

On 30 April 2018, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Internal Salary Regulation of the Czech University of Life Sciences Prague under no. MSMT-12995/2018.

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Director of the Higher Educational Institutions Section



**INTERNAL WAGE REGULATION
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 30 APRIL 2018**

UNOFFICIAL TRANSLATION

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Internal Wage Regulation of the Czech University of Life Sciences Prague dated 30 April 2018

Part One Introductory Provisions

Article 1 Introductory Provisions

The Internal Wage Regulation of the Czech University of Life Sciences Prague is an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CULS” or the “employer”) pursuant to Section 17, paragraph 1, letter d), Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to other Acts (Act on Higher Educational Institutions), as amended, (hereinafter the “Act”). The Internal Wage Regulation regulates the remuneration of CULS employees pursuant to Act No. 262/2006 Coll., Labour Code, as amended (hereinafter the “Labour Code”). The Internal Wage Regulation relates to all CULS employees with the exception of employees whose salaries were agreed to in an individual agreement on a contractual wage, and of the rector, whose wage is set by the Minister of Education, Youth and Sports.

Article 2 Wage, Remuneration Based on Agreements

In accordance with the Labour Code, a wage means monetary fulfilment and a monetary value fulfilment (natural wage) provided by an employer to an employee for work (hereinafter also the “wage”). In accordance with the Labour Code, negotiated remuneration means monetary fulfilment provided for work carried out on the basis of an agreement on carrying out work or an agreement on work activities (hereinafter the “remuneration based on agreements”). An employee shall be entitled to a wage or remuneration based on agreements for carried out work.

Part Two Remuneration of CULS Employees

Article 3 Assignment of Employees to Wage Classes

(1) An employee employed with the employer shall be assigned into a wage class according to the catalogue of works pursuant to Annex No. 1 on the basis of the type of work agreed to in the employment contract, and on the works required of the employee within such an employment contract pursuant to their complexity, responsibility and strenuousness (hereinafter the “agreed type of work”), and the fulfilment of the minimum qualification expectations specified below. If this work is not specified in Annex No. 1, the employer shall assign the employee to a wage class in which are included in Annex No. 1 examples of works comparable to it in terms of complexity, responsibility and strenuousness.

The qualification requirements for assigning academic employees who carry out as part of their employment educational, scientific and research, development and innovation, artistic and other creative activities (hereinafter the “creative activities”) into wage classes:

Agreed type of work according to employment contract (job position)	Minimum qualification requirements	wage class
lecturer	university education – Master’s degree programme	9
	university education – Master’s degree programme and at least 5 years of experience in the relevant field	10
	university education – Master’s degree programme and CSc. or Ph.D. academic degree	11
scientific, research and development employee	university education – Master’s degree programme	9
	university education – Master’s degree programme	10

Agreed type of work according to employment contract (job position)	Minimum qualification requirements	wage class
	university education – Master’s degree programme and CSc. or Ph.D. academic degree	11
assistant	university education – Master’s degree programme	9
assistant professor	university education – Master’s degree programme	10
	university education – Master’s degree programme and CSc. or Ph.D. academic degree	11
associate professor	associate professor without habilitation thesis	11
	associate professor with habilitation thesis	12
professor	professor	13
special professor	special professor – after being discussed by the CULS Scientific Board	13

Qualification requirements for assigning other employees into wage classes:

Wage class	Type of work	Minimum qualification requirements
1 – 3	all (pursuant to Annex No. 1)	basic education
4	manual, administrative – technical	basic education with additional authorization, middle school education with leaving examination
5 – 7	manual, administrative – technical	middle school education with vocational certificate, middle school education with leaving examination
8	administrative – technical	higher professional education, university education – bachelor study programme
9	administrative – technical, scientific	university education – bachelor study programme
10 – 12	managing and conceptual, scientific	university education – Master’s degree programme
13	scientific	university education – Master’s degree programme

(2) For an academic employee assigned to a job position of assistant professor, lecturer or scientific, research and development employee, assignment into a higher wage class shall be carried out after submission of documents on completing scientific education or doctoral study programme, i.e. a document on obtaining a scientific degree of a candidate of science and doctor of science, university diploma or certificate of graduation, at the earliest as of the date of completion. It is not given retroactively.

(3) When assigning to wage classes, achievement of a level of education that is higher than what is required is not taken into consideration. In exceptional cases, the employer may assign an employee in an administrative-technical profession or senior employee position, who does not fulfil the necessary level of education, into the fourth and higher wage class, if the employee proved his or her ability to carry out the required work through long-term activities in the relevant field – the exception shall be permitted by the rector or bursar.

(4) Job positions of CULS academic employees are filled via the procedure set out in the Tender Regulations of the Czech University of Life Sciences Prague as an internal regulation of CULS.

(5) When filling academic employee job positions, for assignment into wage classes, the basis used is the one from the general job descriptions specified in Annex No. 2; however, for the “lecturer” academic employee category, emphasis is placed on educational activities, for the “assistant” or “assistant professor” academic employee category, educational and creative activities are more or less balanced, and for the “scientific, research and development employee” academic employee category, emphasis is placed on scientific, research and development activities.

Article 4 **Assigning Employees to Wage Levels**

(1) Within individual wage classes, employees are assigned into wage levels according to creditable experience.

(2) The employer shall include in the period of creditable experience decisive for assigning an employee into a wage level of the relevant wage class the following period:

- a) experience in the field of the required work set out in the job description achieved after the completion of the level of the relevant education required by the employer (qualification requirements), or

- b) experience in the field of the required work set out in the job description achieved before the completion of the of the level of the relevant education required by the employer in the scope of four-fifths,
 - c) other experience depending on the level of its possible utilization for successful performance of the required work, but a maximum in the scope of two-thirds,
 - d) performance of basic military (alternative) service and civil service in the scope set out by a special legal regulation¹⁾,
 - e) maternity and parental leave or permanent care for a child or children in the scope corresponding to the length of maternity and parental leave valid at the time of care, if, while in full-time study, a woman or a man did not prepare for a profession, or a period of personal care for a minor child with a long-term disability that required special care, unless placed in an institution for such children, but for a maximum total length of six years,
 - f) a study stay, research assistantship and study in a doctoral study programme can be included in full, but for a maximum of three years,
 - g) work on the basis of agreements on work activities can only be included if this was work in the field and in the scope of half of the length of the set weekly work hours; experience does not include work carried out on the basis of agreements on carrying out work,
 - h) in order to mitigate the consequences of injustices incurred by labour actions carried out from 25 February 1948 to 1 January 1990, by deviation from letter c), the employer may include into creditable experience, in the full scope, other experience if the employee was not able to gain experience in the field of the required work due to an invalid labour action.
- (3) For the purposes of this assignment, experience in the field of the required work means carrying out work that requires knowledge of the same or similar orientation as for carrying out the required work.
- (4) Unless further stipulated otherwise, pursuant to paragraph 2, the employer shall subtract the following from the period of creditable experience for employees assigned to:
- a) the fourth to seventh wage class, for an employee who did not complete middle school education with a graduation examination, a period of two years, or a period of four years, if the employee only completed basic education, with the exception of an employee carrying out work predominantly of a manual nature according to his/her employment contract and job description;
 - b) the eighth wage class, for an employee who completed only middle school education with a graduation examination, a period of two years, or only middle school education i.e. without a graduation examination, or with only a vocational certificate, a period of four years, or a period of six years, if the employee only completed basic education;
 - c) the ninth wage class, for an employee who completed only higher vocational education, a period of one year, or only middle school education with a graduation examination, a period of three years, or if they completed only middle school education, i.e. without a graduation examination or with only a vocational certificate, a period of five years, or a period of seven years, if they only completed basic education;
 - d) ninth and higher wage class, for an employee who completed only a university education in a bachelor study programme, a period of two years, or only higher vocational education, a period of three years, or if they completed only middle school education with a graduation examination, a period of five years, or only middle school education, i.e. without a graduation examination or with only a vocational certificate, a period of seven years, or a period of nine years, if they completed only basic education.
- (5) The employer shall be obliged to ensure progress to a higher wage level during employment.
- (6) During transfer to a different job position or different wage class within CULS, it will be necessary to repeatedly evaluate prior experience according to the principles specified in paragraphs 1 to 4, and to determine a new job description for correct assignment into the corresponding wage level and wage class.
- (7) Employees assigned to wage classes 1 to 3 can receive the highest wage level regardless of creditable experience.

Article 5

Wage Tariff

- (1) Employees shall be entitled to the wage tariff set out for the wage class and wage level to which they are assigned. A wage tariff is a claimable component of wages.
- (2) Wage tariffs are set out in Annex No. 3.

¹⁾ Act No. 585/2004 Coll., on Compulsory Military Service and its Ensuring (Military Service Act), as amended.

(3) For the purposes of compliance with guaranteed wages pursuant to a government decree²⁾, individual wage classes are classified into different groups as follows:

1st to 5th wage class – 1st work group, 6th to 7th wage class – 2nd work group, 8th wage class – 3rd work group, 9th wage class – 4th work group, 10th wage class – 5th work group, 11th wage class – 6th work group, 12th wage class – 7th work group, 13th wage class – 8th work group.

Article 6

Personal Additional Payment

(1) An employee who achieves very good work results, or does a good job in carrying out a large scope of work tasks, may receive a personal additional payment from the employer:

Wage class	Minimum personal additional payment amount from the last level of the awarded wage class ³⁾
1 – 9	150%
10 – 13	200%

(2) Personal additional payment is a non-claimable wage component; it may be increased, decreased or taken away by the employer if the requirements and conditions under which it was granted change.

(3) At CULS, a personal additional payment may be granted to a newly-hired employee, including employees entering the job during the study in a doctoral study programme at CULS, or upon its completion, at the earliest after two months of employment. The restrictions in the previous sentence do not relate to employees who are transferring smoothly into employment in the same type of work for which they had an agreement on work activities concluded with CULS. A personal additional payment will be newly granted to an employee transferring to a new worksite at CULS.

(4) The employer determines the personal additional payment in a specific amount for employees at CULS.

Article 7

Management Additional Payment

(1) According to the level of management and difficulty of management work, senior employees at CULS are entitled to a management additional payment; the amount of this additional payment is set out in Annex No. 4.

(2) The entitlement to a management additional payment originates and terminates in relation to the facts that establish it. A management additional payment financed from a source other than a contribution pursuant to Section 18, paragraph 2, letter a) of the Act, or a grant pursuant to Section 18, paragraph 2, letter c) of the Act, is not a claimable wage component.

Article 8

Additional Payment for Representation

An employee who represents a senior employee on a higher management level while the senior employee is temporarily absent, or for the period of an unoccupied position in the full scope of his or her management activities, which is longer than four weeks and representation is not part the employee's obligations arising from his/her employment contract or job description, shall be entitled to an additional payment for representation from the first day of representation in an amount determined by the employer within the range of the additional payment for management determined for the represented senior employee. The additional payment for representation shall be paid out in the form of a management additional payment on the basis of a written authorization.

²⁾ Government Decree No. 567/2006 Coll., on Minimum Wage, and the Lowest Levels of Guaranteed Wage, on the definition of a hazardous working environment and extra payment for work in a hazardous working environment, as amended.

³⁾ This only relates to a personal bonus financed from a contribution pursuant to Section 18, paragraph 2, letter a) of the Act, or a grant pursuant to Section 18, paragraph 2, letter c) of the Act.

Article 9

Wage or Compensatory Time Off for Overtime

An employee shall be entitled to a wage for the period of ordered overtime, to which the employee became entitled during this period (hereinafter the “achieved wage”), as well as a bonus of 25% of average earnings, unless the employer and employee have agreed otherwise on provision of compensatory time off in the scope of overtime work instead of the bonus.

Article 10

Wage, Compensatory Time Off or Wage Compensation for Holidays

(1) For work during a holiday⁴⁾, an employee shall be entitled to an achieved wage and compensatory time off in the scope of the work carried out during the holiday, which the employer shall provide to the employee by the end of the third calendar month following work on a holiday, or within a period agreed otherwise. An employee shall be entitled to wage compensation in the amount of average earnings for the period of drawing compensatory time off.

(2) The employer and the employee may agree on the provision of an additional payment on the achieved wage in the amount of average earnings instead of compensatory time off.

Article 11

Wage for Work at Night

An employee shall be entitled to the achieved wage and an additional payment in the amount 10% of average earnings for work at night.

Article 12

Wage for Work on Saturdays and Sundays

An employee shall be entitled to the achieved wage and an additional payment in the amount of 25% of average earnings for work on Saturdays and Sundays.

Article 13

Additional Payment for Shift Work

(1) Employees who work at worksites with two-shift, three-shift or multi-shift operation, and who alternate within 24 consecutive hours in shifts, shall be entitled to an additional payment in the amount of 400 CZK per month under the condition that they work in such shifts for the entire month.

(2) Employees are provided an additional payment for shift work via a monthly flat rate, and this is a claimable component upon fulfilment of the above conditions.

Article 14

Additional Payment for a Split Shift

An employee, who works in shifts divided into two or several parts, is entitled to receive a supplement charge for each part of such a divided shift, amounting to 30% of an average hour salary. For the purpose of this internal salary regulation, the divided shift represents a continuous or cumulative interruption of work amounting to at least two hours.

Article 15

Bonuses

(1) The employer may provide bonus to the employee as part of employment:

- a) for successful fulfilment of extraordinary or particularly relevant work tasks;
- b) for providing aid in preventing fires or natural disasters, their liquidation or removal of their consequences, or during other extraordinary events where property, life or health may be endangered;
- c) for improved economic results;
- d) from the Bonus Fund.

⁴⁾ Act No. 245/2000 Coll. on public holidays, on important days and on non-working days, as amended.

- (2) The employer may provide a bonus as the appreciation of work merits of the employee:
- a) when the employee reaches the age of fifty, up to 5,000 CZK;
 - b) upon the first termination of employment at CULS after the granting of full or partial disability pension or retirement pension up to the amount 6,000 CZK.

Article 16 **Remuneration for Being On-call**

An employee shall be entitled to remuneration in the amount 10% of the average hourly earnings for being on-call.

Article 17 **Additional Wage**

- (1) If the employer has sufficient funds, the employer may pay out to an employed employee an additional wage under the conditions specified in paragraphs 2 to 8.
- (2) Upon fulfilment of the conditions set out in this Article, the employee shall be entitled to an additional wage in the amount 1/2 for work in each half of the calendar year, so long as the employee works at least 65 days during this period, and so long as the employment does not end in the first half of the year before 31 May or 30 June, if the employee works the determined number of days in June, and in the second half of the year before 30 November or 31 December, the employee works the determined number of days in December.
- (3) For the purposes of paying out an additional wage, a worked day shall be considered a day in which the employee:
- a) worked at least half of the ordered work hours;
 - b) was on rest leave at least in the scope of half of the ordered work hours;
 - c) used compensatory time off for overtime work or work on a holiday at least in the scope of half of the ordered work hours;
 - d) could not carry out work due to an impediment on the part of the employer in the scope of at least half of the ordered work hours;
 - e) could not carry out work due to a paid impediment on the part of the employee in the scope of at least half of the ordered work hours;
 - f) did not work because a holiday fell on the employee's normal work day.
- (4) An employee who is employed for a fixed working week and has an uneven weekly working time scheduled by the employer, for the purposes of paragraph 2, he/she shall be considered an employee who worked five working days in a calendar week, although his or her working time is not divided into all working days in a week. However, this procedure cannot be applied to employees with less than the set weekly working time, for whom the employer scheduled their work within shorter working hours to less than five working days a week (i.e. individual work schedules). For such employees shall be counted only the days that they actually worked or drew the other periods set for the purposes of the establishment of a claim to an additional wage to an equally worked period. The provisions of paragraph 3, letters b) to e) apply similarly.
- (5) The amount of the additional wage is the sum of the amounts of the wage tariff and all lump-sum additional payments assessed by the employer for the employee.
- (6) An additional wage in the amount set out pursuant to paragraph 2 shall be due at the earliest date set out for wage payment after the establishment of a claim to such an additional wage.
- (7) The fulfilment of conditions for the establishment of a claim to an additional wage shall be assessed for each employment individually.
- (8) Entitlement to an additional wage pursuant to this Article shall only be established for an additional wage financed from a contribution pursuant to Section 18, paragraph 2, letter a) of the Act, or from a grant pursuant to Section 18, paragraph 2, letter c) of the Act, whilst also meeting the conditions specified in this Article.

Article 18

Contractual Wage

- (1) A contractual wage is a wage that is agreed individually between an employee and the employer. Its amount and all of the conditions for its payment are agreed in an employment contract or other agreement in accordance with Section 113, Labour Code. A contract in which a lower wage is negotiated than the wage that pertains pursuant to a collective agreement the Labour Code shall be invalid in this part. If the work contract is valid for an indefinite period, the contract validity and effect ends on the date of the termination of labour relations between employer and employee.
- (2) Only the rector or dean may negotiate a contractual wage at CULS.

Article 19

Sabbatical Leave

During a sabbatical leave⁵⁾, an academic employee is entitled to a wage in the amount of the negotiated contractual wage, or in the amount of the sum of the wage tariff and personal additional payment as they were granted immediately before the beginning of the sabbatical leave.

Article 20

Remuneration Based on Agreements

The amount of the remuneration based on agreements and conditions for its provision are agreed in the agreement on carrying out work or an agreement on work activities and conditions for its provisions in accordance with a government decree²⁾. A CULS internal regulation sets recommended rates for teaching activities.

Article 21

Wage Payment

Wage, remuneration based on agreements, additional payment for being on-call and wage compensations are payable after the work has been carried out, at the latest on the 10th calendar day of the calendar month during which the employee established his/her entitlement for the wage, remuneration based on agreements, additional payment for being on-call and wage compensations. If the date of wage payment falls on a Saturday, Sunday or holiday, then the wage, remuneration based on agreements, additional payment for being on-call and wage compensations shall be due on the last business day before the day of wage payment. If the wage payment date falls on a day when the employee does not work because he or she was not assigned to a shift, then the wage, remuneration based on agreements, additional payment for being on-call and wage compensations shall be due on the next business day after this date.

Part Three

Joint, Interim and Closing Provisions

Article 22

Remuneration of Employees of the University School Farm Enterprise and School Forest Enterprise

Remuneration of employees of the School Farm Enterprise located Lány is set in the first part of the Internal Wage Regulation, in the third part of the Internal Wage Regulation and in Annex No. 5. Remuneration of the employees of the School Forest Enterprise located in Kostelec nad Černými lesy is set in the first part of the Internal Wage Regulation, in the third part of the Internal Wage Regulation and in Annex No. 6; in relation to specific employees, the provisions of these Annexes have precedence over other provisions of this Internal Wage Regulation. If Annex No. 5 or Annex No. 6 does not expressly regulate some rights and obligations in relation to specific employees, the used procedure shall be pursuant to the Labour Code and adequately pursuant to this Internal Wage Regulation.

⁵⁾ Section 76 of the Act.

Article 23
Interim and Closing Provisions

- (1) Wages, remunerations based on agreements, additional payments for being on-call and wage compensations pursuant to this internal wage regulation shall be provided for the first time for the month of May 2018.
- (2) This internal wage regulation includes the following annexes:
 - a) Annex No. 1 – Catalogue of Works,
 - b) Annex No. 2 – General Job Description of Job Positions of Academic Employees,
 - c) Annex No. 3 – Wage Tariffs,
 - d) Annex No. 4 – Management Additional Payment Amount,
 - e) Annex No. 5 - Internal Wage Regulation of the School Farm Enterprise in Lány (*only in the Czech language*),
 - f) Annex No. 6 - Internal Wage Regulation of the School Forest Enterprise in Kostelec nad Černými lesy (*only in the Czech language*).
- (3) The Internal Wage Regulation of CULS registered by the Ministry of Education, Youth and Sports on 4 October 2011 under no. 29 398/2011-30, as amended, is cancelled.
- (4) This Internal Wage Regulation was approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CULS Academic Senate on 2 March 2017.
- (5) This Internal Wage Regulation shall become valid pursuant to Section 36, paragraph 4 of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- (6) This Internal Wage Regulation shall become effective on the date it is published in the public part of the CULS website.

prof. Ing. Petr Sklenička, CSc., in his own hand

Rector

CATALOGUE OF WORKS⁶⁾

1st to 5th wage class (1st work group)

Individual work tasks with the same kind of items (elements) forming a single unit carried out according to exact instructions, and with clearly defined outputs, and with general connections to other processes. Handling work with individual items, simple aids and tools without connections to other processes and activities, including work with potential one-sided burdening of small muscle groups in a possible imposed working rhythm, with slightly worse working conditions and the potential risk of a work accident.

4th to 7th wage class (2nd work group)

Homogeneous works with general instructions, with clearly-defined outputs and with a greater choice of a different procedure and general connections to other processes (hereinafter “simple professional works”). Works with units and assemblies of several individual elements (objects) with logical (purposeful) arrangement with partial connections to other units (assemblies). Works assuming simple working relationships. Long-term, one-sided burdening of larger muscle groups. Slightly increased mental demands associated with independent solutions of a group of homogeneous time-consistent work operations according to the relevant procedures.

8th wage class (3rd work group)

Diverse, generally-defined works with instructions according to normal procedures with set outputs, procedures and connections to other processes (hereinafter the “professional work”). Work with integrated systems made up of many elements with partial connections to a small sphere of other systems. Coordination of works in variable groups. Directing of simple routine and handling works and processes in variable groups, teams and other impermanent organizational units, and without subordination of a group of employees related to responsibility for damages which cannot be removed on their own and in a short time.

Increased mental demands arising from independent resolution of tasks with diverse concrete phenomena and processes with demands on imagination and predictability, the ability to compare, attention and operability. Considerable sensory demands. Significant burden on large muscle groups in very difficult working conditions.

9th wage class (4th work group)

Professional works carried out with comprehensive independent systems with possible division into partial-subsystems, and with connections to other systems. Ensuring a broader set of professional works with generally set inputs and method of carrying them out, and defined outputs that are an organic part of wider processes (hereinafter the “professional specialized work”). Streamlining and coordination of simple professional works. Works within complex systems with internal division to comprehensive subsystems with close connections to other systems, and with internal division outside the organization.

Mental strain resulting from independent solutions to tasks, wherein concrete and abstract phenomena and processes of a diverse nature are equally represented. Demands on application skills and adaptability to various conditions, logical thinking and some imagination. High demands on the identification of very small details, signs or other visually important information, and increased demands on the vestibular apparatus. Excessive burden on large muscle groups in extreme working conditions.

⁶⁾ In accordance with the Annex to Government Decree No. 567/2006 Coll., on Minimum Wage, and the Lowest Levels of Guaranteed Wage, on the definition of a hazardous working environment and extra payment for work in a hazardous working environment, as amended.

10th wage class (5th work group)

Professional specialized work in which the subject is a comprehensive standalone system composed of several more homogeneous units or most complex independent units. Coordination and directing of professional work. Ensuring a complex of activities with generally defined inputs, generally set outputs, considerable variability of solution methods and procedures, and specific connections to a wide range of processes (hereinafter “system works”). The subject of the work is a complex system composed of separate heterogeneous systems with fundamental determining of internal and external connections. Coordinating and directing of professional specialized work.

Increased mental demands arising from independent solutions of task sets, wherein concrete and abstract phenomena and processes of diverse nature are better represented, with demands on learning, perception and interpretation of phenomena and processes. High demands on memory, flexibility, capability of analysis, synthesis and general comparison. High demands on the vestibular apparatus. Significant pressure on the nervous system.

11th wage class (6th work group)

System works whose subjects of activities are partial fields of activities with a wide scope. A complex of system activities with variant general inputs, generally set outputs, methods unspecified in advance and procedures with broad connections to other processes (hereinafter “systemic specialized works”), where the subjects are fields of activities consisting of systems with extensive external and internal connections. With the work is associated significant mental strain arising from great complexity of cognitive processes and a higher level of abstract thinking, imagination, generalization and from the need to make decisions according to various criteria.

12th wage class (7th work group)

Systemic specialized works whose subjects of activities are a set of fields, or a field with an extensive internal structure and external connections. Comprehensive coordination and streamlining of system works. Activities with unspecified inputs, solution methods and very generally-defined outputs with very wide connections to other processes, creative development and strategic activities and system coordination (hereinafter “creative systemic works”). The subject is a set of fields or a field with an extensive internal segmentation and numerous connections to other fields, and with effect and impact on a wide group of the population or a summary of otherwise challenging fields. Coordination and directing of systemic specialized works.

Discovery of new procedures and processes and finding solutions in an unusual way. Transfer and application of methods and means from other sectors and areas. Decision-making under very combinable, rather abstract and heterogeneous phenomena and processes from various sectors and fields.

High mental strain resulting from high demands on creative thinking.

13th wage class (8th work group)

Creative systemic works, wherein the subject is the field as a set of mutually connected fields or most demanding fields with a major importance. Activities with unspecified inputs, solution methods and outputs with possible connections to the entire spectrum of other activities, which are the subject of individual scientific fields and disciplines and other broadest and most demanding systems.

Very high mental strain resulting from high demands on creative thinking on a highly abstract level with significant variability and combinability of processes and phenomena, and on the ability of an unconventional systemic contemplation of the broad context.

GENERAL JOB DESCRIPTION OF JOB POSITIONS OF ACADEMIC EMPLOYEES

**Lecturer,
with teaching activities (9th wage class),
designation: “Lecturer / 9”:**

- conducts tutorials, seminars, laboratory or fieldwork and practices, practical teaching or excursions, under the supervision of the guarantor of the subject;
- participates in preparing study and teaching materials according to the instructions of the guarantor of the subject;
- may award course credits upon consultation with the guarantor of the subject; submits records on awarded course credits to the guarantor of the subject;
- consults and supervises bachelor theses with the consent of the head of a worksite;
- participates in activities associated with creative activities according to the instructions of direct superiors.

**Lecturer,
with educational and creative activities (10th wage class),
designation: “Lecturer / 10”:**

- conducts tutorials, seminars, laboratory or fieldwork and practices, practical teaching or excursions in coordination with the guarantor of the subject;
- conducts specialized lectures in coordination with the guarantor of the subject;
- participates in preparing study and teaching materials in coordination with the guarantor of the subject;
- awards course credits; submits records on awarded course credits to the guarantor of the subject;
- takes part in creative activities according to the instructions of direct superiors (in particular collection of data materials for research);
- supervises bachelor theses;
- participates in short-term internships at partner universities abroad, and participates in international educational projects.

**Lecturer,
with educational, creative and conceptual activities (11th wage class),
designation “Lecturer / 11”:**

- conducts tutorials, seminars, laboratory or fieldwork and practices, practical teaching or excursions in coordination with the guarantor of the subject;
- conducts specialized lectures in coordination with the guarantor of the subject;
- participates in preparing study and teaching materials in coordination with the guarantor of the subject;
- awards course credits; submits records on awarded course credits to the guarantor of the subject;
- takes part in creative activities in creative (scientific, research, development, artistic) teams dealing with grant projects and other projects, and in activities financed from other external sources (in particular contractual research);
- carries out activities associated with cooperation with practice (via the application sphere);
- supervises bachelor theses and dissertations;
- takes part in conceptual activities of the part of CULS where the lecturer works;
- takes part in the processes of the internationalization of the university that are connected to educational and creative activities (in particular teaching in a foreign language, summer schools, internships abroad, international research and educational projects).

**Scientific, research and development employee,
with activities of a member of a scientific, research or development team (9th wage class),
designation: “Scientific, Research and Development Employee / 9”:**

- as a team member, the employee creatively utilizes scientific findings during research or development activities relating to basic, applied or contractual research and development;
- in cooperation with other team members and other CULS employees, the employee regularly publishes in the form of scientific articles (in international journals with an impact factor shown in the Web of Science database, and in other international journals included in the SCOPUS database), professional articles for professional public and applied research outputs (in particular patent);
- regularly presents the results of his or her work at domestic and foreign conferences and helps to organize and ensure them;
- in cooperation with members of scientific, research and development teams, the employee prepares and submits domestic and foreign projects that lead to obtaining financial (public and private) means (grants) for carrying out basic and applied research;
- as a team member, the employee is involved in the preparation and implementation of so-called contractual research;
- consults bachelor theses and supervises bachelor theses with the consent of the head of the worksite;
- in cooperation with the guarantor of the subject, as part of his or her specialization, the employee takes part in preparation and teaching within professional practices, seminars and tutorials (in particular laboratory and fieldwork and tutorials focused on work with specialized software), and in professional excursions;
- participates in short-term internships at partner universities abroad, and participates in other forms of internationalization at CULS.

**Scientific, research and development employee,
with activities of an independent scientific, research or development employee (10th wage class),
designation: “Scientific, Research and Development Employee / 10”:**

- creatively utilizes scientific findings during his or her research or development activities relating to basic, applied or contractual research and development;
- regularly publishes in the form of scientific articles (in international journals with an impact factor shown in the Web of Science database, and in other international journals included in the SCOPUS database), professional articles for professional public and applied research outputs (in particular patent);
- regularly presents the results of his or her work at domestic and foreign conferences and international congresses;
- participates in professional opponent activities associated with creative activities;
- prepares, submits and coordinates domestic and international projects that lead to obtaining financial (public and private) means (grants) for carrying out basic and applied research;
- independently or as a team leader, the employee prepares and implements so-called contractual research;
- supervises bachelor theses with the consent of the guarantor of the study programme and consults dissertations with the consent of the head of the worksite;
- in cooperation with the guarantor of the subject, as part of his or her specialization, the employee takes part in preparation and teaching within professional practices, seminars and tutorials (in particular laboratory and fieldwork and tutorials focused on work with specialized software), and in professional excursions, which the employee leads on the basis of authorization from the guarantor;
- participates in short-term internships at partner universities abroad, and participates in other forms of internationalization at CULS.

**Scientific, research and development employee,
with activities in leading scientific, research or development teams (11th wage class),
designation “Scientific, Research and Development Employee / 11”:**

- creatively utilizes scientific findings during his or her research or development activities relating to basic, applied or contractual research and development, and in forming the scientific teams, and the activities of the teams they lead;
- regularly publishes in the form of scientific articles (in international journals with an impact factor shown in the Web of Science database, and in other international journals included in the SCOPUS database), professional articles for the professional public and applied research outputs (in particular patent), predominantly as a primary or corresponding author;
- regularly presents the results of his or her work at domestic and foreign conferences and international congresses, takes part in organizing such congresses or conferences in the committees of such conferences, or in leading the work groups of such conferences or congresses;
- participates in professional opponent activities associated with creative activities;
- prepares and submits domestic and international projects that lead to obtaining financial (public and private) means (grants) for carrying out basic and applied research, and coordinates the activities of the teams that acquired such funds under the employee's management;
- coordinates the work of teams preparing and implementing so-called contractual research;
- supervises bachelor theses and dissertations upon the request of the guarantor of the study programme and with the consent of the head of the worksite, and consults dissertations with the consent of the chairman of the professional board;
- in cooperation with the guarantor of the subject, as part of his or her specialization, the employee takes part in preparation and teaching within specialized lectures, professional practices, seminars and tutorials (in particular laboratory and fieldwork and tutorials focused on work with specialized software), and in professional excursions, which the employee leads on the basis of authorization from the guarantor;
- participates in short-term internships at partner universities abroad and develops other international activities in the areas of creative activities.

Assistant (9th wage class):

- assists teachers in preparing and conducting tutorials, seminars, laboratory, practical and field instruction and lectures in full time, distance and combined studies;
- conducts specifically focused tutorials, seminars, laboratory work, practical and field instruction and specialized lectures that were determined by the guarantor of the subject, and the guarantor of the subject supervises their course;
- on the basis of the instructions of the guarantor of the subject, the employee prepares study and teaching materials, in particular those in electronic form;
- consults and supervises bachelor theses with the consent of the head of the worksite;
- may award course credits upon consultation with the guarantor of the subject; submits records on awarded course credits to the guarantor of the subject;
- prepares and carries out experiments and other methods and data collection techniques under the direction of a direct supervisor or employee responsible for implementing the relevant project;
- takes part in laboratory and analytical activities and processing data from research under the management of a direct superior or employee responsible for implementing the relevant project;
- takes part in the formal preparation of the results of creative activities for publications and other types of presentation of outputs from creative work;
- prepares projects under the management of a direct superior;
- prepares and organizes activities connecting educational and creative activities with experience (with the application sphere) on the basis of the requirements of a direct superior;
- takes part in organizing and ensuring the implementation of the relevant project on the basis of the requirements of a direct superior or coordinator of a project implemented at CULS;
- takes part in activities associated with internationalization at CULS.

**Assistant Professor,
with predominantly educational activities (10th wage class),
designation: “Assistant Professor / 10”:**

- conducts tutorials, seminars, laboratory or fieldwork and practices, practical teaching or excursions in accordance with the requirements of the guarantor of the subject;
- takes part in lectures in bachelor study programmes together with the guarantor of the subject
- supervises bachelor theses;
- awards and makes records of course credits and tests in cooperation with the guarantor of the subject;
- prepares study and teaching materials;
- takes part in creative activities in creative (scientific, research, development, artistic) teams dealing with grant projects and other projects, and activities financed from other external sources (in particular contractual research);
- carries out activities associated with cooperation with practice (via the application sphere);
- regularly publishes in the form of scientific articles (in international journals with an impact factor shown in the Web of Science database, and in other international journals included in the SCOPUS database), professional articles for the professional public and applied research outputs (in particular patent);
- proposes, submits and implements projects in the area of educational and creative activities;
- takes part in the processes of the internationalization of the university that are connected to educational and creative activities (in particular teaching in a foreign language, summer schools, internships abroad, international research and educational projects).

**Assistant Professor,
with educational and creative activities (11th wage class),
designation: “Assistant Professor / 11”:**

- guarantees a study subject in a bachelor study programme with the consent of the guarantor of the study programme;
- conducts tutorials, seminars, laboratory or fieldwork and practices, practical teaching or excursions;
- takes part in lectures in bachelor and master’s study programmes together with the guarantor of the subject;
- supervises bachelor theses and dissertations;
- makes of records of the course credits and tests he/she awards;
- prepares study and teaching materials for subjects whose instruction the assistant professor takes part in;
- takes part in creative activities and implements research or development projects independently or in teams;
- prepares and carries out experiments and other methods and data collection techniques as part of scientific and research creative activities;
- takes part in laboratory and analytical activities, data processing from research or takes part in artistic activities;
- carries out activities associated with cooperation with practice (via the application sphere) and contractual research;
- regularly publishes in the form of scientific articles (in international journals with an impact factor shown in the Web of Science database, and in other international journals included in the SCOPUS database), professional articles for the professional public and applied research outputs (in particular patent);
- proposes, submits and implements projects in the areas of educational and creative activities;
- takes part in the processes of the internationalization of the university that are connected to educational and creative activities (in particular teaching in a foreign language, summer schools, internships abroad, international research and educational projects).

Associate Professor (11th or 12th wage class):

- guarantees study programmes;
- conducts lectures in bachelor, master's and doctoral study programmes;
- guarantees subjects in bachelor, master's and doctoral study programmes;
- conducts tutorials, seminars, laboratory or fieldwork and practices, practical teaching or excursions;
- is a member of professional councils of doctoral study programmes;
- prepares study and teaching materials, in which he or she reflects the results of his or her creative activities;
- supervises bachelor and master's theses and dissertations;
- develops the area of education in which he or she works;
- develops creative activities in the area in which he or she is profiled in terms of research or development, and which corresponds to the area of education in which he or she works;
- regularly publishes in the form of scientific articles (in international journals with an impact factor shown in the Web of Science database, and in other international journals included in the SCOPUS database), professional articles for the professional public and applied research outputs (in particular patent);
- prepares and submits domestic and international projects that lead to obtaining financial (public and private) means (grants) for carrying out basic and applied research, either on their own or in cooperation with other employees;
- leads research teams that are profiled in research schools under his or her management;
- carries out so-called contractual research;
- takes part in conceptual and strategic activities associated with the development of the part of CULS where he or she works, or with the development of CULS as a whole;
- takes part in the processes of the internationalization of the university that are connected to educational and creative activities.

Professor (13th wage class):

- guarantees study programmes;
- conducts lectures in bachelor, master's and doctoral study programmes;
- guarantees subjects in bachelor, master's and doctoral study programmes;
- is a member of professional councils of doctoral study programmes;
- methodically manages and coordinates the preparation of study and teaching materials, in which he or she reflects the results of the creative activities of the teams that he or she leads;
- supervises bachelor and master's theses and dissertations;
- develops the area of education in which he or she works;
- develops creative activities in the area in which he or she is profiled in terms of research or development, and which corresponds to the area of education in which he or she works;
- regularly publishes in the form of scientific articles (in international journals with an impact factor shown in the Web of Science database, and in other international journals included in the SCOPUS database), professional articles for the professional public and applied research outputs (e.g. patent);
- prepares and submits domestic and international projects that lead to obtaining financial (public and private) means (grants) for carrying out basic and applied research, either on their own or in cooperation with other employees;
- leads research teams that are profiled in research schools under his or her management;
- carries out so-called contractual research either independently or in teams;
- develops a concept for the department for which he or she was appointed professor;
- takes part in conceptual and strategic activities associated with the development of the part of CULS where he or she works, or with the development of CULS as a whole;
- takes part in the processes of the internationalization of the university that are connected to educational and creative activities.

Special professor (13th wage class):

The requirements for the work performance of a special professor are set by the rector, the relevant dean or the director of a university institution in accordance with the general job description associated with the job position of the professor.

*Annex No. 3**to the Internal Wage Regulation of the Czech University of Life Sciences Prague***WAGE TARIFFS**

Wage tariffs are set in v CZK pursuant to Article 5, paragraph 2 of this Internal Wage Regulation:

	wage class												
wage level (number of years of creditable experience)	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
1. (up to 3 years)	12200	12200	12200	12200	12200	12600	13587	14732	16160	17819	19887	22607	25988
2. (from 3 to 7 years)	12200	12200	12200	12200	12200	12884	13871	15425	18207	19793	21651	24381	28046
3. (from 7 to 12 years)	12200	12200	12200	12200	12200	13503	14858	16496	19299	20234	23048	26156	30072
4. (from 12 to 17 years)	12200	12200	12200	12200	12999	14343	15876	17577	20370	22208	24560	27909	32151
5. (from 17 to 22 years)	12200	12200	12200	12369	13682	15099	16664	18470	21273	23205	25820	29390	33810
6. (from 22 to 27 years)	12200	12200	12200	12936	14312	15803	17472	19352	22145	23762	27111	30828	35501
7. (over 27 years)	12200	12200	12474	13724	15099	16653	18407	20475	22680	25211	28403	32309	37212

Annex No. 4

to the Internal Wage Regulation of the Czech University of Life Sciences Prague

MANAGEMENT ADDITIONAL PAYMENT AMOUNT

Pursuant to Article 7, paragraph 3 of this Internal Wage Regulation, the Management Additional Payment Amount for individual categories of senior employees (hereinafter “positions”) are set in CZK as follows:

Management level	positions	Amount of additional payment
I.	1st vice rector	11500 CZK
	vice rector	9500 CZK
	dean of a faculty	10000 CZK
	bursar	10000 CZK
	chancellor	2900 CZK
	director of a university institution [Institute of Education and Communication]	7300 CZK
	director of the Study and Information Centre	7000 CZK
	Head of the Department of Physical Education	6600 CZK
II.	1st vice dean	6600 CZK
	vice dean	4800 CZK
	faculty secretary	6300 CZK
	deputy of a director of a university institution	3200 CZK
	secretary of a university institution	4000 CZK
	secretary the Department of Physical Education	3800 CZK
	director of the Residence and Mensa	7200 CZK
	directors of the Rectorate departments	6100 CZK
	heads of departments, according to the number of managed employees (without the head and in physical persons):	
	1 – 10 managed employees who are employed	4500 CZK
	11 – 20 managed employees who are employed	5200 CZK
	more than 20 managed employees who are employed	6400 CZK
	heads of faculty worksites according to the statute of faculties, or the organizational rules of faculties, other organizational units and Rectorate worksites according to the number of managed employees (without the head and in physical persons):	
	1 managed employee who is employed	1300 CZK
	2 – 5 managed employees who are employed	2600 CZK
	6 – 10 managed employees who are employed	3900 CZK
	11 – 25 managed employees who are employed	4700 CZK
	more than 25 managed employees who are employed	6000 CZK
III.	managers of work teams, lower level organizational units in departments, deaneries, directorate of a university institution, Rectorate departments, according to the number of managed employees (without the manager and in physical persons):	
	2 – 5 managed employees who are employed	1100 CZK
	6 – 10 managed employees who are employed	1600 CZK
	11 – 25 managed employees who are employed	2100 CZK
	more than 25 managed employees who are employed	2400 CZK