

The Ministry of Education, Youth and Sports registered pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), under Ref. No. MSMT-16308/2024-6 Internal wage regulations of the University of Technology and Economics in České Budějovice on the date of signing the registration.

	Internal regulations of the University of Technology and Economics in České Budějovice				
FULL TEXT OF THE INTERNAL WAGE REGULATION OF THE UNIVERSITY OF TECHNOLOGY AND ECONOMICS					
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Superior regulations	VŠTE Statute				
Related regulations	Directive No. 4/2024 VŠTE Organizational Rules (in full)				
Subordinate regulation	-				
Distribution list	VŠTE employees				
					
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**INTERNAL WAGE REGULATIONS
OF THE UNIVERSITY OF TECHNOLOGY AND ECONOMICS
IN ČESKÉ BUDĚJOVICE
DATED NOVEMBER 12, 2024**

**Article 1
General provisions**

- (1) In accordance with the provisions of Act No. 111/1998 Coll., on universities and on amendments and supplements to other acts, as amended (hereinafter referred to as the "Act on Universities"), the remuneration of employees at the University of Technology and Economics in České Budějovice (hereinafter referred to as the "employer") is governed by the Internal Wage Regulations of VŠTE (hereinafter referred to as the "wage regulations"), which are based on on Act No. 262/2006 Coll., the Labor Code, as amended (hereinafter referred to as the "Labor Code"), and Government Regulation No. 567/2006 Coll., on the minimum wage, on the lowest levels of guaranteed wages, on the definition of a difficult working environment, and on the amount of wage supplements for work in a difficult working environment, as amended.
- (2) An employee is a natural person who meets the conditions set out in Section 6 of the Labor Code and who performs dependent work for an employer in an employment relationship. An academic employee (hereinafter referred to as "AE") is an employee who meets the conditions of Section 70 of the Higher Education Act and who performs the work of an academic employee for an employer.
- (3) The employer's senior employees are defined in the VŠTE organizational rules.
- (4) The remuneration of employees who perform work for the employer in an employment relationship is governed by this wage regulation.
- (5) The remuneration of employees who perform work for an employer on the basis of agreements on work performed outside of employment is subject to agreement between the employer and the employee.

**Article 2
Forms of remuneration for work**

- (1) Employees are entitled to wages or remuneration under an agreement for work performed.
- (2) Wages are monetary payments and payments of monetary value (wages in kind) provided by the employer to the employee for work. Payments provided under special legal regulations in connection with employment (in particular wage compensation, severance pay, travel allowances, and remuneration for on-call duty) are not considered wages.
- (3) AP is provided with wages even when taking creative leave.

- (4) Remuneration under agreements and the conditions for its provision are agreed in an agreement on the performance of work or in an agreement on work activity.

Article 3

Negotiation, determination, and setting of wages

- (1) The wage is determined by the employer in a wage assessment.
- (2) Job descriptions for individual positions are set by separate internal standards.
- (3) Proposals for employee wage assessments are submitted to the rector or persons delegated by him for discussion and approval by the relevant managers.
- (4) The rector shall decide on the remuneration of employees in accordance with these wage regulations.
- (5) In the case of the rector, his or her salary shall be determined in accordance with Section 10(5) of the Higher Education Act.

Article 4

Determination of wage class

- (1) Employees are classified into wage classes based on the type of work agreed in the employment contract in accordance with the qualification requirements (level of education). APs are classified into wage classes according to [Annex No. 1](#), unless the wage regulation stipulates otherwise. Scientific and research workers are classified into wage classes according to [Annex No. 2](#). Other employees are classified into wage classes according to [Annex No. 3](#).
- (2) Upon achieving the specified level of education, APs are entitled to classification into a higher wage class. This entitlement arises from the first day of the month following the month in which proof of achievement of the specified level was submitted.
- (3) Exceptions to the qualification requirements for classification into a wage class are approved by the rector.

Article 5

Determination of the wage tariff

- (1) The wage tariff is determined according to the complexity, responsibility, and difficulty of the type of work performed.
- (2) AP, scientific and research staff, and other employees are entitled to the wage rate set for the wage class to which they are assigned, according to the relevant wage rate scale, which will be set out in Annex 4.

Article 6

Personal allowance

- (1) Employees may be granted a personal allowance based on the quality of their work, up to a maximum of 100% of their wage rate.

- (2) The employer shall lay down general principles for the provision of personal allowances in a separate internal regulation. Employee evaluations and proposals for the amount of personal allowances shall be carried out by the line manager. The amount of the personal allowance shall be decided by the rector or persons delegated by him.

Article 7

Bonus for management and performance of duties

- (1) The allowance for management and performance of duties shall be provided to employees according to their level of management within the employer's organizational structure, the complexity of their management work, and the number of employees they manage:
- a) at the 1st level of management, to a senior employee who manages other senior employees or manages the work of several organizational units,
 - b) at the second level of management, to a manager who manages the work of five or more subordinate employees within the assigned organizational unit,
 - c) at the third level of management, to a manager who manages the work of fewer than five subordinate employees within the assigned organizational unit, or to an employee who is not a manager but is authorized by the relevant manager to manage and supervise the work of other employees.
- (2) If an employee performs several activities simultaneously for which he or she is entitled to a management and performance allowance, he or she shall be entitled to only one such allowance, within the range of the highest level of management corresponding to him or her.
- (3) The amount of the allowance for management and performance of duties is determined as a percentage of the relevant wage tariff according to [Annex No. 1](#) and [Annex No. 2](#) of the internal wage regulations.
- (4) The range of the allowance for management and performance of duties that may be granted within the individual management levels is specified in [Annex No. 5](#).

Article 8

Project allowance

- (1) For the purposes of the project allowance, a project is defined as an educational or scientific research project and supplementary activity with a defined start and end date and an existing event number in the VŠTE financial information system (hereinafter referred to as the "project").
- (2) The project allowance is a non-entitlement component of the salary paid from funds designated for this purpose.
- (3) A project bonus may be granted to an employee only for a fixed period, at most for the duration of the project or for the period during which the employee works on the project, if he or she is not otherwise remunerated for this activity; this does not exclude the possibility of combining several methods of remuneration for this activity (remuneration as a non-entitlement component of wages, target remuneration, personal bonus, etc.).

(4) The amount of the project allowance shall be stated in the wage assessment as a separate component of the wage; if the circumstances decisive for its granting change, an updated wage assessment shall be issued taking this fact into account.

Article 9

Extraordinary remuneration

- (1) Employees may be granted extraordinary remuneration:
- a) for work performance beyond the scope of their job duties,
 - b) for the completion of extraordinary or particularly important work tasks,
 - c) for providing personal assistance in extraordinary circumstances,
 - d) for representing the employer and in other cases worthy of special consideration,
 - e) for assistance in liquidating or eliminating the consequences of extraordinary natural disasters and other events threatening health, property, or life in the workplace,
 - f) to reward their work merits upon reaching the age of 50 and upon the first termination of employment after being granted a disability pension or becoming eligible for an old-age pension.
- (2) The amount of extraordinary remuneration under paragraph 1(a) to (e) shall be decided by the rector. A proposal for extraordinary remuneration shall be submitted by the senior employee.
- (3) The amount of the extraordinary bonus under paragraph 1(f) is based on the collective agreement concluded between the employer and the VŠTE trade union. The proposal for an extraordinary bonus is submitted by the senior employee to the rector.

Article 10

Salary during creative leave

(1) During creative leave pursuant to Section 76 of the Higher Education Act, employees shall be paid only the amount corresponding to the wage tariff. Other components of the wage shall not be paid during creative leave.

Article 11

Salary negotiation

- (1) The amount of the monthly wage may be negotiated between the employer and the employee. The agreed monthly wage shall be paid to the employee in lieu of all wage components, with the exception of extraordinary bonuses.
- (2) The monthly wage must be negotiated in such a way that the right to equal pay for employees is respected, i.e., that all employees receive the same wage for the same work or for work of the same value.

Article 12

Wage compensation for vacation in the case of unevenly distributed working hours

- (1) If an employee with working hours unevenly distributed over individual weeks or over the entire calendar year takes vacation, wage compensation for vacation may be provided in the amount of the average earnings corresponding to the average length of the shift.

Article 13

Payment of wages or remuneration under an agreement

- (1) The deadline for payment of wages or remuneration under an agreement is the 10th day of the calendar month following the month in which the employee became entitled to wages or any component thereof or remuneration under an agreement.
- (2) The employer shall pay compensation for wages during temporary incapacity for work on the date of payment of wages specified in paragraph 1, provided that the employee submits the documents required to claim sickness benefits no later than the first working day of the month for the previous month.

Article 14

Annexes

These rules have the following annexes:

- a) Annex No. 1 – Determination of wage classes and qualification requirements for AP,
- b) Annex No. 2 – Determination of wage classes and qualification requirements for scientific and research workers,
- c) Annex No. 3 – Determination of wage classes and qualification requirements for other employees,
- d) Appendix No. 4 – Determination of wage rates,
- e) Appendix No. 5 – Determination of the range of allowances for management and performance of duties for individual management levels.

Article 15

Final provisions

- (1) The Internal Wage Regulations of the University of Technology and Economics in České Budějovice, registered by the Ministry of Education, Youth and Sports on July 29, 2013 under Ref. No. MSMT-31537/2013-30, as amended.
- (2) All employees of the employer must be familiar with the content of these wage regulations and the method of remuneration.
- (3) Wage development is adjusted depending on the financial situation of the employer and based on the decisions of the employer's relevant bodies.

- (4) This wage regulation was approved in accordance with Section 9(1)(b) of the Act by the Academic Senate of VŠTE on October 31, 2024.
- (5) This wage regulation shall enter into force pursuant to Section 36(4) of the Act on the date of its registration by the Ministry of Education, Youth and Sports.
- (6) This wage regulation shall take effect on the date of registration by the Ministry of Education, Youth and Sports.
- (7) By incorporating the relevant wage scale into the internal wage regulation, Rector's Measure No. 14/2024 Determination of Wage Rates is repealed.

prof. Ing. Marek Vochozka, MBA, Ph.D., dr. h.c., v. r.
Statutory Representative of the Rector

Appendix No. 1**Determination of wage classes and qualification requirements for academic staff**

Salary grade	Job position	Qualification requirements
10	Lecturer	Completed university education in a master's degree program.
10	Assistant	Duly completed university education in a master's degree program, supplemented by doctoral studies in the relevant field (Ph.D.).
11	Assistant	Duly completed university education in a doctoral study program and acquisition of the scientific degree CSc., academic title Ph.D., Th.D. or academic-scientific title Dr., DrSc., DSc.
12	Associate Professor	Duly completed university education and acquisition of the title of associate professor.
13	Professor	Completed university education and obtained the title of professor.

Note For the purposes of applying this internal wage regulation, VŠTE may recognize the above-prescribed qualification as fulfilled in cases where a person has acquired such a qualification by completing a corresponding study program at a foreign university or, in the case of AP classification in wage classes 12 and 13, also by performing a corresponding job function at a foreign university-type institution.

Appendix No. 2

Determination of salary grades and qualification requirements for scientific and research staff

Salary grade	Job position	Qualification requirements
10	Research assistant	Completed university education in a master's degree program.
11	Research scientist	Duly completed university education in a doctoral study program and acquisition of the scientific degree CSc., academic title Ph.D., Th.D. or academic-scientific title Dr., DrSc., DSc.
12	Independent research worker	Completed university education in a doctoral study program and obtained the scientific degree CSc., academic title Ph.D., Th.D. or academic-scientific title Dr., DrSc., DSc., at least 5 years of experience in the position of Senior Researcher.

Note For the purposes of applying this internal wage regulation, VŠTE may recognize the above-prescribed qualification as fulfilled in cases where the person has acquired such a qualification by completing a corresponding study program at a foreign university or, in the case of AP classification in wage classes 12 and 13, also by performing a corresponding job function at a foreign university-type institution.

Appendix No. 3

Determination of salary grades and qualification requirements for other employees

Salary grade	General characteristics of the job position	Required qualifications
2	Employees performing simple, auxiliary, and less skilled work of the same type according to precise instructions and with precisely defined outputs	Basic education
3	Employees performing technical or administrative work according to standard procedures or general instructions, with specified outputs and links to other processes.	Secondary vocational education
4	Employees performing craft, technical-operational, or economic-administrative activities within a comprehensive agenda.	Secondary vocational education or complete secondary education
5	Employees performing specialized professional work or independently managing professional agendas of an economic or administrative nature.	Complete secondary vocational education or higher vocational education
6	Employees performing complex administrative, specialized, and professional activities with generally defined inputs, broadly defined outputs, and considerable variability in terms of methods and procedures.	University education in a bachelor's degree program
7	Employees performing professional, systemic, methodological, and coordination activities in specialized areas with broad links to other processes.	University education in a master's degree program
8	Employees performing complex systemic work, management and coordination activities with possible links to a whole range of other activities, with a high degree of responsibility for material damage, with considerable demands on the ability to resolve complex situations.	
9	Employees performing systemic activities related to the management and coordination of systems, with responsibility for material damage that may arise from the activities of directly managed and related systems.	

Appendix No. 4**Determination of wage rates****Wage rates for academic staff at VŠTE**

Salary grade	Job position	Scale
10	Lecturer	CZK 26,600
10	Assistant	26,600 CZK
11	Assistant Professor	29,400 CZK
12	Associate professor	37,800 CZK
13	Professor	49,500 CZK

Salary scales for scientific and research staff at VŠTE

Salary grade	Job position	Rate
10	Research assistant	CZK 26,600
11	Senior Researcher	29,400 CZK
12	Independent research worker	37,800 CZK

Senior academic staff

Salary grade	Job position	Management level
10	Head of Language Services Center – Lecturer	2
10	Group Manager – Assistant	2
11	Head of Department – Assistant Professor	2
11	Group Head – Assistant Professor	2
12	Head of Department – Associate Professor	2
12	Group Head – Associate Professor	2
12	Deputy Director	2
13	Head of Department – Professor	2
13	Group Head – Professor	2
13	Head of Environmental and Research Department	2
13	Director of the Institute	1

Individual groups of AP managers are assigned a management level according to the salary regulations, which determines the amount of the management and performance bonus.

If an AP with a lower academic rank than that corresponding to the above-mentioned salary grade is appointed to a managerial position, they are obliged to increase their academic rank within three years of their appointment to the position at the latest. In justified cases, the rector may waive this requirement by granting an exception.

Vice-Rectors

Salary grade	Job position	Management level
13	Vice-Rector	1

Salary scales for other VŠTE employees

Salary grade	Rate
2	CZK 19,500
3	CZK 21,300
4	21,800 CZK
5	21,800 CZK
6	24,100 CZK
7	26,600 CZK
8	37,800 CZK
9	44,000 CZK

Appendix No. 5

**Determination of the range of allowances for management
and performance of duties for individual management
levels**

Level	Amount of the allowance for management and performance of duties as a percentage of the relevant wage tariff
1	40 to 60
2	30 to 50
3	20 to 40