

*Pursuant to Section 36, Para 2 and 5, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Internal Salary Regulation of the Czech Technical University in Prague under ref. no. MSMT-29 951/2006-30 on 29 December 2006.*

*Amendments to the Internal Salary Regulation of the Czech Technical University in Prague were registered by the Ministry of Education, Youth and Sports pursuant to Section 36, Para 2 and 5 of the Higher Education Act on 30 March 2007 under ref. no. 10 026/2007-30, on 29 April 2008 under ref. no. 8 814/2008-30, on 7 November 2008 under ref. no. 22 874/2008-30, on 24 April 2012 under ref. no. 17 025/2012-30, on 29 May 2013 under ref. no. MSMT-22324/2013-30, on 15 December 2017 under ref. no. MSMT-34105/2017 and on 1 October 2019 under ref. no. MSMT-32820/2019-3.*

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**7TH**  
**FULL TEXT**  
**OF THE INTERNAL SALARY REGULATION**  
**OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE**  
**OF 1 OCTOBER 2019**

**Article 1**  
**General provisions**

1. In accordance with the provisions of Section 17, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended, (hereinafter referred to as the “Act”) the provision of salaries to employees of the Czech Technical University in Prague (hereinafter referred to as “CTU” or the “employer”) is governed by this Internal Salary Regulation, while complying with general regulations on wages and salaries, in particular the Labour Code.<sup>1)</sup> This Internal Salary Regulation applies to employees that have an employment relationship with CTU (hereinafter referred to as the “employee”) and that perform work on the basis of agreements concluded outside the employment relationship.
2. Employees are entitled to a salary for the work they do; a salary refers to a monetary payment provided to employees for their work. Payments provided pursuant to special legal regulations in connection with employment (in particular wage compensation, severance pay, travel expenses) are not considered as salary. The salary is awarded by the employer. The salary is provided based on the complexity, responsibility and demandingness of work, according to how demanding the working conditions are, according to work performance and results achieved at work.
3. All employees are entitled to the same salary for the same work or for work of equal value. The same work or work of equal value refers to work of the same or comparable complexity, responsibility and demandingness that is performed under the same or comparable working conditions, with the same or comparable work performance and results of work. Complexity, responsibility and demandingness of work are assessed according to education and practical knowledge and skills necessary for the performance of the given work, the complexity of the subject of work and occupational activity, organizational and managerial demandingness, the level of liability for damage, health and safety, physical, sensory and mental strain and adverse effects of work. Working conditions are assessed according to the difficulty of working regimes resulting from the organization of working hours, for example, working shifts, working on public holidays, at night or overtime, the harmfulness or difficulties caused by other adverse effects of the working environment and according to the level of risk of the working environment. Work performance is assessed according to the intensity and quality of performed work, work abilities and qualifications while the results of work are assessed by its quantity and quality.

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<sup>1)</sup> Act no. 262/2006 Coll.

4. Salaries are adjusted depending on the financial situation of CTU and based on decisions taken by the relevant CTU bodies, after they have been discussed with representatives of the trade union.
5. Employees are granted:
  - a) with entitlement provided they comply with the conditions stipulated in this Internal Salary Regulation:
    - part of the salary according to the salary rate – monthly,
    - management bonus – monthly,
  - b) with entitlement provided they do such work :
    - premium for work on Saturdays and Sundays,
    - salary for overtime work,
    - salary for work in arduous working environment,
    - salary for night work,
    - salary for performance of alternative work,
    - remuneration for on-call duty,
    - split shift premium and premium for working shifts,
  - c) without entitlement:
    - personal performance bonus – monthly,
    - project bonus – monthly,
    - bonuses.
6. Employees are also granted salary during a period of creative leave.
7. In exceptional cases, employees can be granted a contractual salary.
8. An employee's basic monthly salary (part of the salary according to the salary rate; personal performance bonus, if awarded; management bonus and premium for working shifts, if applicable) is confirmed in their salary statement.

## **Article 2 Minimum wage**

1. A minimum wage is the minimum amount of remuneration that must be paid for work performed under employment relationship or under contracts for work done outside the employment relationship. For this purpose, it does not include the salary for overtime work, the premium for work on public holidays, for night work, work in arduous working environment and work on Saturdays and Sundays.
2. The amount of the basic minimum wage rate and the conditions for the provision of the minimum wage are stipulated by the government regulation, usually with effect from the beginning of a calendar year and taking into consideration the development of wages and salaries and consumer prices.
3. If the wage or remuneration under a contract is below the level of the minimum wage, the employer is obliged to settle the difference with the employee:
  - a) in addition to the salary in the amount of the difference between the salary earned in a calendar month and the corresponding minimum monthly wage or in the amount of the difference between the wage per hour worked and the corresponding minimum hourly wage,
  - b) in addition to the remuneration under a contract in the amount of the difference between the amount of the remuneration per 1 hour and the corresponding minimum hourly wage.

## **Article 3 Guaranteed wage**

1. A guaranteed wage is a wage to which the employee is entitled in accordance with the Labour Code, their contract, this Internal Salary Regulation or the salary statement.

2. CTU pledges to pay employees the difference between the guaranteed wage and the actual salary stipulated by the relevant government regulation regardless of whether or not this government regulation applies to CTU employees and whether or not a collective agreement has been concluded.
3. If the salary, without the salary for overtime work, the premium for work on public holidays, for night work, work in arduous working environment and work on Saturdays and Sundays is lower than the minimum guaranteed wage pursuant to Para 2, the employer is obligated to pay the difference between the salary earned in a calendar month and the corresponding minimum guaranteed monthly wage or the difference between the wage per hour worked and the corresponding minimum guaranteed hourly wage; for the purpose of settling the difference, the minimum hourly wage rate shall be used unless it has been agreed, stipulated or determined in advance that the minimum guaranteed monthly wage rate will be used.

#### **Article 4**

##### **Classification of employees in pay grades and determination of salary rates**

1. Employees are paid salary at a salary rate based on classification of employees in 13 pay grades and 5 pay bands (Annex 1).
2. The basis for the classification of employees into pay grades is the job description, which must be based on the type of work agreed in the employment contract and on the work that the employee will actually perform. The employee must be acquainted with the job description before commencing work, which they must confirm with their signature.

Job descriptions are prepared based on lists of occupations that provide examples of occupational activities and are included in Annex 2. If a job is not included on the list, the employer will put the employee in the grade on the list that includes jobs with comparable complexity, responsibility and mental and physical strain and whose characteristics correspond to the type of performed work.

Employees are put to pay grades provided they meet the relevant qualification requirement provided in Annex 1. The fact that an employee has achieved a certain level of education does not mean they are entitled to be put in a higher pay grade.

In exceptional cases, the employer can put an employee into a pay grade for which they are not qualified based on the achieved level of education if the employer cannot fill the job with an employee that has the required level of education; in such case, the employer will put the employee in a pay grade according to the most demanding work that they require from the employee based on the type of work stipulated in the employment contract, but no higher than pay grade 6.

3. Employees are put in pay bands within the given pay grade depending on the period of work experience recognized by the employer on the basis of documents submitted by the employee and according to the following requirements:

The recognized period of work experience includes:

- a) the period of work experience in the same field as the given job after the completion of the level of education required by the employer for the performance of the required work, i.e. the performance of work for which skills and knowledge of the same or similar focus to the performance of the required work are needed

will be recognized in full,

- b) the period of work experience in a different field

will be recognized according to the level of how it can be used for the successful performance of the required work in the amount of up to two thirds of that period when the employee is first put in the relevant pay grade,

- c) the period of work experience in the same field as the given job before the completion of the level of education required by the employer for the performance of the required work

four fifths of that period will be recognized when the employee is first put in the relevant pay grade,

- d) substitute periods

- compulsory (substitute) military or civilian service

will be recognized in the extent stipulated in the act on the performance of compulsory (supplementary) military service or civilian service in force at the time of its performance,

- the period of maternity and parental (further maternity) leave or permanent care for a child or children

will be recognized to the extent corresponding to the length of maternity and parental leave and further maternity leave in force at the time of such care to the extent stipulated by a special legal regulation, unless the person was studying in full-time study at the same time, but in the maximum amount of up to a total of 6 years,

- the period of personal care for a long-term severely disabled minor child who required extraordinary care unless the child was placed in an institution for such children

a maximum of 6 years will be recognized .

In case the aforementioned periods overlap, only the period that is more advantageous for the employee will be recognized.

- e) 4 years will be subtracted from the period recognized by the employer pursuant to letters (a) to (d) for an employee in grade 4 or 5 who achieved only basic education,
  - f) 6 years will be subtracted from the period recognized by the employer pursuant to letters (a) to (d) for an employee in grade 6 who achieved only basic education, and 6 years will be subtracted if they achieved high school education and obtained an Apprenticeship Leave Certificate.
4. An employee who is put in pay grade 1 to 3 can be put in a pay band regardless of the period of their work experience.
  5. Employees are entitled to a salary rate in a higher pay band from the 1st day of the month following the month in which they accomplished the required period of eligible work experience.

#### **Article 5**

##### **Management bonus**

CTU employees in managerial positions stipulated in the Rules of Organization or who are put in charge of a group of at least three employees for a longer period of time are entitled to a management bonus according to the level of management and the demandingness of the managerial work at the following levels:

- a) vice-rectors, deans, the registrar are granted a management bonus in the range of CZK 14,000–16,000,
- b) heads of university institutes under Section 34 of the Act, heads of constituent parts with over 50 employees that operate as an independent accounting unit, vice-deans and faculty registrars are granted a management bonus in the range of CZK 7,000–14,000,
- c) heads of other CTU constituent parts and heads of bigger (based on a decision taken by deans and heads of university institutes) pedagogical or research departments (heads of institutes and departments) are granted a management bonus in the range of CZK 4,000–10,000,
- d) heads of smaller (based on a decision taken by deans and heads of university institutes) pedagogical or research departments (heads of institutes and departments), heads of sections and the Rector's Office, administrative offices and other managers who report to employees entitled to management bonuses as stipulated above are granted a management bonus in the range of CZK 2,000–6,000,
- e) employees that are put in charge of at least 3 employees for at least one calendar month are granted a management bonus in the range of CZK 500–2,000.

In case an employee is entitled to several management bonuses, they will be awarded only one of them – the higher one.

#### **Article 6**

##### **Salary or compensatory time off for overtime work**

1. Employees are entitled to a salary for overtime work for the period of overtime work and a premium of at least 25% of the average earnings, unless the employer and the employee have agreed that the employee will be provided compensatory time off in the extent of the overtime work instead of the premium.
2. Where the employer does not grant the employee compensatory time off within a period of 3 calendar months after the performance of overtime work or within an otherwise agreed period, the employee is entitled to an additional premium, in addition to the salary they earned, pursuant to Para 1.

#### **Article 7**

##### **Salary, compensatory time off or compensatory salary for work on public holidays**

1. Employees are entitled to the salary they earned and to compensatory time off for work on public holidays in the extent of the work done on public holidays, which the employer will grant them by the end of the third calendar month following the period when the work on public holidays was done at the latest or within an otherwise agreed period. Employees are entitled to a compensatory salary in the amount of the average earnings for the period of compensatory time off.
2. The employer may agree with the employee on granting the employee a premium to the earned salary in the minimum amount of the average earnings instead of compensatory time off.
3. Employees who did not work because the public holiday fell on their usual working day are entitled to a compensatory salary in the amount of the average earnings or a part thereof for the salary or part of the salary that was lost because of the public holiday.

#### **Article 8**

##### **Salary for night work**

Employees are entitled to the earned salary and a premium of a minimum of 10% of the average earnings for night work.

#### **Article 9**

##### **Salary and premium for work in arduous working environment**

Employees are entitled to a salary and a premium for work in arduous working environment. Arduous working environment for the purpose of the system of remuneration and the amount of the premium are stipulated in a government regulation. The premium for work in arduous working environment is at least 10% of the amount stipulated in Section 111 (2) of the Labour Code as the base rate of minimum wage.

#### **Article 10**

##### **Salary for work on Saturdays and Sundays**

Employees are entitled to at least 10% of their average earnings for work on Saturdays and Sundays.

#### **Article 11**

##### **Salary for performance of alternative work**

1. If an employee is transferred to a job other than the one that has been agreed for which they are eligible to a lower salary, for reasons stipulated in Section 41 Para 1 (a) to (d) and Para 4 of the Labour Code, they are entitled to be paid the difference up to the amount of the average earnings they earned before the transfer.
2. Employees are entitled to the difference paid to an employee who was transferred to another job for reasons stipulated in Section 41 Para 1 (b) of the Labour Code even if they terminated their employment and entered into employment with another employer because the previous employer did not have any suitable work for them.
3. In other matters, the salary for the performance of alternative work is regulated by Section 139 Para 3 and 4 of the Labour Code.

#### **Article 12**

##### **Remuneration for on-call duty**

Employees are entitled to at least 10% of their average earnings for the period of on-call duty pursuant to Section 78 Para 1 (h) and Section 95 of the Labour Code.

#### **Article 13**

##### **Slip-shift premium and premium for working shifts**

1. Employees for whom the employer in the framework of two-shift, three-shift or continuous operation organized their working hours so that they work alternately in the morning, afternoon or night shift are granted a premium of CZK 100-1000 per month.
2. The amount of the premium pursuant to Para 1 will be determined by the employer based on a proposal of the employee's immediate superior.
3. An employee who works in shifts divided into two or more parts will receive the premium pursuant to Para 1 of up to CZK 100 for each shift divided in this way.

**Article 14**  
**Personal performance bonus**

1. Employees may be granted a personal performance bonus up to the amount of specified percentage of the salary rate in the highest pay band of the pay grade into which they are put, in accordance with the table in Annex 1.
2. The award and the amount of the personal performance bonus depend on the quality of work results and the extent of work tasks. A change in the amount or cancelation of the personal performance bonus depends on the change in the conditions under which it was provided and is also affected by the total non-investment resources of both CTU as a whole and each constituent part individually.

**Project bonus**

1. For the purposes of the project bonus, a project refers to educational or scientific research projects and supplementary activities with a defined beginning and end that has been assigned an event number in the CTU financial information system (iFIS or EZOP) /hereinafter referred to as a "project"/.
2. A project bonus is a salary component without entitlement paid from the funds earmarked for this purpose.
3. An employee can be granted a project bonus only for a definite period of time, for the duration of the project, or for the duration of the employee's work on the project as a maximum unless they are remunerated in a different manner for this work; this does not preclude the possibility of combining more methods of remuneration for this activity (remuneration as a salary component without entitlement, target remuneration, personal performance bonus, etc.).
4. The amount of the project bonus will be specified in the salary statement as a separate salary component; in case the relevant circumstances for the award of the project bonus change, an updated salary statement will be issued that takes into account this fact. An appendix containing the breakdown of the project bonus is attached to the salary statement.

**Article 15**  
**Bonuses**

The employer can grant the employee bonuses:

- a) for extraordinary work performance,
- b) for performing extraordinary or particularly important work tasks,
- c) for providing personal assistance in extraordinary cases,
- d) for representing the university and in other cases worthy of special consideration,
- e) for significant results in the implementation of science and research projects.

**Article 16**  
**Salary during the period of creative leave**

During the period of creative leave pursuant to Section 76 of the Act, the employee is granted a salary only in the amount of the corresponding salary rate. The other salary components pursuant to Article 1 Para 5 will not be granted during the period of creative leave.

**Article 17**  
**Contractual salary**

In case of employees with exceptional skills and excellent work results or for work on a project, the Rector or the dean following an approval of the Rector may grant a contractual salary; this is provided as a replacement of all salary components with the exception of bonuses. The conditions for granting a contractual salary are set in writing. Contractual salary is always granted for a fixed period of time that may not exceed a total of 4 years; this is without prejudice to the possibility to grant a contractual salary repeatedly.

**Article 18**  
**Payment of salary**

1. The salary is payable after the work has been performed on the 10th day (at the CTU Service Facilities Administration it is on the 12th day) in the calendar month following the month in which the employee was entitled to the salary or any of its components at the latest.
2. Employees are entitled to the salary and its individual components determined per hour of work also for fractions of hours that they worked in the period for which the salary is granted.
3. Before taking a leave, the employer will provide the employee upon their request with a reasonable advance payment; the rest of the salary will be paid out no later than on the earliest regular payroll date after the leave.
4. After the termination of employment, the employer will pay the employee the salary no later than on the earliest payroll date after the termination of the employment relationship.
5. The salary is paid to the employee in legal tender.
6. Salaries are paid during working hours and at the workplace, unless another time and place of payment have been agreed. If for serious reasons the employee is unable to attend at the given time the place where the salary is paid, the employer shall send them the salary on the regular payroll date, or on the following working day at the latest at the employer's own expense and risk, unless the employer and employee have agreed on a different date and method of payment.
7. In the monthly payroll, the employer is obligated to issue to the employee a document in writing containing information about the individual salary components and deductions. Upon the employee's request, the employer will present documents on the basis of which the salary was calculated.
8. The salary can be paid to a person other than the employee only on the basis of a power of attorney in writing. This also applies to the employee's spouse. Without written authorization, the salary can be paid to a person other than the employee only if it is stipulated in the Labour Code or in another specific legal regulation.
9. Upon the employee's request, the employer is obligated when paying the salary with any possible deductions from the salary pursuant to the Labour Code or another specific legal regulation to pay the amount determined by the employee at the employer's own expense and risk to one employee's account with a bank or a savings or credit cooperative on the regular payroll date at the latest, unless the employer and the employee have agreed on a later date in writing.
10. In case it has been agreed that a one-off payment of the remuneration under an agreement will be made after the completion of the entire work task, the employer will pay the remuneration under the agreement on the earliest payroll date after the completion and delivery of the work.
11. The employer shall pay a compensatory salary in case of temporary incapacity for work on the payroll date referred to in Para 1, provided that the employee submits the documents stipulated for claiming the sickness benefit for the preceding month no later than on the first working day of the month.

**Article 18a**

**Compensatory salary or remuneration under agreement to perform work in case of temporary incapacity for work (quarantine)**

Provision of compensatory salary or remuneration under agreement to perform work in case of temporary incapacity for work (quarantine) is regulated by Sections 192 to 194 of the Labour Code.

**Article 19**

**Deductions from salary**

Deductions from salary are regulated by Sections 145 to 150 of the Labour Code.

**Article 20**

**Average earnings**

The determination of average earnings in employment relationships is regulated by Sections 351 to 362 of the Labour Code.

**Article 21**

**Leave**

1. Pursuant to Section 213 Para 1 of the Labour Code, CTU employees are entitled to 5 weeks of leave per calendar year.
2. Pursuant to Section 213 Para 3 of the Labour Code, academic staff are entitled to eight weeks of leave per calendar year.

**Article 22**

**Final provisions**

1. All CTU employees must get acquainted with the content of this Internal Salary Regulation and with the system of remuneration. In the event of a conflict between any provision of this Internal Salary Regulation and the collective agreement, the provision which guarantees the employees a greater advantage will prevail.
2. Salaries in accordance with this Internal Salary Regulation will be paid in January 2007 for the first time.
3. The CTU Internal Salary Regulation registered by the Ministry of Education, Youth and Sports on 30 March 1999 under reg. no. 16 756 /99-30, as amended, is repealed.
4. This Internal Salary Regulation was approved pursuant to Section 9 Para 1 (b) of the Act by the CTU Academic Senate on 13 December 2006.
5. This Internal Salary Regulation comes into force pursuant to Section 36 Para 4 of the Act on the day it is registered by the Ministry of Education, Youth and Sports.
6. This Internal Salary Regulation comes into effect on 1 January 2007.

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Amendments to the Internal Salary Regulation of the Czech Technical University in Prague were approved pursuant to Section 9 Para 1 (b) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended, by the Academic Senate of the Czech Technical University in Prague on 28 March 2007, 23 April 2008, 29 October 2008, 18 April 2012, 24 April 2013 and 29 November 2017.

Amendments to the Internal Salary Regulation of the Czech Technical University in Prague come into force pursuant to Section 36 Para 4 of the Higher Education Act on the day they are registered by the Ministry of Education, Youth and Sports.

Amendments to the Internal Salary Regulation of the Czech Technical University in Prague registered on 30 March 2007 under ref. no. 10 026/2007-30 (Amendments No. 1) come into effect on 1 April 2007, amendments registered on 29 April 2008 under ref. no. 8 814/2008-30 (Amendments No. 2) come into effect on 1 May 2008, amendments registered on 7 November 2008 under ref. no. 22 874/2008-30 come into effect on 1 January 2009, amendments registered on 24 April 2012 under ref. no. 17 025/2012-30 come into effect on 1 May 2012, amendments registered on 29 May 2013 under ref. no. MSMT-22324/2013-30 come into effect on 1 June 2013, amendments registered on 15 December 2017 under ref. MSMT-34105/2017 come into effect on 1 January 2018 and amendments registered on 1 October 2019 under ref. MSMT-32820/2019-3 come into effect on 1 October 2019.

doc. RNDr. Vojtěch Petráček, CSc., m. p.

Rector

**Table – salary rates**

Pay grade		1	2	3	4	5	6	7	8	9	10	11	12	13
Band	Experience													
1	Up to 4 years	11,000	11,470	12,050	12,740	13,570	14,170	15,690	17,500	18,730	21,320	24,040	27,780	31,910
2	4 to 9 years	11,030	11,580	12,170	12,990	13,960	14,830	16,410	18,150	19,380	22,040	25,060	28,740	33,020
3	9 to 14 years	11,070	11,630	12,300	13,260	14,330	15,130	16,740	18,510	19,540	22,110	25,240	29,050	33,470
4	14 to 19 years	11,200	11,810	12,540	13,640	14,860	15,610	17,260	19,070	20,070	22,460	25,700	29,730	34,430
5	More than 19 years	11,270	11,940	12,790	14,080	15,550	16,220	17,930	19,820	20,700	22,720	26,100	30,500	35,640

The payment of a minimum wage and a guaranteed wage will be ensured in individual cases by payment of the difference.

**Qualification requirements:**

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
Education – general requirements	B	B	B	SV	SV	CS	CS	CS	UNI-Bc. <sup>2)</sup>	UNI-Mgr.	UNI-Mgr.	UNI-Mgr.	UNI-Mgr.
Other requirements regarding education for academic workers									Bc.	Ing., Ing. arch., MA, MSc. and other university education obtained in a master study programme	Ph.D. Dr. CSc.	doc. DrSc.	prof.

The highest amount of personal performance bonus in % in the 5th band of the given pay grade depending on FTE:

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
OP	100%	100%	100%	100%	100%	200%	200%	200%	200%	200%	200%	200%	200%

**Management bonuses according to Article 5:**

a)	14,000 to 16,000	d)	2,000 to 6,000
b)	7,000 to 14,000	e)	500 to 2,000
c)	4,000 to 10,000		

Abbreviations used in qualification requirements for education:

<sup>2)</sup> Or a complete education achieved at post-secondary schools that is comparable to university education achieved in a bachelor study programme based on the assessment of the manager (e.g. tertiary technical education).

B	basic education
SV	secondary vocational
CS	complete secondary education.”.

Annex 2

To the CTU Internal Salary Regulation

## Lists of occupations

### I. Handling, operational, production and craftsman jobs

#### GRADE 1

- manual handling of objects up to 15 kg, auxiliary manual work, auxiliary gardening and planting work, extras and helpers,
- common regular manual and mechanical cleaning of offices, kitchens, canteens, circulation areas, laboratories, outdoor spaces, including handling of waste, disinfection, removing snow, etc.,
- auxiliary kitchen work, cleaning and washing of dishes, cleaning kitchen appliances, laboratory tools, maids, repairs and washing of clothes, cloakroom attendants, etc.,
- guarding of buildings, playgrounds and orchards, supervision of cultural events, ushers, etc. ;

#### GRADE 2

- manual handling of objects of 15 up to 50 kg, manual digging and hard auxiliary construction work, loading and unloading of materials and products and auxiliary craftsman jobs,
- manual and mechanical cleaning after painters, bricklayers, in health care and social care facilities, cleaning of windows, etc., including handling of waste,
- minor construction and operational maintenance, simple repair work, operation of local heating, heat exchangers and small solid fuel boilers, fuel conveyors and their bins,
- operation of telephone exchanges,
- collecting, sorting, checking, marking, hand ironing and handling of laundry, stretching curtains,
- operational work in saunas, showers, swimming pools and spas,
- handling, storage and registration of office supplies, files, small items and cleaning products,
- sales of food, textbooks, books, tickets, small goods, etc., including appropriate handling and care and storage of goods, collecting fees,
- work of janitors, building maintenance, guarding of buildings and assistant receptionist without required knowledge of foreign languages;

#### GRADE 3

- manual handling of materials and products weighing over 50 kg, digging using pneumatic tools,
- disinfection, deratization and spraying against bacteria, mites, insects, rodents, etc.,
- experienced basic craftsman jobs of turners, gardeners, repairmen, mechanics, joiners, carpenters, tailors, shoemakers, butchers, cooks, confectioners, waiters, waitresses, shop assistants, dressers, bookbinders, typesetters, printers, laboratory technicians, draftsmen, photographers and filmmakers, animal carers, etc.,
- operation of large kitchen machines, refrigerators and freezers, production, storage and handling of preparations, basic work in making meals,
- independent sale and takeover, storage, display and dressing of goods,
- operation of hot-water boilers or superheating boilers or up to 5.8 MW,
- guarding of buildings with a dog, with maintenance of video equipment,

- driving of small trucks with additional accessories and mechanisms off public roads, including routine maintenance and repairs,
- basic bricklayer, insulation, chimneysweeper, scaffolding work, etc.,
- operation of warehouses;

#### **GRADE 4**

- basic craftsman jobs of trained turners, gardeners, repairers, mechanics, joiners, carpenters, tailors, shoemakers, butchers, cooks, confectioners, waiters, waitresses, shop assistants, dressers, bookbinders, typesetters, printers, laboratory technicians, draftsmen, photographers and filmmakers, animal carers, etc.,
- maintenance of electrical appliances and light-current and heavy-current distribution systems, constructions, heating, water and gas distribution systems, sewerage systems, furniture,
- steam boiler operation up to the nominal output of 60 t/h or hot-water boiler up to 35 MW,
- driving road motor vehicles with total weight of up to 3.5 t, driving tractors with trailers and semi-trailers on public roads, driving small motor trucks with trailers on public roads, all including routine maintenance and repairs,
- guarding of buildings, money consignments, persons, valuables, etc.,
- operation of catering services, accommodation and hotel services, collection of payments in shops, restaurants, hotels in cash, by credit cards and in foreign currencies;

#### **GRADE 5**

- making more complicated meals, specialties, unique craft products, demanding photographic, polygraphic and reprographic work, composition and proofreading of combined typesetting with tables, formulas and figures, typography, etc.,
- operation of catering services, including making meals and confectionery products,
- management, organization and operation, maintenance, cleaning and repairs of a building (laboratories, canteens, etc.),
- operation, maintenance and repairs of machinery,
- specialized, complex and demanding craftsman jobs,
- inspections of, e.g. wiring (light- and heavy-current), water, gas installations, etc.,
- steam boiler operation up to the nominal output of 300 t/h or hot-water boiler up to 180 MW,
- driving road motor vehicles with a total weight over 3.5 tons (excluding tractors), driving and operating construction machines with the output of up to 132 kW, all including routine maintenance and repairs;

#### **GRADE 6**

- management of diet operation of canteens including making diet meals, calculations for production of meals,
- making meals for banquets, receptions, etc. including the organization of serving them,
- composition and proofreading of demanding foreign-language texts with tables, formulas and pictures, collages,
- repairs of complex reprographic equipment, geodetic instruments, measuring instruments, etc.,
- production of complex functional models,
- operation of projection, scanning and audio equipment, including preparation and processing of parts of audiovisual programmes,
- conducting independent laboratory work and analyses,
- basic surveying work on construction sites and simple surveying work,
- power-engineering work;

#### **GRADE 7**

- demanding printing work in surveying, making complex 3D models, demanding bookbinding work,
- management of printing and bookbinding operations, controlling and technological work,
- repairs and maintenance of complex electronic geodetic instruments, other electronic instruments and tools, computers, control systems, etc.,
- management of operational testing of products and equipment
- making product prototypes.

## **II. Administrative, economic, technical operational and specialized work in libraries and archives**

### **GRADE 3**

simple expert or specialized routine jobs following predefined simple procedures

A – administrative:

- working in registry and records offices, receiving, sending and sorting correspondence, contact with the post office and other suppliers of consignments,
- basic work in an archive, such as searching for and filing materials,
- typing on electric and manual typewriters,

TP – technical operational:

- packing and dispatching of parcels

### **GRADE 4**

routine controllable expert jobs conducted based on general instructions, management and organization of jobs based on specific guidelines

A – administrative:

- typing on a personal computer,
- administration and dealing with of complaints,
- inventory of stock, property, stock-taking of goods, packaging, etc.,

TP – technical operational:

- making drawings according based on models,
- ensuring working conditions for the activities of users of international computer nodes in user halls,
- keeping records of reception and distribution of orders,
- taking orders for processing,

AK – archives and libraries:

- auxiliary work in ordering, checking-out, control, checking-in and filing books, printed materials and archival records;

### **GRADE 5**

management of simple expert agendas,

organization and management of simple operations

A – administrative:

- basic user-level use of personal computers,
- administrative agenda for a manager as referred to in Article 5 Para 1 (d) of this Internal Salary Regulation,
- simple recording and processing of statistical data,

- registration and filing of documents according to filing standards,

TP – technical operational:

- operation of simple technological equipment, transportation and mechanization means and operations,
- conducting independent laboratory work and analyses,

AK – archives and libraries:

- auxiliary work in ordering, checking-out, control, checking-in and filing books, printed materials and archival records;

### **GRADE 6**

management of partial expert agendas based on general guidelines,

complex expert work

A – administrative:

- management of partial expert agendas, e.g. fiscal, financial, personnel, study, international, scientific and research, economic agenda, etc.,
- administrative agenda of a manager as referred to in Article 5 Para1 (c) of this Internal Salary Regulation,
- work in PR and advertising,
- preparation of documents for all types of contracts,
- making routine accounting operations, keeping property records, etc.,
- liquidation and issuance of invoices, handling of cash ,

TP – technical operational:

- technical and operational management of operation in catering or accommodation facilities,
- maintenance and repairs of buildings, energy and water management facilities,
- conducting independent laboratory work and analyses,

AK – archives and libraries:

- independent work in ordering, checking-out, control, checking-in and filing books, printed materials and archival records using means of automation;

### **GRADE 7**

comprehensive complex expert work,

independent handling of simple expert agenda,

simple methodological work

A – administrative:

- independent management of simple expert agendas, e.g. fiscal, financial, personnel, study, international, scientific and research, economic agenda, etc.,
- administrative agenda of a manager as referred to in Article 5 Para1 (a) and (b) of this Internal Salary Regulation,
- information, organizational and accounting work,
- administrative and specialized searches,
- performance of partial tasks related to the defence state emergency and emergency situations,
- basic control and revision activities,

TP – technical operational:

- management of partial operation and production,
- comprehensive management of transportation,
- independent simple geodetic work,

- operational management of production or operation,
- installation of operating systems including, e.g. antivirus protection,
- auxiliary design and construction work,
- conducting demanding laboratory work and independent experiments,

AK – archives and libraries:

- performing expert library and archive jobs in collaboration with suppliers of information documents and other libraries, archives and information centres using means of automation;

### **GRADE 8**

independent handling of complex expert agenda,

specialized expert activities, creative activities,

training and methodological work

A – administrative:

- independent management of complex expert agendas, e.g. fiscal, financial, personnel, study, international, scientific and research, economic agenda, etc.,
- administrative agenda of a manager as referred to in Article 5 Para1 (a) of this Internal Salary Regulation,
- preparation of materials for selection committees,
- analysis of bids and demands, market research – marketing, pricing,
- comprehensive facility and building management, including economic use from the point of view of economy and operation,
- performance of inspection activities and activities related to labour and health safety, fire protection and civil protection,
- comprehensive performance of tasks related to the defence state emergency and emergency situations,

TP – technical operational:

- preparation and processing of documents for the creation of standards and directions,
- preparation and processing of documents for the acquisition of investments,
- direct or operational management of production and operations,
- partial jobs in ensuring the operation of the computer network,
- simple data processing tasks,
- repairs and modernization of IT technology, including independent analysis of hardware defects on computers,
- independent performance of more complex geodetic work,
- journalistic, translation and interpretation activities,
- editorial and lecturing activities,
- simple design and construction work,
- conducting specialized laboratory work, including processing the results of experiments,

AK – archives and libraries:

- performance and management of specialized expert library, bibliographic and archiving activities both at the level of the Czech Republic and at an international level, mainly using automated systems and modern information technology,
- administration and editing of catalogues, specialized card indexes, etc.,
- consultancy;

## **GRADE 9**

comprehensive management of operation of independent expert sections and agendas,  
complex conceptual and methodological work

A – administrative:

- comprehensive management of operation of independent expert sections and agendas, e.g. fiscal, financial, personnel, legal, study, international, scientific and research, economic agenda, etc.,
- comprehensive management and execution of international PR, organization of exhibitions, symposia and meetings,
- comprehensive management of supplementary activities,
- comprehensive management of administration of large complexes of buildings,
- comprehensive management of inspection activities, labour and health safety, fire protection and civil protection,

TP – technical operational:

- comprehensive management of large-scale investment activities,
- management of installation, commissioning, operation and maintenance of complex systems,
- solving problems with operating systems and database systems,
- providing expert advice to network users;
- independent performance of very complex surveying and cadastral works,
- standard design and engineering activities, including supervision,

AK – archives and libraries:

- comprehensive organization and management of expert library and information activities using automated systems and modern information technology;

## **GRADE 10**

being in charge of independent sections,

comprehensive, methodological and expert leadership of complex agendas

A – administrative:

- comprehensive, methodical and expert leadership of complex agendas, such as fiscal, financial, personnel, legal, study, international, scientific and research, economic agendas, etc.
- development of internal regulations, directives, guidelines,
- being in charge of and coordinating inspection activities, labour and health safety, fire protection and civil protection,

TP – technical operational:

- comprehensive organization, coordination and management of construction of complex technological units,
- designing and architectural solution of complex constructions,
- special design, engineering and creative work,
- management of administration of large-scale computer networks (backbone all-school networks and local networks in the building, etc.),
- administration and maintenance of operating systems;

AK – archives and libraries:

- comprehensive leadership, management and coordination of expert library and information activities using modern technology,
- being in charge of libraries and archives,

- development of concepts, coordination of specialized agendas of national or international nature;

### **GRADE 11**

A – administrative:

- being fully in charge of extensive independent expert agendas, being in charge of complex conceptual and methodological work,

TP – technical operational:

- creating concepts, implementation and administration of computer networks,
- demanding tasks in the field of designing tasks for information systems,
- system coordination,

AK – archives and libraries:

- being fully in charge of libraries and information centres, being in charge of integrated library information systems, coordination of specialized library information agendas of an international, national, regional or specialized nature, organization of instruction;

### **GRADE 12**

- coordination and leadership of very complex units,
- independent creative solution of problems impacting the whole society and with wide implications.

## **III Academic, scientific and research work**

### **GRADE 9**

- work of teachers, doctoral students or assistants in the preparation and implementation of practical classes, seminars and consultations,
- work on continuous study assessment,
- participation in preparation and processing of written tests and examinations,
- scientific and research work carried out under the supervision of the main researcher;

### **GRADE 10**

- practical classes, laboratories, consultations and seminars in both general and specialized areas in the relevant field,
- participation in preparation and processing of written tests and examinations,
- lectures and examinations with dean's consent,
- preparation of pedagogical documentation and teaching materials,
- supervision of diploma theses,
- independent scientific and research work carried out at least at the level of researcher of a partial task;

### **GRADE 11**

- lectures, practical classes, laboratories, consultations and seminars in general and specialized areas of expertise,
- conducting examination of students including preparation of written, oral or practical part of examinations,
- preparation of pedagogical documentation and teaching materials,
- supervision of diploma theses,
- teaching in doctoral study programmes and supervision of students in these programmes,
- independent scientific work, management and leadership of scientific and research teams;

### **GRADE 12**

- giving lectures, consultations and seminars, teaching practical classes and laboratories, supervision of diploma theses,
- solution of key issues regarding instruction within a field of study in all types of study programmes (bachelor, master),
- teaching in doctoral study programmes and supervision of students in these programmes,
- organization of examinations and conducting examinations of students,
- development of teaching materials for lectures,
- supervision of diploma theses,
- methodological leadership of research teams looking into a scientific and research task;

**GRADE 13**

- developing concepts of lectures and giving lectures in all types of study programmes, lectures in demanding and specialized subjects or sections,
- methodical supervision of examinations and conducting examinations in all types of study programmes,
- teaching in doctoral study programmes, supervision of students in these programmes,
- supervision of diploma theses,
- conceptual and methodical leadership of study subjects,
- solution of key issues regarding instruction within a field of study in all types of study programmes (bachelor, master, Ph.D.)
- giving seminars for students and teachers
- conceptual and methodological leadership of working groups in extensive and particularly complex scientific and research tasks and activities.