



Palacký University
Olomouc

UP POLICY

R-A-18/02-ÚZ04

**Pay Policy of
Palacký University Olomouc
(fourth consolidated version)**

Guarantor: UP Bursar

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Pay Policy of Palacký University Olomouc (fourth consolidated version)

Article 1

Introductory provisions

1. The present Pay Policy of Palacký University Olomouc (hereinafter referred to as “UP”) is issued on the basis of Section 17, Subsection 1, Letter d) of the Higher Education Act and Section 113, Subsection 1 and Section 305 of the Act no. 262/2006, Labour Code, as amended (hereinafter referred to as “Labour Code”).
2. In accordance with Section 6, Subsection 1, Letter h) of the Higher Education Act and Section 109, Subsection 3 of the Labour Code, the personal remuneration of UP employees is not governed by Part III of Chapter Six of the Labour Code (Sections 122 to 137) and its other provisions on salary. As an employer, the UP is entitled to set different pay conditions, including the conditions for the award of remuneration, the granting of personal remuneration, its modification and withdrawal.
3. The present UP Pay Policy (hereinafter referred to as “pay policy”) does not preclude the collective agreement from negotiating the wage rights of employees more favourably than as they result from the present pay policy.
4. The processes set out in the present pay policy are without prejudice to the financial control process in accordance with the relevant legal regulations and UP internal regulations and UP internal policies (UP internal regulations and UP internal policies together hereinafter referred to as “UP policies”).
5. The present pay policy does not apply to the Rector, whose salary is set by the Minister of Education, Youth and Sports.

Article 2

Definitions

1. Where the present pay policy does not expressly define terms otherwise, they shall have the meaning given to them by the legislation referred to in Article 1 Clause 1.
2. In accordance with Section 2 Subsection 4 of the Higher Education Act, **creative activity** means scientific and research, development and innovation, artistic or other creative activity.
3. **Researcher** means a UP employee who is not an academic employee and performs creative activities in the employment relationship according to the agreed type of work. **Other employee** means a UP employee who is not an academic or a researcher.
4. **Senior employee** means the senior employee who is closest to the employee’s immediate superior.
5. **Human resources department** means, unless the context otherwise implies, the human resources department (payroll office) of the relevant UP constituent part, where the employee is or is to be employed.
6. **Components of wages** mean individual monetary benefits as defined in Articles 5 to 11.
7. Unless otherwise expressly provided for in the present pay policy, or unless the context otherwise requires, the term **employer’s authority** in relation to a particular employee is understood in the present pay policy to mean a person authorised in accordance with the laws and UP policies to act for UP in employment relations, i.e.
 - a) at the faculty, its dean,
 - b) at a higher education institute (hereinafter referred to as “HE Institute”) and at the UP Accommodation and Dining Services (hereinafter referred to as “SKM”), their director; and
 - c) at other UP constituent parts, the Rector.

Article 3

General provisions

1. Wages shall be due to the employee for work performed and shall be agreed, fixed or determined before the commencement of the work for which such wages are to be paid.
2. At UP, the wage, except for the negotiation of a contractual wage, is determined by a wage assessment within the limits set by the present pay policy and the UP internal policy Catalogue of Jobs at UP (hereinafter referred to as the “Catalogue”) and in accordance with other UP policies.
3. The wage and its individual components agreed, fixed or determined per hour of work shall be due to the employee even for fractions of hours worked in the period for which the wage is granted.
4. The wages are payable after the work has been performed, at the latest in the calendar month following the month in which the employee became entitled to the wages or any of its components. The regular date for payment of wages shall be the 10th day of the calendar month following the month in which the employee became entitled to the wages or any component thereof.

Article 4

Determination of wages

1. The wage of an employee is determined by a written wage assessment by the employer’s authority, always on the basis of a proposal of the senior employee on a form, the model of which is created by the Human resources department of the UP Rector’s Office. The wage assessment is drawn up by the human resources department.
2. If an employee has or is to have different senior employees for different parts of the established (or agreed shorter) weekly working time¹ within the same employment relationship, each of them shall propose a wage statement in relation to the respective part of the established (or agreed shorter) weekly working time where they is the senior employee. The senior employee, with the exception of the Rector, the Dean and the Director of the HE Institute, shall inform the other senior employees of the same employee of the proposal in advance.
3. The wage shall be determined by a wage assessment within the limits of the wage rate and the personal remuneration; for employees for whom this is relevant, also within the limits of the special allowance referred to in Article 9 Clause 3.
4. In the event of a proposal to change a component of the wage assessment and to redetermine it, unless expressly stated otherwise below, clauses 1 to 3 shall apply.
5. If a change is to be made to a component of the wage assessment, it may take place at the earliest on the date on which the new wage assessment is delivered (handed over) by the human resources department or the senior employee to the employee concerned in accordance with the Labour Code².
6. The wage of the Dean and the Director of the HE Institute shall be determined by the Rector without a proposal.

Article 5

Wage rates

1. A particular employee shall be entitled to the monthly wage rate (hereinafter referred to as the “wage rate”) fixed for the wage class to which they is assigned and, in the case of other employees, for the wage step to which they are assigned. The table of wage rates for each class of academic employees and researchers and the table of wage rates for each wage class and wage step of other employees are set out in Annex 1.

¹ Sections 79 and 80 of the Labour Code.

² Section 334 et seq. of the Labour Code.

2. The wage class to which an employee is assigned under the present pay policy shall be determined for a particular employee in accordance with the following rules:
 - a) Primarily, the wage class shall be determined according to the type of job in the Catalogue corresponding to the type of work agreed in the employment contract, in particular the job description.
 - b) If the type of work agreed in the employment contract cannot be clearly assigned to one of the job types, the framework characteristic of the wage classes in the Catalogue to which the type of work corresponds shall be decisive.
 - c) A comparison of the highest level of education achieved by the employee with the table in Annex 1 and with the education listed in the Catalogue for each job type and the framework characteristics of the wage classes shall serve as an auxiliary criterion for the classification of the employee in the wage class.
3. The wage classes are graded according to the complexity, mental and physical demands of the work performed, the degree of responsibility, independence, qualification and expertise of the employee required for its performance and according to the requirement for the achieved education; in the case of researchers, additionally according to the degree of contribution to the UP creative activity; in the case of academic employees, additionally according to the degree of contribution to the UP educational activity and to the UP creative activity. Higher education achieved does not in itself entitle the employee to be reclassified to a higher wage class.
4. For the classification of academic employees and researchers into wage rates, five wage classes are used, designated A1 to A5.
5. For other employees, there are eleven wage classes, designated 1 to 11. These wage classes are further subdivided into four wage steps, into which other employees are classified according to the length of work experience credited by the employer in accordance with Article 6.
6. Other employees shall, in case of doubt, be classified in the highest wage class applicable, without taking into account activities performed rarely or exceptionally.
7. The wage rate shall correspond to the weekly working time laid down by the Labour Code³. If shorter working hours are agreed or if the employee has not worked the full amount of the working time, they shall be entitled to a wage rate corresponding to the time worked.
8. In the case of project work⁴ the employee may be assigned to a higher wage class than that allowed by the present pay policy and Catalogue if assignment under the pay policy would be inconsistent with the rules of the project provider.
9. A change in the classification of an employee in a wage class may be made by the employer's authority only when the agreed type of work in the employment contract, the Catalogue, the present pay policy or relevant UP regulations or policies is changed.
10. In determining wages, the employer shall observe the principle of equal remuneration pursuant to Section 110 of the Labour Code and the employer's authorities, the human resources department and other persons involved in the process of negotiating and determining wages shall communicate with each other and pass on the information necessary for this purpose.

³ Section 79 of the Labour Code.

⁴ A project is a UP activity carried out for a provider, which is a person other than UP, under predetermined conditions, which define the purpose of the use of funds within the project, while in the implementation of the project there is an organizational structure of the project, within which project management is applied in accordance with the UP internal policy No. B1-15/1-HN, the UP Organizational Regulations, as amended. The project is not considered a project if the funds provided to UP have only been redistributed within UP, in particular the Student Grant Competition (IGA), the UP Development Fund (FRUP) and other grants.

Article 6

Placement of other employees in wage steps

1. The senior employee shall propose the placement of a particular other employee on a wage step in consultation with the human resources department, according to the length of work experience credited by the employer.
2. Credited work experience means the period of:
 - a) experience in the field of the contracted work, i.e., work for which knowledge or skills of the same or similar nature as those required to perform the contracted work are required,
 - b) other experience, depending on the extent to which it is used for the successful performance of the agreed work, but not exceeding one half of that period,
 - c) substitute experience, i.e. time
 - i. military basic (replacement) and civilian service; and
 - ii. maternity or parental leave (all together hereinafter referred to as “childcare”). The period of childcare shall be counted in the aggregate to a maximum of one year. In the case of simultaneous or consecutive care of more than one child, the period of childcare shall be counted to a maximum of one year for each child.
3. For other work experience, in determining the amount of the crediting coefficient between 0 and 0,5, the employer’s authority is based on the documents provided by the employee (job applicant) for each individual other work experience separately and on the extent to which the skills and knowledge required for the performance of the specific other work experience correspond to the knowledge and skills required for the performance of the agreed work.
4. Where periods of creditable work experience overlap, the length of such period shall be counted only once, in the manner most favourable to the employee.
5. The employee shall be entitled to a salary rate at the higher salary step from the first day of the month in which they has reached the period of work experience laid down in Annex 1.

Article 7

Personal remuneration

1. The employer may provide a monthly personal remuneration up to the limit of the personal remuneration to an employee who achieves very good performance or performs a greater range of tasks. This shall be based primarily on a comparison of the work activities actually performed by the individual employee with the work activities agreed with the same employee and listed in the job description and with the activities actually performed by other employees in the same job.
2. The limit of the personal remuneration is calculated as the product of the maximum percentage of the personal remuneration according to Annex 1 and the salary rate of the particular employee. The personal remuneration limit corresponds to the weekly working time⁵. In the case of a shorter working week⁶ the remuneration limit shall be reduced proportionately according to the proportion between the length of the shorter working week and the fixed weekly working week of the employee.
3. Personal remuneration in excess of the limit may be granted only in cases where it is not covered by a contribution from the national budget⁷.
4. A proposal to grant, change or withdraw a personal remuneration in the form of a proposal for a new wage assessment must include a justification drawn up by the employee’s superior employee.
5. Any other employee (hereinafter referred to as “the applicant”) may submit a proposal for the grant, change or withdrawal of a personal remuneration to the senior employee, which must be justified by

⁵ Section 79 of the Labour Code.

⁶ Section 80 of the Labour Code.

⁷ Section 18 subsection 2 letters a), b) of the Higher Education Act.

- the applicant. The senior employee shall consider the applicant's complaint and inform the applicant of his decision. The senior employee may
- a) accept the proposal and draft a new wage assessment,
 - b) propose a different change and draft a new wage assessment; or
 - c) decide to maintain the existing personal remuneration.
6. The employer shall guarantee special personal remuneration in the form of a functional bonus to senior employees and other persons in accordance with Annex 2.
 7. If an employee should be entitled to more than one functional bonus, they shall be entitled to only one of them, the highest of them. In determining the amount of the functional bonus within the above-mentioned range, the employer's authority shall take into account the degree of management within the organizational structure of UP, the level of responsibility, the complexity of the management work, the extent of the employee's other duties and the number of subordinate employees.
 8. The personal remuneration determined for the employee in the wage assessment becomes an entitlement component of the wage and may be withdrawn or reduced only for the reasons set out in this Article, which must always be justified by the employee's senior employee (employer's authority in the case of the procedure under clauses 10 to 12). A further condition for the entitlement to and continuation of the personal remuneration shall be that, in addition to the performance or tasks which, in accordance with clause 1, justify the award of the personal remuneration, the employee performs at the same time the other activities of their job at least to the quality which the employer reasonably requires of an employee in such a post. The functional bonus shall be an element of wages only for the duration of the function for which it is granted.
 9. A particular employee may have their personal remuneration reduced or withdrawn for the following reasons:
 - a) a decline in the performance of the employee which justified the award of the personal remuneration at the original level;
 - b) a reduction in the extent of the employee's activities which justified the award of the personal remuneration at the original level;
 - c) where the employee's work performance is unsatisfactory.
 10. A reassessment of the personal remuneration of all employees and a subsequent change in the percentage thereof may take place when the present pay policy, the catalogue or the relevant legislation or UP policies are changed. The implementation of this measure, except in response to a change in legislation, is subject to discussion with the trade union⁸.
 11. The dean, the director of a higher education institute and the director of the SKM may decide on the basis of the overall level of work results on an across-the-board percentage change in the personal remuneration of all employees of the UP constituent part under their management or of some workplaces of this UP constituent part. In the case of employees of individual other UP constituent parts, the rector may do so. The implementation of this measure is conditional upon discussion with the trade union⁹.
 12. Circumstances justifying the employer's authority to reduce the personal remuneration of all employees of a given UP constituent part or some of its workplaces may also be an economic restriction against public universities (by which the state will respond to negative economic developments in the Czech Republic, Europe or the world) with a direct impact on the economic stability of UP, a UP constituent part or a specific workplace. The implementation of this measure is conditional upon discussion with the trade union¹⁰.

⁸ Section 287 subsection 2 letters a) and d) of the Labour Code; UP Collective Agreement.

⁹ Section 287 subsection 2 letters a) and d) of the Labour Code; UP Collective Agreement.

¹⁰ § Section 287 subsection 2 letters a) and d) of the Labour Code; UP Collective Agreement.

Article 8

On-call bonus

For on-call time outside the UP workplace and outside working hours¹¹, the employee is entitled to remuneration of 15 per cent of average hourly earnings and 25 per cent of average hourly earnings if it is a holiday. In lieu of the remuneration referred to in the preceding sentence, the employee shall be entitled to a wage in accordance with the Labour Code¹² for work performed during on-call time.

Article 9

Other statutory financial entitlements arising from the employment relationship

1. For work ordered by the employer to be performed on Saturdays and Sundays, the employee shall be entitled to the wages to which they is entitled for that period, plus a bonus of 25 per cent of the average hourly earnings, unless the employer and the employee have agreed to grant compensatory time off in lieu of the bonus to the extent of the work performed on Saturdays and Sundays.
2. For the performance of work ordered by the employer overtime, on public holidays, at night and in a difficult working environment, the employee shall be paid wages in the amount and under the conditions laid down in accordance with the Labour Code¹³.
3. The employer shall, where applicable, provide employees with a special bonus and a split-shift bonus on top of their wages in the amount and under the conditions otherwise provided for in Sections 129 and 130 of the Labour Code in relation to employees receiving a wage.

Article 10

Wages on sabbatical leave

1. During the period of sabbatical leave¹⁴ an academic employee shall be entitled to a wage only to the extent of the wage rate and the personal remuneration, if any, awarded to them.

Article 11

Bonus

1. The employer may provide an employee with an exceptional one-off bonus for the performance of work tasks outside the scope of normal duties or the fulfilment of a requirement requiring increased work effort for a temporary period.
2. Article 4 of the present pay policy shall apply mutatis mutandis to the process of proposing and deciding whether to grant a bonus to a particular employee, except that a new wage assessment shall not be created, but instead the employer shall directly pay the bonus on the next following date of payment of wages.
3. Subject to compliance with the financial control process, another employee (hereinafter referred to as “the proposer”) may propose to provide a bonus to a non-subordinate employee from the funds of their UP constituent part. The proposer must justify such a proposal and inform the senior employee of the employee being awarded of the bonus and its proposed amount in advance. The proposal shall be decided on behalf of the employer by the employer’s authority competent according to the UP constituent part where the proposer is employed.

¹¹ Sections 78 subsection 1 letter h) and 95 of the Labour Code.

¹² Section 95 of the Labour Code.

¹³ Sections 114 to 117 of the Labour Code.

¹⁴ Section 76 of the Higher Education Act.

4. The senior employee may draw up individual motivation rules for the granting of extraordinary bonuses in accordance with clause 1, which shall be approved by the employer's authority within a framework, and in the event of the achievement of the specified results, the employer shall be obliged to pay the relevant employees without the need to carry out the process under Article 4.
5. The employee shall not be entitled to decide on the award of the bonus to themselves.
6. The decision to award bonuses shall be made in an economical, efficient and effective manner.
7. The employer's authority may, in the case of a positive balance of operations, decide without a proposal to provide bonuses to all UP employees or all employees of the UP constituent parts in the form of additional wages.
8. The employer's authority may decide to grant additional wages in full or only in the percentage of the sum of the wage rate and the personal remuneration due to a particular employee for the month in which the decision to award additional wages was taken. The additional wage shall be paid together with the other wage components for such month.
9. Award of additional wages to
 - a) all UP employees shall be decided by the Rector;
 - b) all employees of the UP faculty shall be decided by the dean;
 - c) all employees of a specific other UP constituent part shall be decided by the Rector.
10. Within the framework of the decision under clause 9, the person referred to therein shall determine which group of employees within the meaning of clause 9 shall be paid the additional wage, proceeding in a fair, non-discriminatory manner and in accordance with the principle of equal treatment.

Article 12

Contractual wage

1. The employer's authority may negotiate a contractual wage with the employee for the duration of the work in the agreed position. The contractual wage shall be negotiated in lieu of the wage rate and the personal remuneration and shall already include both of these wage components. Only the wage components referred to in Articles 8, 9 and 11 may be granted in excess of the contractual wage.
2. A contractual wage may be agreed only if the requirements fulfilled by the employee consist primarily of a high degree of professionalism, complexity, difficulty, efficiency and quality of the work performed and the type of work performed is of particular importance to UP, and only:
 - a) with outstanding and generally recognized experts¹⁵,
 - b) with employees with a high degree of responsibility for the operation and development of UP,
or
 - c) with specialists and experts whose classification in a wage class would not allow for sufficient evaluation of their work performance.
3. The employer's authority does not have to comply with the annexes to the present pay policy in the case of negotiation of a contractual wage.
4. The employer's authority may negotiate with the employee in the employment contract other individual conditions for the provision, reduction or replacement of the contractual wage by a wage determined by the wage assessment, in accordance with the other articles of the present pay policy and its annexes.

¹⁵ Persons are considered to be outstanding and universally recognised experts if the significance of their work and their professional reputation go beyond the employer. These are mainly persons engaged in publishing, lecturing and research activities on an above-average scale.

Article 13

Bonus from an agreement for work outside the employment relationship

1. Unless otherwise expressly provided for in the present pay policy, the provisions of the present pay policy that apply to pay shall apply to a bonus from an agreement for work performed outside the employment relationship (hereinafter referred to as the “agreement”).
2. In addition to the bonus from the agreement, no bonuses or other components of the wage which are specified in the wage assessment may be paid.
3. The upper limit for determining the amount of the hourly rate of bonus from the agreement shall be the hourly earnings equal to 167 hours divided by the sum of the relevant wage rate and the personal remuneration as set out in Annex no. 1.

Article 14

Minimum and guaranteed wages

1. The wage shall not be less than the minimum wage or other rates of minimum wage (hereinafter referred to as “minimum wage”)¹⁶. If the wage does not reach the minimum wage, the employee shall be granted a supplement to the wage set out in the Labour Code¹⁷.
2. The guaranteed wage is the wage to which the employee is entitled under the Labour Code, the present pay policy and the wage assessment or contract if the employee fulfils all the conditions laid down for the payment of the wage. If the wage does not reach the relevant minimum level of guaranteed wages, the employee shall be granted a supplement to the wage provided for in the Labour Code¹⁸.
3. For the purposes of the minimum wage and the guaranteed wage, the wage shall not include overtime pay and supplements provided for in the Labour Code.

Article 14a

Deductions from wages

1. The employer shall make deductions from wages in accordance with the provisions of Section 145 et seq. of the Labour Code.
2. Without the employee’s consent, the payroll office may, on the basis of a proposal by the employee’s senior employee, deduct from the employee’s wages only those deductions which are provided for in the Labour Code or in a special law.
3. Other deductions from wages may be made only
 - a) on the basis of a written agreement on deductions from wages concluded between the employee and the employer,
 - b) on the basis of a security agreement within the meaning of Section 2045 of Act No 89/2012 Coll., Civil Code, as amended, between the employee as debtor and his creditor; or
 - c) free of charge for the payment of membership fees of an employee who is a member of a trade union, following the provisions of a collective agreement and his written consent.
4. The employee shall apply to the human resources department with a request to enter into a wage deduction agreement pursuant to clause 3 letter a), a security agreement pursuant to clause 3 letter b) or a written consent pursuant to clause 3 letter c).
5. Templates of the agreement under clause 3 letter a) and the consent under clause 3 letter c) are provided by the human resources management department of the UP Rector’s Office.

¹⁶ Section 111 of the Labour Code.

¹⁷ Section 111 subsection 3 letters a) and c) of the Labour Code.

¹⁸ Section 112 subsections 3 and 3 letter a) of the Labour Code.

6. The human resources department shall inform the relevant trade union organisation of the deductions made under clause 3 letter c), if requested to do so. The employee's precautionary consent to this practice is part of the consent.
7. The agreement under clause 3 letter a) shall be concluded by the employer's authority.
8. The granting of the employer's prior written consent to a safeguarding agreement under clause 3 letter b) shall be decided by the employer's authority on the basis of a request from the employee, to which the proposal for a safeguarding agreement is attached.

Article 15

Transitional provisions (of the policy in its original wording)

1. The human resources departments shall, immediately after becoming effective of the present pay policy, prepare new wage assessments for signature by the employer's authority in cooperation with the senior employees. These wage assessments shall be effective from January 1, 2019 and must be delivered to all employees before that date.
2. In the case of employees working at least part of the specified (or agreed shorter) weekly working time¹⁹ on a project where the project rules do not allow such a procedure, the obligation under clause 1 does not arise in relation to that part of the weekly working time on the project in question.

Article 16

Final and repeal provisions (of the policy in its original wording)

1. Forms for the purposes of the human resources and payroll agenda are created by the human resources department of the UP Rector's Office, are available on the UP website and their use is mandatory.
2. The annexes to this pay policy are Annex No. 1 - Wage rates and limits of personal remuneration and Annex No. 2 - Amount of functional bonus.
3. The present pay policy was approved by the UP Academic Senate on July 15, 2018 and by the UP Coordinating Trade Union Council on April 18, 2018 in accordance with Section 9 subsection 1 letter b) point 3 of the Higher Education Act.
4. The present pay policy shall become valid pursuant to Section 36 subsection 4 of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.
5. The present pay policy shall become effective on the first day of the first month following the date of its validity, but not earlier than the date of effectiveness of the UP internal policy *Catalogue of Jobs at UP*.
6. A-3/2007 Pay Policy of Palacký University Olomouc registered by the Ministry of Education, Youth and Sports on February 28, 2007 under No. 7 325/2007-30, as amended, is repealed.

The amendments to the Pay Policy of Palacký University Olomouc were approved by the Academic Senate of Palacký University Olomouc on April 30, 2019, on October 21, 2020, on March 29, 2023 and on April 17, 2024, pursuant to Section 9 subsection 1 letter b) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended.

The amendments to the Pay Policy of Palacký University Olomouc were approved by the Coordinating Trade Union Council (VOS) at Palacký University Olomouc on April 26, 2019, August 31, 2021, March 25, 2023 and March 25, 2023. In addition, Amendment No. 2 was approved by the Local Organisation of the Trade Union of Health and Social Care of the Czech Republic, Olomouc University Hospital and the Faculty of Medicine of Palacký University Olomouc on September 23, 2021.

¹⁹ Sections 79 and 80 of the Labour Code.

The amendments to the Pay Policy of Palacký University Olomouc become valid according to § Section 36 subsection 4 of the Higher Education Act on the date of registration by the Ministry of Education, Youth and have been registered by the Ministry of Education, Youth and Sports.

- Amendment 1 on June 10, 2019 under ref. MŠMT-20278/2019-1; effective from July 1, 2019.
- Amendment 2 on December 14, 2021 under ref. MŠMT-28039/2021-1; effective from January 1, 2022.
- Amendment 3 on April 13, 2023 under ref. MŠMT-9867/2023; effective from April 14, 2023.
- Amendment 4 of April 30, 2024 under ref. MŠMT-7059/2024-3; entry into force on 13 May 2024 (Article 1 on July 1, 2024).

Transitional provisions of Amendment 1:

1. Human resources departments are obliged to prepare new wage assessments for the signature of the employer's authority for all other UP employees in cooperation with their senior employees immediately after Amendment 1 takes effect. These wage assessments must be prepared and delivered to all other UP employees no later than the last day of the month in which Amendment 1 takes effect.
2. In the case of employees working at least part-time on a project for which such a procedure is not permitted by the project rules, the obligation under clause 1 does not arise in relation to the time spent on the project in question.

Transitional provisions of Amendment 3:

1. Human resources departments are obliged to prepare new wage assessments for signature by the employer's authority for all other UP employees in cooperation with senior employees immediately after this amendment takes effect. These wage assessments must be drawn up and delivered (handed over) to all other UP employees no later than on the last day of the month preceding the month in which Article 1 of the amendment takes effect.
2. In the case of employees working at least part-time on a project for which such a procedure is not permitted by the project rules, the obligation under clause 1 does not arise in relation to the time spent on the project in question.

Transitional provisions of Amendment 4:

1. Human resources departments are obliged to prepare new wage assessments for the signature of the employer's authority for all academic and scientific staff immediately after the amendment becomes effective, in cooperation with senior employees. These salary assessments must be drawn up and delivered to all academic and scientific staff of UP no later than the last day of the month preceding the month in which Article 1 becomes effective.
2. In the case of employees working at least part-time on a project for which such a procedure is not permitted by the project rules, the obligation under clause 1 shall not arise in relation to the time spent on the project in question.
3. The employer's authorities shall ensure that the UP constituent part's policies comply with Amendment 4 immediately after its becoming effective, but no later than the last day of the month preceding the month in which Article 1 becomes effective.

Final provisions of Amendment 4:

The present amendment shall become effective on the seventh working day following the day on which it becomes valid. Article 1 shall become effective on the first day of the second month following the validity of Amendment 4.

This consolidated regulation was prepared by Eva Stehlíková, Assistant of the UP Legal Office, on the date of the entry into force of Amendment 4 to the UP Pay Policy, i.e. on May 13, 2024.

JUDr. Zdenka Papoušková, Ph.D., m. p.
Vice-Rector for Legislation and Organization

Annex no. 1**Wage rates and limits of personal remuneration**

| Academic employees and researchers | wage class | | | | |
|---|--------------|-----------|---------------------|---------------------|-----------|
| | A1 | A2 | A3 | A4 | A5 |
| naming the type of job for academic employees | lecturer | assistant | assistant professor | associate professor | professor |
| wage rate | 30 000 | 31 000 | 35 000 | 44 000 | 55 000 |
| maximum percentage of personal remuneration | 250 per cent | | | | |

| Other employees | Wage class | | | | | | | | | | | |
|---|------------|--------|--------|--------|--------|--------|--------|----------|-----------------|-----------------|-----------------|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| education (degree) wage step | ZŠ | SŠUč | SŠUč | SŠUč | SŠUč | SŠM | SŠM | Bc., VOŠ | Mgr. and higher | Mgr. and higher | Mgr. and higher | |
| 1 | 17 300 | 17 400 | 18 100 | 19 100 | 20 000 | 21 200 | 22 400 | 23 700 | 25 300 | 27 300 | 29 500 | |
| 2 | | | | 19 200 | 20 200 | 21 500 | 22 900 | 24 600 | 26 600 | 29 000 | 31 800 | |
| 3 | | | | 18 200 | 19 400 | 20 400 | 21 800 | 23 500 | 25 600 | 28 000 | 30 800 | 34 200 |
| 4 | | | | 18 300 | 19 600 | 20 700 | 22 200 | 24 200 | 26 600 | 29 400 | 32 700 | 36 600 |
| maximum percentage of personal remuneration | 120 % | | | 170 % | | | | 250 % | | | | |

Wage steps

1st step – up to and including 5 years of credited work experience

2nd step – more than 5 years but up to and including 10 years of credited work experience

3rd step – more than 10 years but up to and including 15 years of credited work experience

4th step – over 15 years of credited work experience

Education (degree)²⁰

ZŠ – basic education in a special school, basic education

SŠUč – secondary education with apprenticeship certificate (ISCED 3)

SŠM – secondary education with school-leaving certificate (ISCED 3)

VOŠ – tertiary technical education (ISCED 5B)

Bc. – education gained by completing a bachelor's degree programme (ISCED 6)

Mgr. – education gained by completing a master's degree programme (ISCED 7)

Ph.D. – education gained by completing a doctoral study programme or the degree of candidate of science (ISCED 8)

doc. – the academic rank of “associate professor”

prof. – academic rank of “professor”

²⁰ The terms used should be interpreted in the meaning given to them by Act No. 111/1998 Coll., on Higher Education Institutions, as amended, and Act No. 561/2004 Coll., the Education Act, as amended. In accordance with Article 5 clause 2 letter c) of the UP Pay Policy, education is only an auxiliary criterion to be used for the classification of a staff member in a wage class. The educational qualifications listed in this Annex are indicative only. The Catalogue contains a more precise regulation in this sense, especially for academic and scientific staff.

Annex no. 2**Amount of functional bonus**

| | monthly amount (in CZK) |
|---|--------------------------------|
| Vice-Rector acting in the absence of the Rector in full | from 25 000 to 35 000 |
| Vice-Rector | from 20 000 to 30 000 |
| Dean | from 25 000 to 35 000 |
| Vice-Dean | from 15 000 to 25 000 |
| Director of Higher Education Institute | from 25 000 to 35 000 |
| Bursar | from 25 000 to 35 000 |
| Secretary of the Faculty, Secretary of the Higher Education Institute | from 10 000 to 20 000 |
| Manager of UP facility | from 10 000 to 20 000 |
| Senior employee who manages at least two subordinate employees (head of department, clinic, institute, office, division, etc.) | from 1 500 to 15 000 |
| Chairperson of the UP Academic Senate | 18 000 |
| Chairperson of the Academic Senate of the Faculty | 12 000 |