent of the overtime work.
2. In the case of overtime work performed on days of uninterrupted rest during the week (Saturday, Sunday), the employee is entitled to a supplement remuneration of 50% of the average hourly earnings, unless the employer and the employee have agreed to provide compensatory time off in lieu of the supplement to the extent of the overtime work.
3. If the employer fails to provide the employee with compensatory time off within 3 calendar months after the employee's overtime work or within an otherwise agreed period, the employee shall be entitled to a supplement remuneration to the earned wage in accordance with paragraph 1 or 2.

## **Article 8**

### **Pay or time off compensations for holiday work**

1. For the period of work on public holidays, the employee shall be entitled to the wages earned and compensatory time off to the extent of the work

performed on public holidays, which shall be granted by the employer no later than the end of the third calendar month following the work performed on public holidays or at a differently agreed time. For the period of compensatory time off, the employee shall be entitled to wage compensation equal to his or her average earnings.

2. The employer may agree with the employee to provide a supplement remuneration to the earned wage equal to the average earnings in lieu of compensatory time off.
3. An employee who did not work because the holiday fell on his/her normal working day and is paid a monthly salary shall be entitled to the pay. There shall be no reduction in pay as a result of the holiday.

## **Article 9**

### **Night work pay**

The employee is entitled to the wage earned for night work (work performed between 10 pm and 6 am the following day) and a supplement remuneration of 20% of average earnings.

## **Article 10**

### **Saturday and Sunday pay**

The employee shall be entitled to the wage earned and a supplement remuneration of 25 % of average earnings for the time ordered to work on Saturdays and Sundays.

## **Article 11**

### **Remuneration for on-call duty**

The employee shall be entitled to a remuneration of 10% of average earnings for the period of on-call duty pursuant to Section 78(1)(h) and Section 95 of the Labour Code.

## **Article 12**

### **Bonuses**

Employees may be granted bonuses:

1. for exceptional performance;
2. for the performance of an exceptional or particularly important work task;
3. for taking initiative to perform work tasks beyond normal duties;
4. for deputising for a manager in the absence of the employee for more than four weeks, unless the deputising is taken into account in another component of pay (e.g., performance bonus);

5. for representing the university and in other cases worthy of special consideration;
6. in recognition of their meritorious service on reaching the age of 50 and 60 and on the first termination of their employment after becoming entitled to an old-age pension or a Grade III disability pension;
7. for the provision of personal assistance in the prevention of fires or natural disasters, their destruction or recovery, or in emergencies in which property or life may be endangered.

The decision on the award and the amount of remuneration shall be made by the executive officer.

### **Article 13**

#### **Target bonuses**

1. The employer may grant a target bonus under Section 134a of the Labour Code to an employee who makes a significant contribution to the completion of a predetermined exceptionally demanding task, the preparation, gradual provision and final implementation of which is particularly important to the employer.
2. The amount of bonus is communicated by the employer together with the assessed or measurable indicators before the start of the task.
3. The target bonus is due to the employee in an amount determined by the employer depending on the fulfilment of the assessed indicators, unless the employment relationship ends before the fulfilment of the work task.

### **Article 14**

#### **Wages on sabbatical leave**

1. During the period of taking creative (sabbatical) leave pursuant to Section 76 of the Higher Education Act, the employee does not perform his/her predetermined workload and, within the framework of the agreed employment contract, devotes himself/herself to the performance of the task specified in the application for creative (sabbatical) leave.
2. The employee shall be paid in the amount of the corresponding wage rate or, if applicable, a performance bonus if the employee was granted a performance bonus before taking creative (sabbatical) leave.

### **Article 15**

#### **Contractual wage**

1. The Rector or the Dean, with the approval of the Rector, may grant a contractual salary to an employee with exceptional ability and outstanding performance or who performs highly responsible functions.

2. The contractual wage shall be granted in lieu of the wage rate, leadership and management bonus, performance and project bonus and other bonuses and remunerations, for a fixed period. The upper limit for determining the monthly amount of the contractual salary shall be twice the salary scale of grade 10. The ceiling shall not apply to contractual wages paid from sources other than the allowance for educational and scientific, research, development and innovation, artistic or other creative activities.

## **Article 16**

### **Average earnings**

The rules for determining and applying average earnings, probable earnings and the reference period in employment relationships are regulated by Chapter XVIII of the Labour Code.

## **Article 17**

### **Payment of wages**

1. Wages are paid in Czech crowns.
2. Wages shall be paid monthly after deductions in accordance with Sections 145 to 150 of the Labour Code by transfer to the employee's bank account, the number of which has been verifiably communicated by the employee to the wage and personnel department of the respective unit no later than the last day of the month for which the wages are to be paid. The wage shall be sent to the employee's account by the 10th day of the month following the end of the period for which the salary is paid.

## **Article 18**

### **Transitional and final provisions**

1. Changes affecting the amount of the employee's wage shall be made only on the 1st day of the following month in which the change was decided. The documentation to implement the change must be received by the wage and personnel department of the respective unit at least 5 working days before the scheduled effective date.
2. The Labour Code and the collective agreement shall apply to matters relating to the provision of wages not covered by these Regulations.
3. The Rector, Deans, or heads of other units, within the limits of their authority, shall bring the classification of subordinate employees into line with the Catalogue and shall also review the salaries of employees no later than 5 working days before the effective date of these Regulations.



## **Article 19**

### **Annexes**

The Internal Wage Regulations include:

*Annex 1 - Catalogue of types of work and description of work activities*

## **Article 20**

### **Final provisions**

The Internal Wage Regulations of the Prague University of Economics and Business registered by the Ministry of Education, Youth and Sports on 27 July 2018 under No. MSMT-21966/2018, are hereby repealed.

These Internal Wage Regulations were approved by the Academic Senate of VŠE on 22 June 2020 pursuant to Section 9(1)(b) of the Higher Education Act.

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

These Internal Wage Regulations shall enter into force on 1 January 2021.

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