

# Prague University of Economics and Business

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## **Collective Agreement for the period 2026–2030**

**Prague University of Economics and Business**

with its registered office at nám. W. Churchilla 1938/4, Prague 3, postcode 130 67,  
company registration number 61384399

a public university pursuant to Act No. 111/1998 Coll., as amended,

represented by the Rector, doc. Ing. Petr Dvořák, Ph.D.

hereinafter referred to as “VŠE”

as the employer

and

**The Primary Organisation of the University Trade Union at VŠE (ZO VOS VŠE),**

as the representative of all the university’s employees

represented by the Chair, PhDr. Blanka Volfová

hereinafter referred to as “the Trade Unions”

enter into this collective agreement.

**Part I.  
General Provisions**

The collective agreement is based on the applicable laws of the Czech Republic and the conventions and recommendations of the International Labour Organisation. These include, in particular:

- Act No. 2/1991 Coll., on Collective Bargaining, as amended (ZKV),
- Act No. 262/2006 Coll., the Labour Code, as amended (ZP),
- Act No. 111/1998 Coll., on Higher Education Institutions, as amended (ZVŠ).

The collective agreement was concluded between the Prague University of Economics and Business (VŠE) on the one hand and the VOS VŠE trade union branch in Prague on the other, for the purpose of regulating rights in employment relationships and the rights and obligations of the parties to this agreement.

The collective agreement applies to all VŠE employees, i.e. including employees who are not union members (hereinafter referred to as “employees”), and to all VŠE workplaces.

Both parties are obliged to keep each other informed on matters relating to labour law, social affairs and pay. Draft internal regulations concerning the aforementioned matters shall be consulted with the trade unions in good time.

During the term of the Collective Agreement, additions and amendments to any part of this Agreement may be made in the form of amendments to the Agreement based on a proposal by

either party. Upon receipt of a proposal from one contracting party to amend the Collective Agreement, the other contracting party is obliged to issue an initial written response (within the meaning of Section 8(2) of the Collective Bargaining Act) within three weeks of the proposal being delivered to the other contracting party.

## **Part II. Employment Relations**

1. VŠE undertakes to familiarise employees with the collective agreement upon their commencement of employment and, within 15 days of the conclusion of a new collective agreement or an amendment thereto, together with the Trade Unions, to familiarise employees with the adopted text by publishing it on the VŠE website and sending it to employees in bulk by electronic means. Uniform rules for the implementation of labour relations in the area of human resources are set out in the Rector's Directive on the Work Regulations and in the directive governing the principles of the scheduling and recording of working hours at VŠE in Prague.
  
2. VŠE has agreed with the VŠE Trade Unions that, when concluding and extending fixed-term employment contracts, it is not required to do so, given the special nature of work at VŠE and serious operational reasons arising from the fact that:
  - a) scientific, research, project and other creative activities are predominantly funded from public funds of the Czech Republic, the EU or other foreign states, local authorities, or from private funds provided without entitlement, always for a limited period, to ensure precisely defined activities, and do not allow for the payment of severance pay to employees upon termination of employment,
  - b) The running of universities and their constituent units is significantly influenced by the length of the academic year and the varying workload throughout the year, which extends into subsequent calendar years;for the following categories of staff, proceed in accordance with Section 39(2) of the Labour Code.

These professions are:

- scientific and research, technical and economic, and other professions of employees working on a scientific or research project under the terms agreed in a concluded employment contract, where the project (task) has specific conditions for the provision and use of funds set out in advance by its own regulations, manuals or tender

documentation, has a predetermined, limited duration and is funded subject on the provider's ongoing evaluation of the project's implementation,

- the profession of employees working on a non-scientific project under the terms agreed in a concluded employment contract, where the project (task) has specific conditions for the provision and use of funds set out in advance by internal regulations, manuals or tender documentation, has a predetermined, limited duration and is funded subject to the provider's ongoing evaluation of the project's implementation,
- manual and commercial operational roles of employees performing seasonal work (dependent on the time of year, weather conditions, the heating season, etc.) – this primarily maintenance, cloakrooms, gatehouses, reception, and seasonally operated accommodation, catering and sports facilities (depending on the academic calendar), etc.,
- staff standing in for other staff, particularly in the event of anticipated long-term sick leave, maternity leave, parental leave and leave taken immediately following the end of maternity leave, long-term sick leave or unpaid leave until the child reaches the age of 4 (subject to a written agreement on substitution in the employment contract),
- employees who are students on an accredited study programme, whose employment relationship relates to their studies, scientific and research activities, or final thesis, and is limited to the academic term,
- positions of employees with a fixed term of office (established by legislation or internal regulations) of more than 3 years – in this case, the employer may agree on an employment relationship for the duration of this term of office.

This agreement, pursuant to Section 39(4) of the Labour Code, is concluded for a period ending on **30 June 2030**.

3. The employer shall discuss with an employee who has a fixed-term employment contract, no later than one month before the agreed date of termination of the employment contract, the possibility of extending this employment contract, or shall notify the employee within the specified period that their employment contract will not be extended, and shall inform them of the reasons for such a decision. If the fixed-term employment relationship with the employee has been extended using the above-mentioned exception, in the event of the termination of their involvement in work of a special nature as referred to in Part II, these periods of fixed-term employment shall not be taken into account (for the purposes of

assessing the legislative condition limiting the number of agreements and extensions of fixed-term employment).

If the employer has already exhausted the possibilities for further extension of the fixed-term employment contract and is unable (due to the operational conditions of the workplace) or is not interested in agreeing with the employee on the extension of the employment contract to an indefinite term, the employer shall inform the employee of this decision.

If, in response to this notification, the employee immediately submits a written request to the employer expressing an interest in continuing their employment with the employer (including on a fixed-term basis, but for a maximum period of one calendar year), the employer shall reassess the request in light of the operational conditions at the workplace and decide whether to grant the request in favour of the employee, reject it, or propose new terms to the employee (such as agreeing on shorter working hours or a different type of work) under which the employment relationship could continue. The employer shall notify the employee of its decision in writing and shall archive the documents relating to the course of such negotiations for at least the following 6 months, or shall forward them to the MPO for inclusion in the employee's personal file. At the same time, the employer shall immediately take steps to implement its decision administratively.

4. The employer shall, at the appropriate level, allow the Trade Unions, at their request, to participate in selection committees in an advisory capacity. The VŠE management shall inform employees in good time of advertised selection procedures and vacancies on the VŠE website in the Career Opportunities section, or on the notice board of the relevant faculty.
5. The Trade Unions recognise the employer's right to manage its operations with a view to maximum efficiency, without restricting the rights of employees as provided for by law or the collective agreement.
6. The employer shall discuss in advance with the trade unions the principles for the scheduling of working hours and the terms and conditions of employment for staff at VŠE, which are governed by the Rector's directives. The scheduling of working hours, the determination of the start and end of working hours, breaks at work and individual adjustments to working hours at the faculties, the Rector's Office and other constituent parts shall be specified in more detail within their respective spheres of competence by the

employer or the director of the constituent part in the form of an internal regulation. The maximum prescribed weekly working hours for a single full-time position are 40 hours (37.5 or 38.75 hours for shift work).

7. Employees who are disabled and employees caring for a dependent child enjoy enhanced protection. This provision does not affect the enhanced protection provided under the Labour Code.
8. The employer undertakes to create suitable working conditions for its employees with disabilities.
9. In accordance with the provisions of Section 85(4) and Section 78(1)(m) of the Labour Code, the contracting parties agree that where working hours are not evenly distributed, the average weekly working hours must be fulfilled within a balancing period of no more than 52 consecutive weeks.
10. The inclusion of a break in work pursuant to Sections 88–89 of the Labour Code (after a maximum of six hours of continuous work, and for young people after a maximum of 4.5 hours of continuous work) must be ensured by the workplace head for all subordinates. A break is recorded in the working time register; it is not granted at the start or end of working hours, is not counted as working time, and, in cases justified by operational conditions, may be divided into two parts of 15 minutes each.
11. In accordance with Section 93 of the Labour Code, this collective agreement stipulates a period during which overtime must not exceed an average of eight hours per week, for 52 consecutive weeks, i.e. the maximum amount of ordered and agreed overtime is 416 hours per year.
12. The employer shall discuss in advance with the trade unions any notices of termination under Section 52 of the Labour Code, or the immediate termination of employment under Section 55 of the Labour Code. For the purpose of discussing staff reductions due to organisational changes under Section 52(a) to (c), the employer shall submit the following to the trade unions in writing:
  - the reason for the organisational change,
  - the possibility of further employment for the employee(s) affected by the organisational change within VŠE,

- information on the employee(s)' entitlement to x times their average earnings in the form of severance pay.

For the purpose of discussing the immediate termination of employment (Section 62 of the Labour Code) or dismissal for other reasons (Section 52(d) to (h) of the Labour Code), the employer or the head of the relevant department shall submit to the Trade Unions, in writing, a justification for the intended employment-related measures.

13. The Trade Unions shall discuss the documents submitted for discussion without undue delay; however, they shall draw up written minutes within 30 calendar days at the latest, providing one original copy to the employer as proof of the discussion. Trade Union members who have been made aware of the materials submitted for discussion in accordance with point 13 undertake to maintain strict confidentiality regarding the matters discussed, as VŠE always treats confidential information.
14. An employee whose employment is terminated by notice given by the employer for the reasons set out in Section 52(a) to (c) of the Labour Code, or by mutual agreement for the same reasons, is entitled to severance pay in the amount of:
  - a) one month's average earnings, if their employment lasted with the employer for less than 1 year,
  - b) twice their average earnings, if their employment with the employer for at least 1 year but less than 2 years,
  - c) three times his average earnings, if his employment with the employer for at least 2 years.
15. The employer and the employee may, in an agreement on the termination of the employment relationship pursuant to Section 49 of the Labour Code. Severance pay is not an entitlement unless expressly agreed in writing by both parties.
16. By law, annual leave for academic staff at VŠE is eight weeks per calendar year, and for other VŠE employees, six weeks. To ensure that annual leave is taken in accordance with Part Nine of Act No. 262/2006 Coll., the Labour Code, heads of departments shall take the necessary measures.
17. An employer may grant an employee unpaid leave upon the employee's written request without giving a reason, provided that there are no serious operational reasons preventing

this and the employee has already exhausted their entitlement to annual leave accrued before the start date of the unpaid leave. The written request must include the employee's commitment to pay VŠE an amount corresponding to the statutory health insurance contribution that the employer is obliged to pay for the duration of the employee's unpaid leave. The employee's obligation to pay VŠE the statutory health insurance contribution remains unaffected. It is to be deducted from the employee's salary following the end of the unpaid leave (lasting no longer than 90 days), or in accordance with the instructions of the payroll, HR or finance department at the relevant site, to VŠE's bank account, no later than 10 calendar days from receipt of the payment request.

18. The employer is obliged, within the scope of its authority, to create conditions for safe and healthy work in accordance with Sections 101–108 of the Labour Code.

The employer shall assess the occupational health and safety situation (including, inter alia, in connection with regular workplace inspections carried out by the occupational health service) and shall inform the Trade Unions of the plan of measures for the following calendar year. The employer shall enable an authorised member of the Trade Unions to undertake the necessary training.

19. The remuneration of employees is governed by the current Internal Wage Regulations of the University of Economics, Prague, the Labour Code and other applicable legislation regulating remuneration in employment relationships.

The wage or remuneration under a contract of employment must not be lower than the minimum or guaranteed wage. For these purposes, the wage does not include overtime pay, allowances for work in a difficult working environment, night work pay and pay for work on public holidays. The amounts of the minimum and guaranteed wage are set out in Section 111 of Act No. 262/2006 Coll., the Labour Code, and the Ministry of Labour and Social Affairs' Notice valid for the relevant calendar year regarding the minimum wage.

20. In accordance with the above, VŠE employees are paid, as the basic component of their wages, a wage tariff and an allowance for management and performance of duties (provided the conditions for its award are met in accordance with the applicable VŠE Internal Wage Regulations).

Furthermore, upon a justified proposal by a superior, an employee may be granted a performance-related allowance based on the employee's performance and their superior's assessment, an allowance for their involvement in a scientific or non-scientific project

where the funding provider has individually defined the project conditions and the target remuneration, a bonus in accordance with the relevant article of the Internal Remuneration Regulations, or for work merits and performance (depending on the length of employment at VŠE immediately prior to the event giving rise to the possibility of this bonus, and further taking into account the level of employment for the majority of the duration of employment at VŠE)

- upon the employee reaching the age of 50, in the amount of  
CZK 5,000 – 10,000 (5 to 10 years)  
CZK 12,000 – 15,000 (11 to 15 years)  
CZK 16,000 – 20,000 (over 15 years)
- upon the employee reaching the age of 60, in the amount of  
CZK 5,000–10,000 (5 to 10 years)  
CZK 15,000 – 20,000 (11 to 15 years)  
CZK 25,000 – 30,000 (over 15 years)
- upon the first termination of employment after becoming eligible for an old-age pension or  
a grade 3 disability pension in the amount of  
CZK 5,000 – 10,000 (5 to 10 years)  
CZK 15,000 – 20,000 (11 to 15 years)  
CZK 20,000 – 25,000 (16 to 20 years)  
CZK 30,000 – 35,000 (21 to 30 years),  
CZK 55,000 (over 30 years of age at the University of Economics)
- for assisting in the prevention of natural disasters, their mitigation, etc.

21. In the event of a year-on-year increase in the state contribution from the Ministry of Education, Youth and Sports of the Czech Republic, VŠE undertakes to discuss the possibility of increasing pay scales when determining the wage budget for the new financial period. This increase in pay scales should reflect growth trends in other areas of education.
22. The rules for determining and applying average and probable earnings are set out in Sections 351–362 of the Labour Code.

### **Part III.**

## **Employees’ social needs and benefits**

The employer provides benefits to selected groups of employees with the aim of their long-term retention; these employees contribute to VŠE’s long-term development and participate in its growth through their work and efforts to a significant extent and with high quality.

## **1. Contribution to state-tax-supported retirement savings products**

VŠE contributes to state tax-subsidised products for employees: supplementary pension savings, long-term investment products, or supplementary pension insurance with a state contribution.

The employer provides a contribution amounting to **5% of the assessment base** for the employee's social security contributions, **up to a maximum of CZK 2,000 per month**.

### **The following conditions must be met for the contribution to be provided:**

- the contribution is provided to employees who have entered into a supplementary pension insurance contract with a state contribution pursuant to Act No. 42/1994 Coll., as amended, or for supplementary pension savings under Act No. 427/2011 Coll., or a contract for a long-term investment product in accordance with Act No. 256/2024 Coll. (DIP).
- the employee has given their written consent (in the contract) to the employer's contribution,
- the supplementary pension insurance contract with a state contribution or the supplementary pension savings contract is concluded with the employee's own contribution of at least CZK 100 per month (i.e. at least CZK 1,200 per year), the agreed personal contribution is paid by the employee independently of the VŠE contribution,
- The contribution is provided for one product chosen by the employee, and the amount is calculated based on a single employment contract (or a single employment relationship established by appointment), agreed for a minimum of 20 hours per week, for an indefinite period or, where applicable, for a fixed term of at least one year,
- provided that three months have elapsed since the commencement of their employment (appointment); this period includes any agreed probationary period (if agreed), and if this qualifying period for the contribution expires during a month, entitlement arises from the first day of the following month,
- the employee has submitted to the payroll and HR department of the relevant site a valid contract for one of the specified tax-advantaged retirement savings products concluded between the employee and an authorised provider of that product. The contribution will be provided to the employee from the first day of the month following the submission of the contract,
- the employer provides the contribution to supplementary pension insurance with a state contribution until 31 December 2027, i.e. for the last time from the salary for November 2027. After this date, the contribution will no longer be provided. If the employee wishes

to continue using the benefit after 1 January 2028 (from the December 2027 salary), they must submit a contract for one of the other supported products (supplementary pension savings or a long-term investment product) to the Ministry of Industry and Trade. If the employee does not claim the contribution for another supported product with the MPO by 31 October 2027 at the latest, the provision of the contribution will be terminated following the processing for November 2027.

- If an employee has multiple employment contracts (appointments) with VŠE that meet the above condition, they shall choose for themselves the employment relationship for which the employer is to contribute and shall immediately notify the payroll and HR department of the relevant site of their decision in writing;
- Upon termination of the employment relationship to which the employer has been contributing, the contribution is transferred to another ongoing employment relationship, provided that it meets the conditions for its provision,
- The employer's contribution is paid by bank transfer to the account specified in the employee's contract with the pension fund or pension company.

#### **Suspension of contribution payments:**

VŠE does not contribute for the period during which the employee has agreed with the provider of supplementary pension insurance or supplementary pension savings to suspend or defer the payment of their own contributions from personal income. The employee is obliged to notify the payroll and HR department of this change in writing without delay.

#### **Loss of entitlement to the contribution**

An employee loses their entitlement to the contribution:

- on the date of termination of employment with VŠE, the final contribution is paid into the employee's account with the insurance provider in the month following the termination of employment,
- they have requested payment of a pension, a lump-sum settlement or a surrender value from their individual account
- they have not notified the payroll and HR department at the relevant site of a transfer from supplementary pension insurance to supplementary pension savings, or a similar change involving the termination of one contract and the conclusion of a new one.

The employee is obliged to notify the employer of all circumstances affecting on the provision of contributions by the employer, in particular: any change, suspension or termination of the contract within 8 days. The employer is entitled to demand that the employee repay any contribution paid out in error if the employee failed to notify the employer in good time of any

facts affecting its provision.

## **2. The “MOBIL” Employee Programme**

The employer shall enable its employees to participate in the MOBIL benefits programme. The condition for an employee’s participation is fulfilment of the conditions set out in the current version of Directive VŠE SR 03/2018 – “MOBIL” Employee Programme, which governs this programme.

## **3. Nursery for employees’ children**

VŠE allows its employees to place their child in the university nursery. The nursery is operated on the premises of VŠE Žižkov and is run by a similar facility at ČVUT. All information is available on the website <http://skolka.vse.cz> or <http://lvicata.cvut.cz>, or directly from the nursery staff in the VŠE New Building in Žižkov.

## **4. Meal allowance**

The employer provides employees with a meal allowance in accordance with Sections 6 and 24 of the Act No. 586/1992 Coll., on income tax, up to the maximum amount of eligible expenses. The amount and conditions of the allowance are determined by an order of the bursar based on the approved VŠE Budget.

The allowance is provided to an employee under a single employment contract (or a single employment relationship established by appointment), for a minimum of **20 hours per week**, for each shift worked. For this purpose, time spent on holiday, maternity and parental leave, sick leave and business trips is not considered time worked.

The employer shall provide meals for all employees on working days in its own or contracted catering facilities.

## **5. Physical education and sport**

The employer shall allow employees to use sports facilities where no teaching takes place for recreational physical activity outside working hours. These include, in particular, the VŠE gyms and fitness centres.

## **6. Recreational stays**

For recreational stays for employees and pensioners who have retired from employment at VŠE, VŠE’s training and educational facilities will be used, provided their capacity is available, and

they are not being used for training or educational purposes. Prices for recreational stays for employees and former employees who worked at VŠE until they retired on an old-age pension or a disability pension for third-degree disability will be on the same financial terms.

## **7. Payment of contributions by members of the VOS trade union branch**

The employer undertakes, with the consent of the trade union organisation's members, to deduct membership contributions from employees who are members of the trade union organisation and pay them into the relevant account in accordance with the documentation provided by the relevant trade union body.

Payment of VOS branch membership contributions is made once a year by deduction from the employee's February salary. The deduction shall be made by the Payroll and Human Resources Department upon receipt of one original copy of the employee's consent to this method of payment of membership contributions, an updated list of trade union organisation members including the contribution amount and the trade union organisation's account number, which must be delivered to the Payroll and Human Resources Department of the relevant VŠE site no later than 20 February of the relevant year.

## **Part IV. Social Fund**

The Social Fund consists of a basic allocation charged to VŠE's costs up to **1% of VŠE's annual costs allocated to gross wages**, which are subject to the employer's social security contributions.

The Social Fund is intended for:

- contributions to tax-advantaged retirement savings products for employees in accordance with the Principles for the Provision of Contributions to VŠE Employees as set out in Part III,
- financial assistance to staff in the event of natural disasters, personal tragedies, illness, etc.,
- reimbursement of costs associated with cultural and sporting events and events linked to significant occasions at VŠE,
- covering the costs of internal equipment for sports and recreational facilities owned by VŠE.

## **Part V.**

### **Status of the Trade Unions**

VŠE undertakes to:

- respect the right of every employee to be a member of a trade union,
- to negotiate with the Trade Unions on matters defined by generally binding regulations and this collective agreement,
- to allow trade union officials to perform their duties to a reasonable extent in accordance with Section 203(2)(a)(1) of the Labour Code,
- to provide the University Trade Union's local branch with the objective information necessary for the exercise of the Trade Unions' rights in accordance with applicable legislation and this collective agreement.

The Trade Unions undertake that, in exercising their rights, they will respect the employer's objectives aimed at improving teaching and scientific research, economic and technical development, and enhancing the standard of management and employee discipline within the employer's organisation, provided that the implementation of these objectives does not conflict with the legal order of the Czech Republic and this collective agreement.

The trade unions shall have the right to participate in an advisory capacity in meetings of the Rector's Council, the Deans of the faculties and the management of other constituent parts of VŠE, as well as in committees concerning the interests of employees, selection procedures and other matters agreed upon with the management of VŠE.

The employer shall, to the best of its ability, provide free of charge and to a reasonable extent a room and the necessary equipment for the essential operational activities of the trade unions. The employer shall also bear the costs associated with the maintenance and technical operation of the equipment provided.

The trade unions undertake to submit to the employer an up-to-date list of officials to whom the protection under Section 61(2) of the Labour Code applies, always no later than 10 days after any change to this list concerning the composition of the trade union body to which the protection under Section 61(2) of the Labour Code applies.

## **Part VI.**

### **Final Provisions**

This collective agreement shall be effective **from 1 July 2026 to 30 June 2030**. This agreement shall terminate upon notice given by either party, for any reason or without giving any reason. The notice period shall be 6 months and shall commence on the first day of the month following the delivery of the notice to the other party.

The current VŠE Internal Pay Regulations, published on the university's website, form an integral part of this Collective Agreement.

In Prague on **8 June 2026**

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doc. Ing. Petr Dvořák, Ph.D., signed  
Rector of VŠE

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PhDr. Blanka Volfová, signed  
Chair of the VŠE VOS Branch

Authorised representative for the University of Economics :

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Ing. Tomáš Zouhar, signed  
Bursar of VŠE