



INTERNAL SALARY REGULATION OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Article 1

Introductory provisions

- (1) The Internal Salary Regulation of the Czech Technical University in Prague (hereinafter referred to as the “Internal Salary Regulation”) is an internal regulation pursuant to Section 17 of Act No. 11/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended (hereinafter referred to as the “Higher Education Act”).
- (2) The Internal Salary Regulation sets out a uniform method of granting salaries and bonuses under contracts for work done outside of the employment relationship in compliance with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the “Labour Code”).
- (3) The Internal Salary Regulation applies to academic and non-academic workers who have an employment relationship (hereinafter referred to as an “employee”) with the Czech Technical University in Prague (hereinafter referred to as “CTU”) and to workers who do their work under contracts for work done outside of the employment relationship.

Article 2

General provisions

- (1) Employees are entitled to a salary for the work they do. Payments provided pursuant to special legal regulations in connection with employment (in particular wage compensation, severance pay, travel expenses) are not considered as salary. Other workers are entitled to remuneration in accordance with the conditions arranged in an agreement to complete a job or a contract for work and under the conditions stipulated in the Internal Salary Regulation.
- (2) The development of salaries is regulated depending on the financial situation of CTU and based on decisions adopted by relevant bodies of CTU, after they have been discussed with the relevant body of the trade union of CTU¹.
- (3) Employees are granted:
 - a) With entitlement provided they comply with the conditions stipulated in this Internal Salary Regulation:

¹ Pursuant to Article 3, Section 3 of the Collective Agreement of CTU, this body is the CTU Coordination Trade Union Committee.

- 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.
- (4) In exceptional cases, employees can be granted a contractual salary based on an agreement on granting a contractual salary.
- (5) The salaries are set out in the salary statement or are agreed in an agreement on granting a contractual salary.

Article 3 Determination of salary rates

- (1) For the purpose of determination of salary rates, employees of CTU are divided into two basic groups:
- a) Academic workers² and
 - b) Non-academic workers.
- (2) The salary rates of academic workers are set out pursuant to Annex 1.
- (3) The criterion based on which academic workers are included in a pay grade is the post of the academic worker that has been assigned to them in compliance with the CTU Career System. The concrete salary rate of an academic worker is determined within the range defined for the given pay grade with regards to the complexity and demandingness of the academic worker's work, their responsibility, work performance and in connection with the regular assessment of academic workers in accordance with a transparent procedure stipulated in an internal standard of the relevant constituent part.
- (4) The salary rates of non-academic workers are set out pursuant to Annex 2.

² Section 70, Para 1 of the Higher Education Act.

- (5) The decisive criterion based on which non-academic workers are put in a pay grade is the job they do in accordance with the List of occupations at CTU, which includes examples of jobs. If a particular job is not included on the list, the employer shall include the employee in the pay grade in which the list includes similar jobs regarding their complexity, responsibility and mental and physical demandingness and whose characteristic corresponds to the type of work done.
- (6) Putting a non-academic worker in the relevant pay grade under Para 5 is conditioned on achieving the prescribed level of education in accordance with Annex 2. Achieving a certain level of education does not mean that the employee is entitled to being put in a higher pay grade. In exceptional cases, the employer can put an employee in a pay grade for which they do not have the required level of education if the employer cannot fill the job with an employee that has the required level of education; in such cases, the employer will put the employee in a pay grade according to the most demanding work that the employer requires of the employee based on the type of work agreed on in the employment contract, but no higher than pay grade 6. After the non-academic worker is put in a concrete pay grade, the salary rate of the non-academic worker is determined within the range defined for the given salary rate with regards to the complexity and demandingness of the non-academic worker's work, their responsibility and work performance.

Article 4 Management bonus

CTU employees in managerial positions 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 and the registrar in the range of CZK 30,000–50,000,
- b) Heads of university institutes under Section 34 of the Higher Education Act, heads of constituent parts with over 50 employees that operate as an independent accounting unit, vice-deans and faculty registrars in the range of CZK 15,000–40,000,
- 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 workplaces (heads of institutes and departments) in the range of CZK 10,000–30,000,
- d) Heads of pedagogical or research workplaces (heads of institutes and departments), heads of sections and departments of the CTU Rector's Office, administrative offices and other managers who report to employees entitled to management bonuses as stipulated above in the range of CZK 6,000–14,000,
- e) Employees that are put in charge of at least 3 employees (e.g., a shift supervisor, etc.) for at least one calendar month in the range of CZK 1,500–6,000,

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

Article 5 Personal performance bonus

- (1) Employees can be granted a personal performance bonus of up to 100% of the salary rate.

- (2) The award and the amount of the personal performance bonus depend on the quality of work results and the extent of work tasks. 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. Reduction or cancellation of the personal performance bonus is possible for the following reasons:
 - a) A long-term decrease in employee's work performance
 - b) Organizational changes
 - c) A lack of financial resources of CTU or of individual constituent parts
- (3) Reduction or cancellation of the personal performance bonus is done by issuing a new salary statement and it is preconditioned by delivering a written notification to the employee that will state the reason for the reduction/cancellation of the personal performance bonus pursuant to Para 2 (a)–(c). The salary statement and the written notification on the reduction/cancellation of the personal performance bonus will be filed in the employee's personal file.

Article 6
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 system³ (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 annex containing the breakdown of the project bonus is attached to the salary statement.

Article 7
Bonuses

The employer can grant the employee a bonus:

- a) For extraordinary work performance,
- b) For performing extraordinary or particularly important work tasks,
- c) For providing personal assistance in extraordinary cases,

³ iFIS.

- 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 8
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 by the rector may grant a contractual salary in exceptional cases; 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 9
Remuneration under contracts

The amount of remuneration under contracts and the conditions for granting the remuneration will be arranged in an agreement to complete a job or a contract for work in compliance with the Government Regulation.⁴

Article 10
Payment of salary

- (1) The salary is payable after the work has been performed on the 10th day of 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 also for fractions of hours that they worked in the period for which the salary is granted.
- (3) The employer shall pay a compensatory salary in case of temporary incapacity for work on the payroll date referred to in Para 1, provided the documents stipulated for claiming the sickness benefit are delivered to the employer no later than on the first working day of the month for the preceding month.

Article 11
Temporary and final provisions

- (1) All CTU employees must be acquainted with the content of this Internal Salary Regulation and with the system of remuneration.
- (2) In the event of a conflict between a provision of this Internal Salary Regulation and the collective agreement, the provision which guarantees employees a greater advantage shall prevail.

⁴ Government Regulation No. 567/2006 Coll., on the minimum wage, the lowest levels of guaranteed wage, the definition of difficult working environment and the amount of additional pay for working in difficult working environment, as amended.

- (3) Salaries in accordance with this Internal Salary Regulation will be paid in January 2021 for the first time.
- (4) Employees in an employment relationship that existed before this CTU Internal Salary Regulation came into effect will be issued a new salary statement as part of the restructuring of salaries effective from 1 April 2021; this restructuring of salaries which consists in increasing the salary rates at the expense of other components must not lead to the reduction of the existing total salary stipulated in the salary regulation (effective on 31 March 2021), unless the reduction follows from other objective circumstances (e.g., end of work on a project, organizational changes, etc.) based on which the salary would have been reduced regardless of the issuance of this Internal Salary Regulation.
- (5) The CTU Internal Salary Regulation registered by the Ministry of Education, Youth and Sports on 29 December 2006 under reg. no. 29 951/2006-30, as amended, is cancelled.
- (6) This Internal Salary Regulation was adopted by AS CTU pursuant to Section 9, Para 1 (b), point 3 of the Act on 25 November 2020⁵.
- (7) Pursuant to Section 36, Para 4 of the Act, this Internal Salary Regulation comes into force on the day it is registered by the Ministry of Education, Youth and Sports.
- (8) This Internal Salary Regulation comes into effect on 1 April 2021.

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Rector

⁵ Revocation of AS CTU resolution of 23 September 2020.

Annex 1
To the CTU Internal Salary Regulation

Salary rates of academic workers

Academic workers	Salary grade				
Post in accordance with the CTU Career System	Assistant	Researcher participating in pedagogical activity (in R1 or R2 category)	Assistant professor, tutor, researcher participating in pedagogical activity (in R3 category)	Associate professor, researcher participating in pedagogical activity (in R4 category)	Professor
Salary rate - range (in CZK)	25,000	27,500	31,000	35,000	39,000
	38,000	45,000	55,000	65,000	75,000

Salary rates of non-academic workers

Non-academic workers	Salary grade							
	1	2	3	4	5	6	7	8
Grade in accordance with CTU List of occupations, Part B								
Education	B/HS	HS	CHS	AHS	U Bachelor	U Master and higher	U Master and higher	U Master and higher
Salary rate -range (in CZK)	17,300 28,000	19,160 32,000	19,900 34,000	21,510 36,000	23,350 40,000	24,810 45,000	27,650 55,000	31,590 65,000

A minimum wage will be ensured in individual cases by payment of the difference.

Legend:

<i>Other employees - education (degree):</i>								
B – basic education at a special school, basic school								
HS – high school education, high school education with a certificate of apprenticeship								
CHS – high school education with graduation (maturita examination)								
U Bachelor – education acquired by completing a bachelor study programme								
U Master – education acquired by completing a master study programme								

List of occupations

Part A) Academic workers

The duties of academic workers correspond to the description of posts of academic workers in accordance with the CTU Career System.

Part B) Non-academic workers

I. Handling, operational, production and craftsman jobs

PAY GRADE 1

- manual handling of objects weighing up to 50 kg, auxiliary manual work, auxiliary gardening and planting work, manual handling of materials and products weighing over 50 kg, digging work using pneumatic tools,
- common regular manual and mechanical cleaning of workplaces, kitchens, catering facilities, circulation areas, laboratories, outdoor spaces, including handling of waste, removing snow, etc.,
- manual and mechanical cleaning after painters, bricklayers, washing of windows, etc.
- disinfection, deratization and spraying against bacteria, mites, insects, rodents, etc.
- manual digging work and hard auxiliary construction work, loading and unloading of materials and products and auxiliary work craftsman jobs,
- minor construction and operational maintenance, simple repair work,
- auxiliary kitchen work, cleaning and washing of dishes, cleaning kitchen appliances, laboratory tools, maids, repairs and washing of clothes, cloakroom attendants, etc.,
- operation of large kitchen machines, refrigerators and freezers, production, storage and handling of preparations, basic work in making meals,
- 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.,
- maintenance of electrical appliances and light-current and heavy-current distribution systems, constructions, heating, water and gas distribution systems, sewerage systems, furniture,
- guarding of buildings, playgrounds and orchards, supervision of cultural events, ushers, etc. ;
- operation of telephone exchanges,
- sales of food, textbooks, books, tickets, small goods, etc., including appropriate handling and care and storage of goods, collecting fees,
- independent sale and takeover, storage, display and dressing of goods,

- driving of small trucks with additional accessories and mechanisms off public roads, including routine maintenance and repairs,
- 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,
- operation of warehouses,
- basic operation of catering services, basic accommodation and hotel services, collection of payments in shops, restaurants, hotels in cash, by credit cards or in foreign currencies;

PAY GRADE 2

- making more complicated meals, specialties and confectionery products, unique craft products, demanding photographic, polygraphic and reprographic work, composition and proofreading of combined typesetting with tables, formulas and figures, typography, 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;

PAY GRADE 3

- organization and operation, maintenance, cleaning and repairs of a building (laboratories, canteens, dorms, etc.),
- management of diet operation of catering facilities 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;

PAY GRADE 4

- management, organization and operation, maintenance, cleaning and repairs of a building (laboratories, canteens, dorms, etc.),
- 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, registry offices and archives

PAY GRADE 1

simple expert or specialized routine jobs following predefined simple procedures or routine controllable expert jobs conducted based on general instructions,

management and organization of jobs based on specific guidelines

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 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;

PAY GRADE 2

management of simple expert agendas,

organization and management of simple operations

A – administrative:

- 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;

PAY GRADE 3

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 4 Para 1 (c) of this Internal Salary Regulation,
- work in PR and advertising,
- preparation of documents for all types of contracts,
- making 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;

PAY GRADE 4

comprehensive complex expert work,

independent management of comprehensive expert agendas

specialized expert activities, creative activities,

training work

A – administrative:

- independent management of 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 4 Para 1 (a) or (b) of this Internal Salary Regulation,
- information, organizational and records keeping work,
- supervision of records management and disposal of documents (shredding),
- inspection of compliance with duties in archival services in records management and performing records management and supervision over disposal of documents (shredding) in case of originators with simple organizational structure,
- expert management of archival collections linked to records management and selection of archival documents originating in records management in case of originators with simple organizational structure,
- administrative and specialized searches,
- performance of partial tasks related to the defence state emergency and emergency situations,
- basic control and revision activities,
- performance of inspection activities and activities related to labour and health safety, fire protection and civil protection,
- 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,
- comprehensive performance of tasks related to the defence state emergency and emergency situations,

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,
- 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:

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

PAY GRADE 5

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.,
- expert supervision of records management, disposal of documents and selection of archival documents originating in records management,
- inspection of records management and selection of archival documents originating in records management,
- 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;

PAY GRADE 6

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;

PAY GRADE 7

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;

PAY GRADE 8

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

III. Scientific and research work

PAY GRADE 5

- solution of partial research and development tasks or performance of research and development work in the implementation of science and technology tasks under the supervision of the leader of the team.
- researcher⁶ in the category R1 in accordance with the CTU Career System.

PAY GRADE 6

- independent solution of research and development tasks or independent performance of research and development work as part of a project led by the leader of the team.
- researcher⁷ in the category R2 in accordance with the CTU Career System.

PAY GRADE 7

- independent solution of important and complex research and development tasks or independent performance of demanding and complicated research and development work in the solution and implementation of science and technology development tasks solved by the research team.
- researcher⁸ in the category R3 in accordance with the CTU Career System.

PAY GRADE 8

- creative solution of the most demanding research and development tasks or performance of demanding and complicated research and development work in creative solution of tasks important for the development of the field or scientific discipline, possibly leadership of a research team,
- researcher⁹ in the category R4 in accordance with the CTU Career System.

⁶ Not complying with the criteria for academic workers listed in Section 70, Para 1 of Act No. 111/1998 Coll., on Higher Education Institutions.

⁷ Not complying with the criteria for academic workers listed in Section 70, Para 1 of Act No. 111/1998 Coll., on Higher Education Institutions.

⁸ Not complying with the criteria for academic workers listed in Section 70, Para 1 of Act No. 111/1998 Coll., on Higher Education Institutions.

⁹ Not complying with the criteria for academic workers listed in Section 70, Para 1 of Act No. 111/1998 Coll., on Higher Education Institutions.