



Ref. No. JU/09/00408/20

Vodňany, 16. 1. 2020

## **Dean's Measure No. 01/2020**

### **Methodology to the Wage Regulation of the USB**

### **(hereinafter referred to as the Dean's Measure)**

#### **Introduction**

The Dean's Measure complements and finishes the currently valid Wage Regulation of the University of South Bohemia in České Budějovice, registered by the Ministry of Education, Youth and Sports pursuant to the Section 36, paragraph 2 of the Act No. 111/1998 Coll., on Universities and on the amendment and addition to other acts (Act on Universities) on 16<sup>th</sup> August 2017 (hereinafter referred to as the USB's Wage Regulation) according to the duty set out in this Regulation and by the Rector's Measure R 362 dated 10<sup>th</sup> October 2017.

The Dean's Measure represents the required methodology for the USB's Wage Regulation issued by each part of the USB at the latest on the date specified in the respective Measure of the Rector of the USB.

The FFPW USB, by this Dean's Measure, fulfils its obligation to create its own standard defining the methodology of assigning a particular wage tariff to individual employees. This standard is approved by the Academic Senate of the FFPW USB and the accepted text is published in the public part of the faculty's website, including the data on its validity and effectiveness.

The Dean's Measure also specifies the upper limit of the performance bonus, designing and approving extraordinary rewards.

The Dean's Measure is conceived as a commented accompanying text with highlighting changes, specifying procedures for easier application of the USB's Wage Regulation according to its structure and division at the FFPW USB.

#### **Part I**

#### **General provision**

#### **Article 1**

#### **Introductory provision**



*(without addition and specification)*

## **Article 2**

### **Wage, forms of wage**

*(without addition and specification)*

## **Part II.**

### **Remuneration of academics and researchers**

## **Article 3**

### **Wage tariffs**

***(addition and specification)***

Employees who are academic or scientific workers are entitled to a wage tariff determined within the salary range specified in the Annex No. 3 to **the USB's Wage Regulation** for the wage class to which they are assigned, unless otherwise specified by this Wage Regulation.

## **Article 4**

### **Classification of academic and scientific staff into the wage class**

***(addition and specification)***

(1) Academic and scientific staff are classified into wage classes based on the type of work negotiated in the employment contract, in accordance with the qualification requirements (degree of education, academic title, and scientific title) and the most demanding work which is performed. Higher than required education is not taken into account.

(2) Academic and scientific staff are classified into wage classes according to the Annex No. 1 of **the USB's Wage Regulation** - Work activities of academic and scientific workers according to the work intensity.

(3) If there are works that cannot be classified under the Annex No. 1 of **the USB's Wage Regulation**, the relevant direct superior employee will draw up a detailed description of the activity and will propose, according to the qualification requirements, demands, responsibility and other criteria of the work, the inclusion in the relevant wage class. The Rector or the Dean decides on the classification.

## **Article 5**

### **Determination of the amount of the wage tariff for academic and scientific staff**

***(addition and specification)***



- (1) The amount of the wage tariff within the wage range according to the article 3 is proposed to the academic and / or scientific staff on the basis of the assessment of the length of professional experience applicable to the work performance of that worker, the contribution to the educational, resp. the research field and the complexity of the performed work. It is proposed by a direct superior employee in accordance with the internal standard of that part of the USB (article 2, paragraph 7 of **the USB's Wage Regulation**). In doing so, he/she takes into consideration the wage tariffs of the academic and scientific staff who they manage and who are ranked with similar character of the work activities in the same wage class as the employee for whom the wage tariff is proposed.

***In accordance with the internal standard, namely the Dean's Measure, the amount of the wage tariff will be determined according to the scale of wage tariffs listed in the Annex No. 1 of the Measure (Scale of wage tariffs according to wage classes and wage grades) for the wage class and the wage grade to which the employee is assigned. Unless the USB's Wage Regulation provides otherwise.***

- (2) The amount of the wage tariff will be determined by the Dean according to the paragraph 1.

- (3) The change of the amount of the wage tariff of the academic or scientific worker is proposed by the direct superior employee on the basis of the same criteria that are used to determine the amount of the wage tariff.

### **Part III.**

#### **Remuneration of non-academic staff**

##### **Article 6 Wage tariffs**

###### ***(addition and specification)***

Employees who are not academic or scientific staff (further only non-academic staff) are entitled to a wage tariff determined within the wage range specified in the Annex No. 4 of **the USB's Wage Regulation** for the wage class to which they are assigned, unless otherwise stipulated in this Wage Regulation.

##### **Article 7**

###### **Classification of non-academic staff into the wage class**

###### ***(addition and specification)***



(1) Non-academic employees are classified into wage classes based on the type of work negotiated in the employment contract, in accordance with the qualification requirements (level of education) and the most demanding work which is performed. Higher than required education is not taken into account.

(2) Non-academic staff are included in the wage classes according to the Annex No. 2 of the USB's Wage Regulation - Work activities of non-academic employees according to the work intensity.

(3) If there are works that cannot be classified under the Annex No. 2 of **the USB's Wage Regulation**, the relevant direct superior employees will draw up a detailed description of the activity and will propose, according to the qualification requirements, demands, responsibility and other criteria of the work, the inclusion in the relevant wage class. The Rector, the Dean or the director of the facility decides on the classification.

#### Article 8

#### Determination of the amount of the wage tariff for non-academic staff

#### *(addition and specification)*

(1) The amount of the wage tariff within the wage range according to the article 6 is proposed to the non-academic employee on the basis of the assessment of the length of professional experience applicable to the work performance of that worker and the complexity of the performed work. It is proposed by a direct superior employee in accordance with the internal standard of that part of the USB (article 2, paragraph 7 of the USB's Wage Regulation). In doing so, he / she takes into consideration the wage tariffs of the employees who are ranked with similar character of the work activities in the same wage class as the employee for whom the wage tariff is proposed.

***In accordance with the internal standard, namely the Dean's Measure, the amount of the wage tariff will be determined according to the scale of wage tariffs listed in the Annex No. 1 of the Measure (Scale of wage tariffs according to wage classes and wage grades) for the wage class and the wage grade to which the employee is assigned. Unless the USB's Wage Regulation provides otherwise.***

(2) The amount of the wage tariff will be determined by the Dean according to the paragraph 1.

(3) The change of the amount of the wage tariff of the non-academic staff is proposed by the direct superior employee on the basis of the same criteria that are used to determine the amount of the wage tariff.

(4) The amount of the wage tariff is set for 12 consecutive calendar months. If there is no reason to change the wage tariff for the next 12 calendar months, or if a direct superior



employee does not make a proposal to change the wage tariff, the wage tariff will automatically be extended for the next 12 calendar months.

(5) The wage tariff stipulated in the wage assessment of the employee cannot be changed without the employee's consent when performing work corresponding to the concluded employment contract.

#### Part IV.

### Common provisions for the remuneration of academic and scientific staff and non-academic staff

#### Article 9

#### Performance bonus

#### *(addition and specification)*

(1) Performance bonus (further referred to as "bonus") serves in particular to assess the quality of the work performance and the actual achieved work results.

(2) Performance bonus is expressed in absolute amount in CZK. The upper limit of the bonus is determined by the internal standard of the part of the USB (Article 2, paragraph 7 of *the USB's Wage Regulation*).

***In accordance with the internal standard, i.e. the Dean's 'Measure, the upper limit of the performance bonus will be determined as follows: The employee who, for a long time, achieves excellent work results and who performs a particularly significant activity, can receive a bonus up to 150% of his/her wage tariff.***

(3) The employee does not have a legal claim to the performance bonus.

(4) The proposal for awarding the performance bonus and the amount of this bonus is made by a direct superior employee on the basis of evaluation of the following criteria in particular:

a) academic and scientific staff:

- the quality of the employee's work results (outcomes of the evaluation of the academic staff);
- performance of a larger range of work tasks by the evaluated employee than similarly categorized employees.

b) non-academic staff:

- the quality of the current work results of the employee;
- the employee's work performance;



- performance of a larger range of work tasks by the evaluated employee than other similarly categorized employees.

The supervisor will make a written record of the evaluation and its outcome. The employee has the right to be informed about the results of the evaluation and can comment on it.

The decision to award the performance bonus and its amount is made by the Dean based on the proposal of the employee's direct superior and taking into account the economic situation of the FFPW USB.

(5) The performance bonus can be granted to the employee for a period of at least one month and a maximum of one year.

(6) In the event that a significant change occurs during the period in which the performance bonus was granted to the employee, which would result in a different assessment under paragraph 4, the superior employee is entitled to propose an increase, reduction or withdrawal of the performance bonus. The superior employee must make a written record of this proposal. The decision to change the performance bonus is made by the Dean on the basis of the proposal of the direct superior.

(7) If, by the end of the specified period of time, for which the employee has been awarded the performance bonus, its change is not made for the next period set by the employer, or if the Dean does not inform the employee in writing that the awarded bonus will not be granted to him/her for the next period, it is considered that the performance bonus is granted for the same period that it was originally negotiated.

#### **Article 10**

##### **Bonus for management and performance of the function**

*(without addition and specification)*

#### **Article 11**

##### **Bonus for representation**

*(without addition and specification)*

#### **Article 12**

##### **Wage, bonus and spare time for overtime**

*(without addition and specification)*

#### **Article 13**

##### **Wage, bonus for night work**



*(without addition and specification)*

**Article 14**

**Wage, bonus for work on Saturday and Sunday**

*(without addition and specification)*

**Article 15**

**Wage, bonus and spare time for work on public holiday**

*(without addition and specification)*

**Article 16**

**Wage, bonus for work in difficult working environment and shift work**

**Article 17**

**Extraordinary rewards**

*(without addition and specification)*

**Article 18**

**Reward for standby duty**

*(without addition and specification)*

**Part V.**

**General provision on wage**

**Article 19**

**Wage maturity**

*(without addition and specification)*

**Article 20**

**Payment of wage**

*(without addition and specification)*

**Article 21**

**Deduction from wage**

*(without addition and specification)*



## Article 22

### Inclusion of long-term wage components to average earnings

*(without addition and specification)*

## Article 23

### Rewards fund

*(without addition and specification)*

## Article 24

### Temporary and final provisions

*(without addition and specification)*

The Methodology to the USB's Wage Regulation was approved by the Dean's Collegium of the FFPW USB on 20<sup>th</sup> January 2020 and discussed and approved by the Academic Senate of the FFPW USB on 4<sup>th</sup> February 2020.

MVDr. Eliška Zusková, Ph.D.  
Chairwoman of the AS FFPW USB

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.  
Dean of FFPW USB

### Attachments:

- 1) Scale of wage tariffs according to wage classes and wage grades
- 2) Full version of the currently valid Wage Regulation of the University of South Bohemia in České Budějovice