



No. JU/2025/001898

Vodňany, 13<sup>th</sup> January 2025

## **Dean's Measure No. 1/2025**

### **Remunerations and Performance Bonuses of FFPW USB employees**

The Measure of the Dean serves as the basis for the directors, Registrar, Dean and other responsible persons in determining the remunerations and performance bonuses of the employees of the FFPW USB and its purpose is to motivate active faculty staff. All responsible staff should follow this Measure, unless the budgetary discipline of the relevant organizational unit is at risk.

#### **I. REMUNERATIONS**

##### **1) One-time remuneration for obtaining a project with finances for the FFPW USB with payment:**

- **Projects with finances less than or equal to CZK 10 million for the FFPW USB** – CZK 300 per every full CZK 100 thousand (e. g. the project of CZK 5,670,000 = one-time bonus 56\* CZK 300);
- **Projects over CZK 10 million and less than or equal to CZK 100 million for the FFPW USB** – a fixed amount of CZK 30,000 and an additional CZK 1,200 per every full CZK 500,000 (e.g. the project of CZK 10,720,000 = one-time bonus of CZK 30,000 + CZK 1,200);
- **Projects over CZK 100 million** – a fixed amount of CZK 250,000 and an additional CZK 600 per every full CZK 500,000.

The reward for obtaining a project is usually paid for a project resulting from a public competition outside the USB. This includes in particular international projects (e.g. Horizon Europe, Interreg, etc.) and national projects (e.g. "GAČR", "NAZV", "TAČR", "OP JAK", etc.), with the exception of OP Fisheries projects, where rewards are handled differently.

In the case of a competitive project within the USB (projects such as the GAJU team, TACR managed by the Technology Transfer Office of the USB, FSP, PPSŘ, etc.), there is no automatic right to a reward. The reward must always be approved in advance by the Director of the Institute/Centre and the Dean of the Faculty.

In unclear cases, the Dean of the Faculty decides on the granting of the reward. The Dean of the Faculty will not award the reward without the agreement of the person from whose budget the reward is to be paid.

The lead investigator requests payment from the Director or the Registrar and then from the Dean after signing the contract, no later than the first year of the contract. The amounts will be paid from the budget of the respective organizational unit.



**2) Achievement of eligible R&D result – CZK 400 per for 1 point.**

The amounts will be paid from the budget of the respective organizational unit, under which the workplace, from which the remunerated persons come, belongs.

**3) One-time remuneration for economic activity**, with a limit of up to 20% of the revenues (the invoiced amount VAT excl.) including social and health insurance. The exact amount is specified by the Head of the particular unit, the Registrar for the Dean's office, and the dean for Dean's collegium and the study office, taking into account mainly profitability and efficiency. The remuneration will be paid from the budget of the individual organizational unit or the contract. The remuneration will be disbursed only when the amount of remuneration will not exceed the achieved appropriate profit of the particular contract. Remuneration for economic activities does not include remuneration for renting accommodation in the FFPW USB and the vehicle fleet. The remuneration for these activities is paid by the Dean once a year (usually at the end of the year) and in a significantly lower amount.

**4) The remuneration of the members of the research team** for their active participation in the solution of the project is proposed by the responsible project researcher. The maximum amount of the reward will depend on the performance bonus awarded to the responsible researcher for this project and will not exceed half the amount of the performance bonus. The remuneration may be granted for a maximum period of one year (January - December) and may be granted several times during the duration of the project. It shall be paid from the budget of the Institute where the project is being carried out, after approval by the Director of the Institute.

The remuneration according to this paragraph will be granted only for projects whose solution started in 2023 or later, and not earlier than after the signing of the contract or the decision to grant a subsidy.

**5) Quarterly bonuses** - their amount is proposed by the manager for his/her subordinates and, in justified cases, also for other employees of the FFPW USB or the USB. Quarterly bonuses are always approved by the Operation Commander and the Dean of the Faculty. The Dean ensures that the amount of quarterly bonuses within the organisational units is commensurate with the number of their employees, taking into account the total volume of other bonuses and the nature of the activities of these units.

**6) Bonuses for merits** – the faculty will provide the bonuses:

a) for the appreciation after 10 years of work in the amount of CZK 5,000, after 15



years in the amount of CZK 7,000, after 20 years and every other 5 years of the main employment at the faculty amount of CZK 10,000,

b) upon reaching the age of 50 years (depending on the length of employment at the faculty) an amount of CZK 5,000 (from 5 to 10 years), an amount of CZK 10,000 (over 10 years),

c) at the first termination of employment at the faculty after the acquisition of a retirement pension or a disability pension of the III<sup>rd</sup> degree in the amount of CZK 6,000 (the length of employment from 1 to 10 years) and CZK 10,000 (with the length of employment over 10 years).

The appropriate amounts of remunerations will be paid 50 % of the budget of the respective organizational unit and 50 % of the budget of the Dean's Office (Center).

Any other bonuses and contributions are governed by a valid Collective Agreement concluded between the USB and the Coordination Trade Union Council of the USB.

## II. PERFORMANCE BONUSES

The amount of the performance bonus is adjusted to take into account the quality of the work performed and the employee work results currently achieved usually at the beginning or middle of the calendar year. The employee has no legal entitlement to the performance bonus. The performance bonus is further defined in Section IV, Art. 11 of the Wage regulations of the USB.

### a) For the project solution

#### Responsible investigator of a project:

- Responsible investigator of a project (or its part at the FFPW USB) up to CZK 0,5 million per year (including) – CZK 1,000 – 1,500
- Responsible investigator of a project (or its part at the FFPW USB) up to CZK 2 million per year (including) – CZK 2,000 – 6,000
- Responsible investigator of a project (or its part at the FFPW USB) up to CZK 3 million per year (including) – CZK 5,000 – 9,000
- Responsible investigator of a project (or its part at the FFPW USB) up to CZK 4 million per year (including) – CZK 7,000 – 12,000
- Responsible investigator of a project (or its part at the FFPW USB) up to CZK 5 million per year (including) – CZK 10,000 – 15,000
- Responsible investigator of a project (or its part at the FFPW USB) over CZK 5 million per year – the amount of the performance bonus is decided by the



Dean's Board on the initiative of the Director of the Institute, the Registrar or the Dean of the Faculty.

Member of the research team:

- The Director of the relevant part or the Registrar, after approval by the Dean, have the opportunity to propose granting of a performance bonus to employees participating with their workload (actively involved in the project implementation) in R & D projects. It is at the initiative of the principal investigator of the project in cases worthy of consideration – especially with regards to the importance of the project, its scope, contribution, budget etc. (i.e. a project like “GAČR EXPRO”, “ERC”, significant EU project etc.).
- The member of the research team must have at least 10% of the time workload on the project. The performance bonus may range up to the amount of the performance bonus awarded to the responsible investigator for this project.
- In the event that this possibility of awarding a performance bonus is used, it is no longer possible to grant the employee a remuneration according to Article I, paragraph 4.

The performance bonus for the principal investigator is usually granted on the initiative of the Registrar after approval by the Head of the Laboratory (if the Principal Investigator of the project is a member of the Laboratory), the Director of the Institute and the Dean (in all cases). This bonus applies to projects that were the result of a public competition outside the USB, such as international projects (e.g. Horizon Europe, Interreg, etc.) and national projects (e.g. “GAČR”, “NAZV”, “TAČR”, “OP JAK”, etc.), with the exception of OP Fisheries projects, where the bonus is determined in a different way.

If the project was competitive within the USB, there is no automatic right to the award of the performance bonus. The award of the bonus must always be approved in advance by the Director of the Institute/Centre and the Dean of the Faculty (e.g. GAJU team, TAČR projects managed by the Technology Transfer Office of the USB, FPS, PPSŘ, etc.).

In unclear cases, the Dean of the Faculty decides on the granting of the performance bonus. The Dean may only award a performance bonus if the person from whose budget the performance bonus is to be awarded agrees.

The performance bonus will be awarded for the duration of the relevant project(s) or for the duration of the team member's participation in the project. The bonus is paid within the budget of the relevant organisational unit or with the relevant share from the resources of the organisational unit from which the and organisational units from which the person in question is paid.

The performance bonus can be granted at the earliest after the signing of the



contract/decision to grant a subsidy and for the maximum duration of the project, and can be evaluated annually in relation to the current status of the project and the amount of the performance bonus granted.

The performance bonus rates in this measure apply to projects starting in 2025 and later.

**b) For a comprehensive and regular evaluation of the activities of scientific and academic staff**

According to the newly introduced system of evaluation of academic staff including the following parameters: 1) number of hours taught, 2) number of students in taught subjects, 3) nature of the subject (taught regularly or irregularly), 4) role of guarantor within the taught subject, 5) guarantorship of study programs, 6) coordination of student internships, 7) number of defended final BSc., MSc. and dissertation theses, 8) number of supervised Ph.D. students in the standard period of study and 9) other activities of academic and scientific staff such as: achieved RIV points, frequency of first and last authorship, number of solved projects and volume of economic activity, it is possible to adjust the amount of performance bonus for individual staff based on regular annual evaluation of employees of the FFPW USB.

**c) For other activities**

The employee's immediate supervisor, the Head of the unit, the Rector or the Dean of the Faculty may also propose the award of a performance bonus to employees for other activities or skills not listed above. It must always be clearly stated what the performance bonus is being proposed for. A change in the performance bonus must always be approved by the Dean of the Faculty. The award of a performance bonus must be preceded by a discussion of the proposal, usually during the regular annual appraisal of faculty staff.

This Measure cancels the Dean's Measure No. 5/2023.

This Dean's Measure comes into effect on 20<sup>th</sup> January 2025.

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Dean of the FFPW USB