

On 17 May 2021, the Ministry of Education, Youth and Sports registered the Internal Wage Regulation of the University of Pardubice under Section 36(2) of Act No.111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-13439/2021-1.

The amendments to the Internal Wage Regulations of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Higher Education Act on 17 January 2022 under Ref. No. MSMT-1354/2022-1, on 4 May 2023 under Ref. No. MSMT-12493/2023 and on 12 March 2024 under Ref. No. MSMT-4587/2024-3.

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Mgr. Karolína Gondková
Head of Higher Education

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FULL TEXT OF THE INTERNAL WAGE REGULATIONS
OF THE UNIVERSITY OF PARDUBICE
OF 12 MARCH 2024

Article 1
Introductory Provisions

1. The Internal Wage Regulations of the University of Pardubice ("Internal Wage Regulations") is an internal regulation of the University of Pardubice ("University" or "employer") issued pursuant to Section 17, Subsection 1, Clause d) of the Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Institutions Act), as amended ("Act").
2. The Internal Wage Regulations stipulate a uniform procedure (conditions) for providing fixed wages and remuneration for on-call time and the amount of all these monetary benefits to the University employees for work performed for the University in a basic employment relationship in accordance with Act No. 262/2006 Sb., the Labour Code, as amended ("LC"). Furthermore, these Internal Wage Regulations provide for the basic conditions for negotiating remuneration under the agreement with the staff working for the University on the basis of agreements to perform work outside the employment relationship.

Article 2
Scope

1. The Internal Wage Regulations shall apply to the provision of all components of the fixed pay and remuneration for on-call time and the conditions for negotiating remuneration under the agreement with the University employees ("employee").
2. These Internal Wage Regulations shall also govern remuneration for work performed within the scope of ancillary activities performed in accordance with the provisions of Section 20, Subsection

2 of the Act and for work on grants, projects and other programmes carried out at the faculties and other University departments in accordance with special legal regulations.¹

3. The Rector's pay is set by the Minister of Education, Youth and Sports; these Internal Wage Regulations shall not apply to it.
4. The Internal Wage Regulations further provide for the conditions for negotiating a contractual wage with the University employees who are exempted from the wage band system for the period of providing the contractual wage.
5. If employees perform work for the University simultaneously in several employment relationships, each of them shall be assessed separately and independently of the other employment relationships, unless expressly stated otherwise.

Article 3

Payroll Decisions and Senior Staff Responsibilities

1. In accordance with the Statutes of the University and its organisational structure, the following shall have the authority to decide on all staff payroll matters in accordance with the legal and internal regulations of the University:
 - a) the Rector,
 - b) the Deans.
2. The senior staff referred to in Subsection 1, Clauses (a) and (b) of this Article may delegate their powers of decision on payroll matters to the extent specified in the written authorisation to the Vice-Rectors, the Bursar, or the Vice-Deans, as the case may be.

Article 4

Wages and Remuneration under an Agreement

1. Employees shall be entitled to wages or remuneration from agreements for duly performed work in an employment relationship.
2. Wages shall be understood as pecuniary consideration provided by the employer to employees for their work, provided that the employees carry out such work in an employment relationship established by an employment contract and, in cases defined by law, by appointment to a managerial post.
3. Other benefits provided in connection with the basic employment relationship, in particular remuneration under the agreement, compensation of wages, severance pay, reimbursement of expenses in connection with the performance of work (especially travel allowances) and remuneration for on-call time shall not be considered to be wages.
4. Remuneration under an agreement is a pecuniary consideration provided for work performed on the basis of agreements on work performed outside the employment relationship, i.e. an agreement to complete a job or an agreement to perform work. The amount of remuneration for work and the conditions for the provision thereof shall be agreed in the agreement to complete a job or in the agreement to perform work.
5. Wages or remuneration under an agreement shall be due to employees at least in the amount and under the conditions set out in the LC and the implementing regulation.²

¹ For example, Act No. 130/2002 Sb., on Support for Research, Experimental Development, and Innovation from Public Funds and on Amendments to Certain Related Acts (Act on Support for Research, Experimental Development and Innovation), as amended.

² Government Regulation No. 567/2006 Sb., on Minimum Wage, the Lowest Levels of Guaranteed Wage, Definition of Extraordinary Working Conditions, and the Level of Compensation for Work in Such Conditions, as amended.

6. According to these Internal Wage Regulations, wages (all components thereof) shall be determined or the employee's remuneration under an agreement shall be agreed according to complexity, responsibility, and strenuousness of the work, taking into account the difficulty of working conditions, also according to the employee's education, work performance and work results in accordance with the LC. In accordance with Annexes No. 1 and 3 and with Directive No. 2/2021 Job Catalogue ("Directive"), employees are classified into three groups of work activities and, therewithin, into wage band classes for determining the wage band.
7. The conditions of remuneration for work and the provision of other pecuniary benefits and benefits of pecuniary value shall be subject to the prohibition of discrimination and the principle of equal treatment. In all respects arising from the provisions of Section 16, Subsection 2 and Section 110 of the LC, the conditions must be laid down in such a way that all employees who perform the same work or work of equal value are entitled to the same wage or remuneration under the agreement.
8. The employee's wage must be set (or, as the case may be, negotiated in accordance with Article 5) before the commencement of work for which the wage is due. The wages (the regular components thereof) shall be communicated to the employee by the competent senior staff member referred to in Article 3 using a wage assessment given to the employee no later than the day he/she starts work. If there is a change to the facts stated in the wage assessment, the senior staff member is obliged to notify the employee of the new wage assessment no later than on the day the change takes effect. From the effective date, this wage assessment replaces the original wage assessment in its entirety. A change to the facts shall be determined to be, among other things, any change in the amount of any regular monthly component of pay referred to in Article 7, Paragraph 1, Clauses a) to d).
9. A time-based monthly wage applies to all University employees who perform work in an employment relationship. Monthly wage shall not be reduced due to a holiday. Holidays shall be understood as to mean public or other holidays as defined in the relevant legislation.
10. The wage band according to Article 7.1 and other components of wages (hereinafter together with the wage band also referred to as "wages") shall be due to the employee for the work performed for a specified weekly working time (provisions of Section 79 of the LC). However, if shorter working hours than the fixed weekly working hours are agreed upon, the wages shall be reduced proportionately. Similarly reduced shall be the wages of an employee who, in a given month, fails to fulfil the working time specified in a written shift schedule that corresponds to the fixed weekly working time or shorter working time if agreed with the employee.

Article 5 Contractual Wages

1. Contractual wage is an individually negotiated wage which already includes all the wage components listed herein, with the exception of bonuses, bonus for work in a difficult working environment, overtime pay, holiday premium pay, night work premium pay and premium pay for work on Saturdays and Sundays and with the exception of those components of wages which are expressly provided for herein (e.g. deputising bonus). With the exception of remuneration, the employee is excluded from the wage band system for the duration of the contractual wage.
2. The Rector negotiates the contractual wage with the Bursar, the Vice-Rector, and the Dean. In addition, the Rector may negotiate a contractual wage with other employees on the proposal of the Dean or the Bursar. The Dean may negotiate a contractual wage with an Extraordinary Professor after consultation with the Rector.
3. The contractual wage is negotiated through a wage agreement, which does not comply with the annexes hereto. The parties are not bound by other rules for providing the specified wage when negotiating the wage.
4. In the event that an employee ceases to be provided with a contractual wage due to the termination of the wage agreement, and the employee's employment with the University continues, the employee shall be reintegrated into the wage band system and issued a written wage assessment thereafter, by which they will be informed about the regularly provided components of their fixed pay.

5. Concerning employees receiving a contractual wage, it is also possible to stipulate in the wage arrangement that the wage shall be negotiated considering any overtime work, up to the maximum amount specified in the second sentence of Section 114, Subsection 3 of the Labour Code for a calendar year. In such a case, the employee shall not be entitled to the wage components and other rights for overtime work in accordance with Article 9.

Article 6 Qualification Requirements

1. The qualification requirements for the performance of selected work activities are set out in Annexe 2.
2. If the education was obtained abroad and no certificate has been submitted, compliance with the qualification requirements for the assessment of competence to perform the aforesaid work activities shall be assessed by a senior staff member with authority to decide on staff wage matters, who shall determine what level the education corresponds to in the Czech Republic.
3. The decisive criterion for wage band classification is the type of work performed by the employee. Therefore, a higher level of education attained is not a criterion for inclusion in a wage band class or for determining the level of wage band.

Article 7 Wage Components

1. At the University, the following wage components of a fixed wage which may be granted to an employee under the existing wage band system shall be applied:
 - a) wage bands by occupational groups and wage band classes,
 - b) management bonus, responsibility bonus, and study programme supervision bonus,
 - c) deputising bonus,
 - d) personal remuneration,
 - e) bonuses,
 - f) wage components arising from Section 114 to Section 118 of the Labour Code.

7.1 Wage Bands by Occupational Groups and Wage Band Classes

1. Work activities performed at the University are classified into three occupational groups, which are further divided into wage band classes corresponding to Annexes 1 and 3 hereto and the Directive.
2. The respective occupational groups at the University are:
 - a) Group 1 – academic staff, research and development staff, and technical staff involved in teaching and research (Wage Band Classes 1 to 6),
 - b) Group 2 – technical-economic and administrative staff (Wage Band Classes 16 to 21),
 - c) Group 3 – workers and service and auxiliary staff (Wage Band Classes 33 to 37).
3. Employees are classified into relevant groups and wage band classes on the basis of the most demanding type of work agreed in the employment contract and specified in the job description. Within the type of work, employees are classified according to the activity mainly performed. Occasional or exceptional work activities shall not be considered in assigning the employee to the appropriate wage band class.
4. Employees in occupational Group 1 shall be classified into wage band classes in accordance with Annexe 1. The classification of employees into occupational Groups 2 and 3 shall be carried out in accordance with the Directive.

5. Where an employee cannot be classified within a group as defined hereinabove (because in the given case, he/she only performs a job that does not correspond to any job specified in the Directive), the employee shall be classified into such a wage band class and a wage band which most closely approximates the type of work associated with that wage band class in terms of complexity, responsibility, and physical demands.
6. After prior discussion with the Vice-Rectors, the Bursar, the Deans, and a representative of the trade union, a proposal to adjust wage bands shall be submitted by the Rector to the Academic Senate of the University for approval.
7. An employee may object in writing to his/her classification into an occupational group or a wage band to the immediate senior staff member who proposed the classification. The objection must be decided within 15 days of the receipt thereof. The decision on the complaint may be referred to the Rector for a review within seven days of the date on which the decision was served on him/her. The Rector shall make a final decision within the following 15 days.

7.2 Management Bonus, Responsibility Bonus, and Study Programme Supervision Bonus

1. Employees listed in Annexe 4 shall be entitled to a management bonus, a responsibility bonus, and a study programme supervision bonus ("SP supervision") in the amount specified therein.
2. A responsibility bonus shall be due to staff employees unless they are senior staff members. The monthly management bonus or monthly responsibility bonus shall be set at an amount in CZK for a fixed weekly working time. Where the conditions for the award of more than one of these wage components are met, the employee shall only receive one of them, namely the one most favourable for him/her.
3. The SP supervision bonus shall be due to an academic staff member who coordinates the content preparation of the study programme, supervises the quality of its implementation, and evaluates and develops it.
4. The management bonus, the responsibility bonus, and the SP supervision bonus granted may be reassessed as necessary following the scope of the activities of the organisational units managed, the scope of the position performed, or the scope of the supervision. Entitlement to them shall arise and cease with the facts giving rise to them.

7.3 Deputising Bonus

1. A staff member who deputises a senior employee at a higher management level in the full range of his/her management activities for a continuous period of more than four weeks and the deputising does not form a part of his/her duties under his/her contract of employment shall be entitled to a deputising bonus as of the first day of the deputising.
2. The deputising bonus shall be determined by the manager of the deputised staff member within the range of the management bonus fixed for the deputised senior staff member. The amount of the bonus for deputising a senior staff member with whom a contractual wage is agreed shall be determined by the Rector.
3. During the period of granting the deputising bonus, the deputising staff member shall not be entitled to his/her original management bonus.
4. A deputising bonus is also due to an employee who, pursuant to Article 4.3 of the University's Rules of Procedure, is temporarily entrusted with the performance of work in a managerial position in the urgent need to ensure the management of a part or organisational unit of the University, namely in the form of a temporary change in the type of work during the period when the managerial position is vacant and the need for deputising continues. The amount of the deputising bonus shall be determined in accordance with the range of this component of wage specified for the managerial post being deputised, as set out in Annexe 4.

7.4 Personal Remuneration

1. Personal remuneration is a non-claimable component of wage. It may be granted to an employee who complies with all the obligations arising from the legal regulations relating to the work performed by the employee and achieves outstanding performance. Personal remuneration is determined in particular by the quality of the work, the quantity of the work, the work effort and the self-education activities.
2. The personal remuneration may be granted for an indefinite period. Any rise, reduction, or withdrawal of personal remuneration shall be proposed in writing by direct superiors and approved by the senior staff referred to in Article 3 hereof, depending on financial resources and the performance appraisal.
3. Personal remuneration is linked to the employee's evaluation, which shall be done by the direct superior. The temporal frequency of the remuneration shall be based on the nature of the work performed by the employee. The superior may raise, reduce, or withdraw personal remuneration at any time if the reasons which led to granting thereof have changed, especially if the employee's performance which justified the original granting thereof has deteriorated or if the scope of the employee's work activities which justified the original granting thereof has been reduced or if the employee's performance is unsatisfactory. Also, if the economic conditions of the University or a part thereof have changed. The employee must be informed in advance of such a change (no later than on the last day of the month preceding the effective date of such change).
4. There is no legal entitlement to the employee's personal remuneration under this Article and the subsequent decision to grant a personal remuneration. In no case shall the granting of a personal remuneration give rise to any entitlement to any other component of wages or the granting of future personal remuneration.
5. The employer may award a personal remuneration of up to 100% of the employee's wage band to an employee who achieves outstanding work results or performs a larger range of work tasks. The Rector or the Dean shall decide on the award of a personal remuneration above 100% of the employee's wage band.

7.5 Merit-Based Awards

1. Employees may be rewarded:
 - a) for outstanding performance and quality of work, if there is a financial cover for the payment,
 - b) for work and activities carried out in the course of grants, scientific research tasks, and other projects, including foreign ones,
 - c) for work and activities carried out as ancillary.
2. The proposal to award an employee shall be submitted in writing by the direct superior to the senior staff member, who decides on the award and is entitled to decide on payroll matters.
3. In exceptional cases, another senior employee or project leader may also submit a proposal to award an employee. In these cases, he/she is obliged to inform the direct superior of the proposal.
4. A merit-based award under Paragraph 1 may not be proposed or granted by the employee.
5. The merit-based award under Paragraph 1 shall be decided by the senior staff members referred to in Article 3.
6. The condition for the merit-based award and payment thereof under this Article is a decision under the previous paragraph, and only if the entitled person is found to meet any of the conditions set out in Paragraph 1. Meeting these conditions is only a necessary condition for the employer (acting through the entitled person referred to in Paragraph 5) to decide on the merit-based award and payment thereof. However, meeting these conditions does not establish a legal right to issue such a

decision, nor to the award and payment thereof. Similarly, the award and payment thereof does not create any legal entitlement to any merit-based award in similar cases in the future.

7. The merit-based award shall always be paid as a non-entitlement component of the employee's monthly wage and shall be paid to the employee in the next pay period immediately following the employer's decision to grant the merit-based award.

Article 8 Remuneration for On-Call Duty

1. The employer may require the employee to be on call only if they agree so. The on-call duty may only be held at a location agreed with the employer other than the University's facilities. For the on-call time, the employee shall be entitled to 10% of his/her average earnings.
2. The employee is entitled to a wage for the performance of work during on-call time. Remuneration for on-call time during this period is not due. The performance of work during on-call time above the specified weekly working time is overtime work with the requirements specified in Article 9.

Article 9 Wages or Compensatory Leave for Overtime Work

1. An employee shall be entitled to the wage to which he/she has the right to be paid for the period of overtime work ("wages earned"), and a supplement of 25% of average earnings, unless the employer has agreed with the employee to compensate the extra pay with a compensatory leave corresponding to the amount of overtime work. If the employer fails to provide the employee with a compensatory leave within three calendar months after the overtime work has been performed or within a period otherwise agreed, the employee shall be entitled to a 25% extra pay of average earnings in addition to the wages earned.
2. Overtime work may only be performed exceptionally and ordered by the employer for serious operational reasons. The overtime ordered shall not exceed eight hours in any one week and 150 hours in any one calendar year. The employer may require overtime work beyond these hours only by agreement with the employee, but not more than to the extent specified in Section 93, Subsection 4 of the Labour Code.
3. Overtime work is understood as to mean work performed demonstrably at the order or with the consent of the employee's superior above the fixed weekly working hours resulting from a predetermined working time and performed outside the shift schedule. Regarding employees with shorter working hours, overtime work shall be work above the fixed weekly working hours.
4. Concerning academic staff, overtime work shall only be work performed outside the shift schedule over the fixed weekly working hours and more than the part of working time scheduled by the employer (Section 70a, Subsection 2 of the Act) if it was performed at the order or with the consent of the employer.

Article 10 Wages, Compensatory Leave, or Holiday Pay

1. An employee shall be entitled to the wages earned and compensatory leave to the extent of work performed on a public holiday, which shall be granted by the employer no later than the end of the third calendar month following the work performed on a public holiday or within an otherwise agreed time. Regarding the period of compensatory leave, the employee shall be entitled to wage compensation equal to the average earnings. In addition, the employer and the employee may agree with the provision of a bonus to the wage earned equal to at least the average earnings in place of the compensatory leave.

2. An employee who did not work because a public holiday fell on his/her usual working day shall be entitled to wage compensation in the amount of his/her average earnings or part thereof for the wages or part of wages lost due to the holiday.

Article 11
Saturday and Sunday Pay

1. For work on Saturdays and Sundays, the employee shall be entitled to the wages earned plus a bonus of 25% of average earnings.

Article 12
Nightwork Pay

1. For nightwork, i.e. the time from 10 p.m. to 6 a.m., the employee shall be entitled to the wage earned plus a bonus of 10% of average earnings.

Article 13
Wages and Bonus for Work in a Difficult Working Environment

1. For the time of work in a difficult working environment, the employee is entitled to the wages earned plus a bonus. The definition of the difficult working environment for the purposes of remuneration and the amount of the bonus shall be laid down by a government regulation. The bonus for work in a difficult working environment shall be 10% of the amount set by the Labour Code as the basic rate of the minimum wage for each aggravating factor.

Article 14
Sabbatical Leave Wages

1. For the period of sabbatical leave, an academic staff member (an employee who meets the requirements set out in Section 70, Subsection 1 of the Act) shall be entitled to wages, the composition and amount of which is specified by the Dean or the Rector in agreement with the employee.

Article 15
Average Earnings

1. Average earnings are specified in accordance with the Labour Code. Average earnings include benefits that meet the definition of gross wages paid to the employee with the pay in the decisive period and for the time worked in the decisive period in accordance with Section 353, Subsection 1 of the Labour Code.
2. Unless specified otherwise, the decisive period for determining average earnings is the preceding calendar quarter; average earnings are ascertained on the first day of the calendar month following the decisive period. However, if the basic employment relationship was established during the preceding calendar quarter, the decisive period for determining average earnings shall be the period from the establishment of the basic employment relationship until the end of the calendar quarter (Section 354, Subsections 1 to 3 of the Labour Code).
3. Where an employee did not work at least 21 days within the decisive period, the probable earnings shall be applied. When determining it, the gross wages earned by the employee from the beginning of the decisive period shall be used. If the employee failed to work at all or worked less than 21 days, the gross wage which he/she might have earned shall be used (Section 355 of the Labour Code). In calculating the probable earnings, the University shall mainly take into account the work the employee was required to do in the decisive period under examination and the usual amount of the

individual components of the employee's wages, the work to be performed by the employee was reimbursed in the decisive period, the components of the wages to be received under these Internal Wage Regulations or a wage agreement in the case of a negotiated wage, what resources the University had in the decisive period to provide remuneration to staff, as well as the earnings achieved either by the employee's colleagues for the same work or by other staff for the work of equal value.

Article 16
Deductions from Wages and from Other Income

1. Deductions from wages and other income under an employment relationship shall be made in accordance with the Labour Code and the manner specified in the Labour Code and Act No. 99/1963 Sb., the Rules of Civil Procedure, as amended.
2. Other income includes agreed remuneration, wage compensation, standby pay, severance pay upon termination of employment, and, if applicable, other benefits referred to under Section 145, Subsection 2 of the Labour Code.

Article 17
Payday and Maturity of Wages and Remuneration under the Agreement

1. Wages and remuneration under the agreement shall be payable after work performance, no later than in the calendar month following the month in which the employee became entitled to the wages or any component thereof. The payday (the regular date for payment of wages and remuneration under the agreement) shall be the 13th day of a calendar month following the month in which the employee became entitled to the wages or any component thereof. If the day falls on a bank holiday, the payday shall be the last working day preceding that day.
2. Concerning the due date and payment (payday) of wages not referred to in Paragraph 1 hereinabove, the general provisions of the Labour Code shall apply.
3. No regular advance on wages or any component thereof shall be paid. An extraordinary advance shall only be paid in the following cases:
 - a) if the payday falls on the day on which the employee is on leave, the employee may request in writing that the employer pay the advance at least five days before the employee takes his/her leave,
 - b) in exceptional circumstances, an advance may be paid (granted) to an employee with written approval from his/her direct superior.
4. After deductions from wages have been made in accordance with the Labour Code or a special legal regulation, wages shall be paid in Czech korunas to an account specified by the employee, no later than the regular wage payday.
5. Upon termination of employment, wages shall be paid on the next regular payday together with any other payments arising from such termination.

Article 18
Minimum Allowable Remuneration for Work

18.1 Minimum Wage

1. The minimum wage is the lowest allowable amount of remuneration for work in employment and employment relationship based on an agreement on work performed outside employment. Its amount shall be governed by Section 111 of the Labour Code and Government Regulation No. 567/2006 Sb. ("Government Regulation") stipulating the amount of minimum wage for the purpose of this Article or by legal regulations that will supersede the aforementioned regulations in the future. In the event

of shorter working hours or failure to work for the entire month, the minimum wage shall be reduced proportionately in the way specified in the Government Regulation.

2. The wage or agreed (gross) remuneration shall not be less than the minimum wage. For this purpose, the wage shall not include overtime pay, holiday pay, nightwork pay, bonus for work in a difficult working environment, and Saturday and Sunday pay, as well as any benefits not provided in return for work.
3. If the employee's wage or remuneration under the agreement for work in the basic employment relationship does not reach the amount of minimum wage set by the Government Regulation, the employer is obliged to provide the employee with a supplement to the wage or remuneration under the agreement under the conditions stipulated in Section 111, Subsection 3 of the Labour Code.
4. According to Section 111, Subsection 3, Clause a) of the Labour Code, the employer stipulates by these Internal Wage Regulations that concerning the supplement to the wage for employees working in an employee relationship, referred to in the previous paragraph, the current amount of monthly minimum pay set by the Government Regulation shall be used.
5. In the case of supplementary remuneration under the agreement, the current level of the hourly minimum wage set by the Government Regulation shall be applied in accordance with Section 111, Subsection 3, Clause c) of the Labour Code.

18.2 Guaranteed Wage

1. Guaranteed wage is the wage to which an employee working for the University in an employment relationship has become entitled according to the Labour Code, these Internal Wage Regulations, or the Wage Assessment (concerning the wage components defined therein for which no entitlement according to these Internal Wage Regulations or a collective agreement has arisen), or under the employee's contract with the University or a collective agreement ("guaranteed wage").
2. The level of the guaranteed wage and the conditions for its provision shall be governed by Section 112 of the Labour Code and the Government Regulation. In the event of shorter working hours or failure to work for the entire month, the minimum guaranteed wage shall be reduced proportionately in the way specified in the Government Regulation.
3. If the employee's wage excluding overtime pay, holiday pay, nightwork pay, bonus for work in a difficult working environment, and Saturday and Sunday pay does not reach the minimum guaranteed wage, the University shall provide such an employee with a wage supplement as stipulated under Section 112, Subsection 3, Clause a) of the Labour Code.
4. According to Section 112, Subsection 3, Clause a) of the Labour Code, the employer stipulates by these Internal Wage Regulations that for the purposes of the wage supplement under the preceding paragraph, the relevant current minimum level of the monthly guaranteed wage set by the Government Regulation shall be applied to employees working in an employment relationship.

Article 19 Severance Pay

1. The employer shall be obliged to pay the severance pay to the employee in accordance with the provision of the Labour Code and the collective agreement.

Article 20 Final Provisions

1. The Internal Wage Regulations of the University of Pardubice, registered by the Ministry of Education, Youth and Sports on 3 May 2007, Ref. No. 12 355/2007-30, as amended ("existing Internal Wage Regulations"), are hereby repealed.

2. These Internal Wage Regulations were approved by the Academic Senate of the University on 27 April 2021 pursuant to Section 9, Subsection 1, Clause b), Subclause 3 of the Act.
3. According to Section 36, Subsection 4 of the Act, these Internal Wage Regulations shall come into force on the date of registration by the Ministry of Education, Youth and Sports.
4. These Internal Wage Regulations shall take effect on the date of registration by the Ministry of Education, Youth and Sports, except for Annexe 3, which shall become effective on the first day of the month following the month in which the Internal Wage Regulations were registered.

prof. Ing. Jiří Málek, DrSc.

Rector

1. Amendments to the Internal Wage Regulations of the University of Pardubice were approved pursuant to Section 9(1)(b)(3) of Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Pardubice on 11 January 2022, 25 April 2023, and 27 February 2024.
2. Amendments to the Internal Wage Regulations of the University of Pardubice shall 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.
3. Amendments to the Internal Wage Regulations of the University of Pardubice registered by the Ministry of Education, Youth and Sports on 17 January 2022 under Ref. No. MSMT-1354/2022-1 shall take effect on 1 February 2022 (Amendments No. 1), Amendments registered on 4 May 2023 under Ref. No. MSMT-12493/2023 shall take effect on the date of registration, with the exception of Points 5 and 6, which take effect on 1 July 2023 (Amendments No. 2), and the Amendments registered on 12 March 2024 under Ref. No. MSMT-4587/2024-3 shall take effect on the date of registration (Amendments No. 3).

Annexe 1 to the Internal Wage Regulations of the University of Pardubice

OCCUPATIONAL GROUP 1

CHARACTERISTICS OF THE WORK ACTIVITIES AND RELATED CLASSIFICATION

Wage Band Class	Characteristics of the Work Activity	Job Classification
1	Preparation of chemical compounds, analytical analyses and testing of various materials. Comprehensive laboratory determination of chemical, physical, mechanical, and electrical properties of substances by standard methods using simple laboratory instruments. Ensuring the operation of the laboratory.	laboratory assistant
	Methodological, technical, and operational supervision of students' laboratory assignments, course assignments and Master's theses in the presence of an academic staff member.	instructor
2	Professional work using complex instrumentation, performing non-standard laboratory and technical work. Work on pilot and operational technological equipment.	senior laboratory assistant
	Independent provision of methodological, technical and operational supervision during students' laboratory assignments, course assignments and Master's theses.	senior instructor
3	Regarding educational activities, teaching in seminars, tutorials, and laboratory practice of general-basis subjects. Exceptionally, lectures discussed and approved by the Scientific Board. Supervision and external examination of Bachelor's theses. Participation in research and development tasks as instructed. Self-education activities. Publication activities.	lecturer, foreign language lecturer – native speaker, lecturer of art study courses
	Participation in research and development tasks and independent research and development work with specified inputs and defined outputs within a broader research task. Managing research and development tasks in his/her field; publishing his/her work results. Can participate in teaching and supervising Bachelor's theses.	research fellow
4	Regarding educational activities, teaching in seminars, tutorials, and laboratory practice of general-basis subjects and specialisations. Lectures discussed and approved by the Scientific Board. Supervision and external examination of Bachelor's and Master's theses. Independently managing scientific, research, and development tasks according to defined objectives. Participating in the preparation of scientific, research, and teaching projects. Publication and self-education activities. Can supervise undergraduate study programmes.	senior lecturer
	Independently performing complex and demanding research and development work in managing and implementing tasks of science and technology development. Comprehensive management of research and development tasks with predefined inputs and framed outputs. Participating in the preparation of scientific and research projects. Publication and self-education activities. Can participate in supervising Bachelor's and Master's theses and in teaching.	researcher
5	Creative specialised and systemic work within the scope of his/her qualification involving scientific, research, and pedagogical fields. Concerning educational activities, mainly lectures in undergraduate, postgraduate, and doctoral study programmes, and teaching in seminars and tutorials. Supervision and external examination of qualification theses. Can supervise scientific and research programmes, undergraduate and postgraduate study programmes, and prepare scientific, research, and teaching projects. Supervises the professional content and activities of examining boards for state examinations. Independent and creative management of scientific tasks in basic and applied research. Publication and educational activities.	associate professor

5	Independent management of complex scientific, research, development, or artistic tasks in the relevant field within basic and applied research. Work in research teams, including the cooperation with foreign researchers. Can participate in supervision and external examination of qualifying theses and in teaching.	senior researcher
6	Creative specialised and systemic work within the scope of his/her qualification involving scientific, research, and pedagogical fields. Concerning educational activities, mainly lectures in undergraduate, postgraduate, and doctoral study programmes, and teaching in seminars and tutorials. Supervision and external examination of qualification theses. Supervising the professional content and activities of examining boards for state examinations. Supervising scientific and research programmes, undergraduate and postgraduate study programmes, preparing scientific, research, and pedagogical projects. Creative coordination of scientific projects. Original scientific publishing activities.	professor
	Formulating essentially new scientific and research areas. Managing tasks of basic research and development and scientific exploration of decisive importance for the development of the relevant scientific field. Leading scientific research teams, including international ones. Creative coordination of the most challenging scientific, research, and development projects. Extensive publishing and self-educational activities. Can participate in supervision and external examination of qualification theses and in teaching.	leading researcher

Annexe 2 to the Internal Wage Regulations of the University of Pardubice

**QUALIFICATION REQUIREMENTS
FOR THE PERFORMANCE OF CERTAIN WORK ACTIVITIES**

Occupational Group 1

Job Classification	Requirements for Completed Education
laboratory assistant, instructor	secondary education with the general secondary education exam*)
senior laboratory assistant, senior instructor	secondary education with the general secondary education exam *) higher vocational education**) Bachelor's degree***)
foreign language lecturer – native speaker	Education attained at an international university corresponding at least to the level of an undergraduate programme completed at a university in the Czech Republic.
lecturer of art study courses	Bachelor's degree in art
lecturer	Master's degree****)
senior lecturer	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
associate professor	associate professor in a professional activity
professor	professor in a professional activity
research fellow	Master's degree****)
researcher	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
senior researcher	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
leading researcher	doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.

Notes:

*) A student receives secondary education with the general secondary education exam by completing the educational programmes of a six-year or eight-year secondary school providing general secondary education, a four-year full-time educational programme, a two-year full-time follow-up educational programme, or a shortened educational programme for receiving secondary education with the general secondary education exam (S 58 (4) of Act No. 561/2004 Sb., on Pre-School, Basic, Secondary, Tertiary Professional, and Other Education (the Education Act), as amended, or complete secondary education or complete secondary professional education in accordance with Act No. 29/1984 Sb., on the Network of Primary and Secondary Schools (Education Act), as amended).

**) A student receives higher vocational education by completing the relevant accredited educational programme ending with a graduate examination and receiving the degree of "DiS" (Section 101 of the Act No. 561/2004 Sb., the Education Act, or Section 8 of the Act No. 29/1984 Sb., the Education Act).

***) Bachelor's degree requires the completion of an undergraduate study programme within the meaning of Section 45, Subsection 3 of the Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Additions to Other Acts (Higher Education Act), or the completion of a comprehensive part of higher education studies within the meaning of Section 21, Subsection 1 of the Act No. 172/1990 Sb., on Higher Education Institutions, as amended.

****) Master's degree requires the completion of a postgraduate study programme within the meaning of Section 46, Subsection 3 of the Higher Education Act or within the meaning of Section 19 of the Act No. 172/1990 Sb., on Higher Education Institutions, as amended, or in the manner defined for the proper completion of higher education studies under previous legislation.

Annexe 3 to the Internal Wage Regulations of the University of Pardubice

WAGE BANDS
BY OCCUPATIONAL GROUPS AND WAGE BAND CLASSES

Occupational Group 1 (academic staff, research and development staff, and technical staff involved in teaching and research)

Wage Band Class	Wage Band in CZK	Wage Band Class	Wage Band in CZK
1	18 900	4	35 600
2	21 100	5	43 100
3	30 700	6	54 000

Occupational Group 2 (technical-economic and administrative staff)

Wage Band Class	Wage Band in CZK	Wage Band Class	Wage Band in CZK
16	18 900	19	28 700
17	21 300	20	34 500
18	24 700	21	40 300

Occupational Group 3 (labourers and service and auxiliary staff)

Wage Band Class	Wage Band in CZK	Wage Band Class	Wage Band in CZK
33	18 900	36	20 500
34	19 200	37	22 500
35	19 700		

Annexe 4 to the Internal Wage Regulations of the University of Pardubice

**MANAGEMENT BONUS, RESPONSIBILITY BONUS, AND
STUDY PROGRAMME SUPERVISION BONUS**

Specification of the Bonus	Range in CZK
1. Vice-Dean, Head of the Clinic	2 000 – 8 000
2. Faculty Secretary, Head of Rector's Office, Head of the Centre for Information Technology and Services, Head of the Halls of Residence and Catering Service	2 000 – 7 000
3. Senior staff who manage more than one organisational unit and report directly to the staff members at the positions referred to in Subparagraphs 1 and 2 and Article 3, Paragraph 1 hereof.	1 500 – 6 000
4. Senior staff who report directly to the staff members at the positions referred to in Subparagraphs 1 and 2 and Article 3, Paragraph 1 hereof.	1 000 – 5 000
5. Other senior staff	500 – 2 000
6. Study programme supervisors	2 000 – 5 000