

# INTERNAL WAGE REGULATION

for a public research institution established by the Czech Academy of Sciences

pursuant to Act No. 341/2005 Coll., on Public Research Institutions

***Institute of Biophysics of the CAS, public research institution (PRI)*** (hereinafter referred to as the "PRI")

with its registered seat in Brno, Královopolská 2590/135, Postal Code 612 65

issues the following internal wage regulation pursuant to Section 20 of Act No. 341/2005 Coll., on Public Research Institutions:

## Article 1

### Introductory Provisions

- (1) This internal wage regulation lays down the conditions for the provision and amount of the PRI employees' wages, with the exception of the Director.
- (2) The internal wage regulation is based on the following legal and internal regulations:
  - a) Act No. 341/2005 Coll., on Public Research Institutions,
  - b) Act No. 262/2006 Coll. (Labour Code),
  - c) Government Regulation on the Labour Code,
  - d) Statutes of the Czech Academy of Sciences,
  - e) Directive the Academy Council No. 3/2004 (Career Development Rules of the Czech Academy of Sciences),
  - f) Conditions of Employment of the PRI,
  - g) Organisational Rules of the PRI.

## Article 2

### Scope

- (1) The internal wage regulation governs the remuneration of employees who are in an employment relationship with the PRI and have their place of work in the Czech Republic (hereinafter referred to as employees).
- (2) Remuneration under agreements on work performed outside of employment is governed by Sections 109–111 of the Labour Code. The amount of remuneration and conditions for its provision will be agreed between the PRI Director and the employee.
- (3) The wage of the PRI Director is set by the President of the Czech Academy of Sciences.

**Article 3**  
**Decision-Making on Wage Matters**

The internal wage regulation stipulates:

- a) the qualification requirements and work catalogue,
- b) the method of classifying employees into tariff classes,
- c) the awarding of tariff wages,
- d) the awarding of individual kinds of monetary benefits in addition to the tariff wage and the determination of their amount,
- e) the application of the internal regulations of the PRI in the wage area.

**Article 4**  
**Wage**

- (1) The employee is entitled to a wage for the work performed. A wage is a monetary benefit provided by the PRI to the employee for work, according to the complexity, responsibility, and laboriousness of the work, difficulty of the working conditions, work performance, and the results achieved.
- (2) Benefits provided in connection with employment, in particular wage compensation, severance pay, and travel allowances, are not considered wages.
- (3) The wage is set by the PRI Director on the basis of this internal wage regulation in a wage agreement.
- (4) The wage must be agreed, set, or determined before the commencement of the performance of work for which the wage is to be paid.
- (5) The PRI Director is obligated to issue a written wage agreement to the employee on the day of commencement of work, which contains information on the method of remuneration. If there is a change in the facts stated in the wage agreement, the PRI Director is obligated to notify the employee of this fact in writing no later than on the day on which the change takes effect.
- (6) All PRI employees receive a monthly wage. Monthly wage will not be reduced as a result of a holiday.

**Article 5**  
**Minimum Wage**

- (1) Minimum wage is the lowest permissible amount of remuneration for work in employment and employment relationship based on an agreement on work performed outside of employment. The wage or remuneration from an agreement must not be lower than the minimum wage. For this purpose, overtime wage, surcharges for holiday work, night work, work in difficult working environments, and Saturday and Sunday work are not included in the wage.
- (2) If the wage or remuneration from the agreement does not reach the minimum wage, the PRI is obligated to provide the employee with a wage surcharge in the amount of the difference between the wage attained in the calendar month and the relevant minimum monthly wage.
- (3) The minimum wage amount is set out in Annex 1.

## **Article 6**

### **Guaranteed Wage**

- (1) The guaranteed wage is a wage to which the employee is entitled under the Labour Code, this internal wage regulation, or a wage agreement.
- (2) The level of the guaranteed wage and the conditions for its provision are governed by the provisions of Section 112(2) of the Labour Code.
- (3) The minimum guaranteed wage amount is set out in Annex 1.

## **Article 7**

### **Wage Components**

The following monetary benefits are provided to employees remunerated under the PRI tariff system:

- a) tariff wage,
- b) personal surcharge,
- c) management surcharge,
- d) overtime wage,
- e) public holiday wage or wage compensation,
- f) night work wage,
- g) wage for Saturday and Sunday work,
- h) remuneration.

## **Article 8**

### **Tariff Wage and Tariff Class**

- (1) The tariff wage is the basic part of the wage, the amount of which is determined by the classification into a tariff class.
- (2) Employees are divided into two groups according to the type of work:
  - a) university-educated employees of the scientific departments of the PRI classified according to the Career Development Rules of the Czech Academy of Sciences into one of the qualification levels (Article 22 of the Annex to the Statutes of the Czech Academy of Sciences) – hereinafter referred to as “researchers”,
  - b) other employees.
- (3) Researchers are classified according to their awarded qualification level into tariff classes V1 to V6 with the tariff range set out in Annex 2 as follows:
  - a) research assistant into class V1,
  - b) graduate student into class V2,
  - c) postdoctoral fellow into class V3,
  - d) associate scientist into class V4,
  - e) scientist into class V5,
  - f) senior scientist into class V6.

The tariff wage amount within the tariff range of the relevant class will be determined by the PRI Director, taking into account attestation results or other special circumstances related to the employee’s qualifications.

- (4) Other employees are classified according to the most demanding type of work activity (function) agreed upon in the employment contract and listed in the work catalogue in Annex 3, taking into account complexity, responsibility, and

organisational demands of the work, into tariff classes O1 to O13. The PRI Director will classify the employees into the tariff level of the relevant tariff class on the basis of their qualifications and on the basis of their creditable professional and other experience in accordance with the rules set out in Annex 4. The tariff levels for classes O1–O13 are set out in Annex 5.

- (5) The tariff wage is based on a fixed weekly working time of 40 hours per week, reduced when the weekly working time is reduced, and always depending on the number of hours not worked.

### **Article 9 Personal Surcharge**

- (1) An employee who is paid a tariff wage may be awarded a personal surcharge.
- (2) An employee who achieves very good results over a long period of time or performs a greater range of work tasks than other employees very well may be granted a personal surcharge of up to 100% of the wage tariff into which the employee is classified by the PRI Director based on a proposal of the immediate superior.
- (3) The PRI Director decides whether to increase, decrease, or withdraw the employee's personal surcharge depending on the fulfilment of the conditions set out in paragraph 2. The employee must be informed of this change in advance.
- (4) An employee who is working on or involved in research and development projects may be granted a personal surcharge from the project funds based on a proposal of the responsible investigator. The amount and method of payment of such personal surcharge must be in accordance with the rules laid down in the contract concluded between the project funder and the project investigator. There is no limit to the total amount of the employee's personal surcharge paid from the project funds.
- (5) The personal surcharges under paragraphs 2 and 4 are cumulative.
- (6) The personal surcharge awarded is set out in the wage agreement.
- (7) The personal surcharge is set at a monthly amount based on the set weekly working time. It is awarded only for time worked.
- (8) There is no legal entitlement to the award of the personal surcharge.

### **Article 10 Management Surcharge**

- (1) A senior employee who is paid a tariff wage and who, in accordance with the organisational rules of the workplace, is authorised to determine and assign work tasks to subordinates, organise, manage, and inspect their work and to give them binding instructions to this end, is entitled to a management surcharge according to the degree of management and the complexity of the management work.
- (2) The management surcharge amount is set out in Annex 6.
- (3) The management surcharge awarded is set out in the wage agreement.
- (4) The management surcharge amount within the given range is determined by the PRI Director with regard to the number of subordinate employees, the qualification structure of the managed employees, and also with regard to the deadlines, level and quality of performance of the work tasks of the managed units, departments,

and groups.

- (5) The PRI Director decides whether to increase, decrease, or withdraw the management surcharge if the reasons that led to its awarding have changed. The employee must be informed of this change in advance.
- (6) The management surcharge is set at a total monthly amount based on a set weekly working time. It is awarded only for time worked.

#### **Article 11**

##### **Wage or Compensatory Time Off for Overtime Work**

- (1) Overtime work may only be done on an exceptional basis and may only be ordered by the PRI Director for serious operational reasons. The overtime work ordered will not exceed 8 hours within individual weeks and 150 hours within one calendar year. Beyond this scope set by the Labour Code, the PRI Director may only request overtime work on the basis of an agreement with the employee.
- (2) Overtime work is work performed at the direction of the PRI Director exceeding the set weekly working time resulting from a predetermined working time schedule and performed outside the work shift schedule. For employees with shorter working time, overtime work is work exceeding the set weekly working time.
- (3) For the period of overtime work, the employee is entitled to the wage to which they have earned the right for that period (hereinafter referred to as “wage attained”) and a surcharge of 25% of the average earnings, unless the PRI Director and the employee have agreed to provide compensatory time off to the extent of overtime work in lieu of the surcharge.
- (4) If the PRI Director does not grant the employee compensatory time off within a period of 3 calendar months after the overtime work is performed or within an another agreed period, the employee is entitled to a surcharge to the wage attained in accordance with paragraph 3.

#### **Article 12**

##### **Wage, Compensatory Time Off, or Public Holiday Wage Compensation**

- (1) For the public holiday work period, the employee is entitled to the wage attained and compensatory time off to the extent of the holiday work, which will be granted by the PRI Director no later than by the end of the third calendar month following the performance of holiday work or within an another agreed period. For the period of compensatory time off, the employee is entitled to a wage compensation in the amount of the average earnings.
- (2) The PRI Director may agree with the employee to provide a surcharge to the wage attained in the amount of the average earnings in lieu of the compensatory time off.
- (3) An employee who did not work because the public holiday fell on their usual working day is entitled to a wage compensation in the amount of the average earnings or part thereof for the wage or part of thereof lost as a result of the public holiday.

### **Article 13**

#### **Wage Compensation for Sick Days**

For sick days, the employee is entitled to a wage compensation in the amount of 100% of the average earnings.

### **Article 14**

#### **Wage for Working from Home or Another Pre-Arranged Location (Home Office)**

For days on which the employee works from home or another pre-arranged location, the employee is entitled to a wage in the amount of 100% of the earnings earned.

### **Article 15**

#### **Night Work Wage**

For the night work period, the employee is entitled to the wage attained and a surcharge in the amount of 10% of the average earnings.

### **Article 16**

#### **Wage for Saturday and Sunday Work**

For the Saturday and Sunday work period, the employee is entitled to the wage attained and a surcharge in the amount of 10% of the average earnings.

### **Article 17**

#### **Bonus**

- (1) The PRI Director may grant an employee a bonus
  - a) for completion of an extraordinary or especially important work task,
  - b) for successful completion of work tasks beyond the scope of employment obligations during a specific period,
  - c) for outstanding results of continuous work,
  - d) for successful investigation of a research and development project,
  - e) for their economic contribution to the PRI,
  - f) for repairing damage to the employer's property,
- (2) The PRI Director decides on the awarding of the bonus and its amount based on a written proposal submitted by a senior employee, a research and development project investigator, or on their own decision.
- (3) There is no limit to the amount or frequency of the bonus awarded in a calendar year.

### **Article 18**

#### **Wages for Alternative Work**

- (1) If an employee has been transferred to an alternative (different) work other than the agreed work, for which they are entitled to a lower wage, for the reasons stated in Section 41(1)(a) to (d) and (4), they are entitled for the period of the transfer to the wage surcharge up to the amount of the average earnings they were earning before the transfer.

**Article 19**  
**Contractual Wage**

- (2) In exceptional cases worthy of special consideration, the PRI Director may conclude a contract on individual wage conditions with an employee who meets special qualifications or performs exceptionally demanding work tasks.
- (3) The contract on individual wage conditions may be concluded only for a fixed period.
- (4) The contractual wage comprises all components of the wage, with the exception of the bonuses under Article 17.

**Article 20**

**Payment of Wages**

- (1) Wages are payable after the work has been performed, and no later than in the calendar month following the month in which the employee became entitled to the wage or any component thereof.
- (2) The regular date for payment of wages is no later than the 13th day of the calendar month. The pay dates for each calendar year are set out in Annex 7 to this Internal Wage Regulation in January each year.
- (3) The wage is paid to the employee in Czech crowns. The wage is rounded up to the nearest whole crown.
- (4) On the basis of an agreement between the employee and the employer agreed in the employment contract, the PRI is obligated to transfer the employee's wage at its own expense and risk to a single account at a bank or credit union no later than on the regular wage payment date, after making any deductions from the wage pursuant to the Labour Code or a special legal regulation.
- (5) Upon termination of the employment, the PRI will pay the wage on the next regular wage payment date following the date of termination of the employment.

**Article 21**  
**Wage Deductions**

Wage deductions may be made only in cases laid down in the Labour Code or a special law and in the manner laid down in the Labour Code.

**Article 22**  
**Average Earnings for Employment Purposes**

The method of determining and using the average earnings is governed by Sections 351–362 of the Labour Code.

## Article 23

### Final Provisions

- (1) This internal wage regulation is binding on the PRI and all its employees.
- (2) The Annexes to the internal wage regulation are valid for one calendar year in all cases.
- (3) The PRI Director is obligated to inform employees of changes in the method of remuneration and changes to the internal regulation and their Annexes within 15 days of their approval.
- (4) The senior employees are required to make sure that each immediately subordinate employee has familiarized himself/herself with this wage regulation.
- (5) The PRI Director is obligated to allow the employees to consult the wage regulation.
- (6) Issues relating to the remuneration of employees not covered by this regulation are governed by the provisions of the Labour Code.
- (7) Wage claims arising before the effective date of this regulation are subject to the existing legal regulations.
- (8) This wage regulation was approved by the workplace council on 13 December 2018 and becomes effective on 1 January 2019.

In Brno on 19 December 2018

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**Příloha č. 2**  
**Annex No.2**  
**k Vnitřnímu mzdovému předpisu BFÚ AV ČR, v. v. i.**

**ROZPĚTÍ MZDOVÝCH TARIFŮ JEDNOTLIVÝCH TARIFNÍCH TŘÍD**  
**VÝZKUMNÝCH PRACOVNÍKŮ**  
**Salary in CZK**

Rozpětí mzdového tarifu <b>Range of salary in CZK</b>	Odborný pracovník výzkumu a vývoje <b>Research specialist</b>	Doktorand <b>Doctorand</b>	Postdoktorand <b>Postdoctoral Fellow</b>	Vědecký asistent <b>Research assistant</b>	Vědecký pracovník <b>Senior scientist</b>	Vedoucí vědecký pracovník <b>Leading scientist</b>
	V1 (R1)	V2 (R1)	V3 (R1)	V4 (R2)	V5 (R3)	V6 (R4)
Min.	24 900	24 900	27 500	27 500	30 400	30 400
Max.	37 000	40 000	41 000	51 000	68 000	79 000

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