

*In accordance with Paragraph 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the University of Veterinary Sciences Brno Internal Wage Regulations under Ref. No. MSMT-34455/2022-2.*

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*Mgr. Karolína Gondková*  
*Director of the Department of Higher Education Institutions*

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## **UNIVERSITY OF VETERINARY SCIENCES BRNO INTERNAL WAGE REGULATIONS of 16 December 2022**

### **PART ONE** **General Provisions**

#### **Section 1**

- (1) The University Of Veterinary Sciences Brno Internal Wage Regulations (hereinafter referred to as “VETUNI”) is established in accordance with the provisions of Paragraph 17 (1) (d) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as subsequently amended (hereinafter referred to as the “Act”), and in reference to Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter referred to as the “Labour Code”).
- (2) These Internal Wage Regulations govern the manner of wage and remuneration of on-call duty payment to the employees in an employment or equivalent employment relationships at VETUNI (hereinafter referred to as “the employer”).
- (3) These Internal Wage Regulations shall not preclude the negotiation of a collective agreement seeking wage rights more favourable to the employees than those stipulated by these Internal Wage Regulations.

#### **Section 2** **Wage**

- (1) The employee is entitled to a remuneration for work done.
- (2) For the purposes of these Regulations, a wage is monetary remuneration provided to an employee for work done. Remuneration payable in connection with an employment relationship under another legal regulation, in particular wage compensation, severance payments, reimbursement of travel allowances, or remuneration for on-call duty, etc. are not considered to be wages.
- (3) Wages are determined by the employer or are stipulated in the contract. Wages are determined or negotiated in accordance with the level of complexity and labour intensity,

qualification requirements and achieved work performance. The selected criteria must be established in an objective way. The employee shall be paid equally for equal work or work of equal value.

(4) The Rector's salary is determined by the Minister of Education, Youth and Sports. Bonuses for teaching, scientific research and professional activities at the faculty are determined by the Dean.

(5) The wage statement defines the wage rate, personal performance bonus, extra pay for managerial positions, extra pay for managerial position when acting and extra pay for work in a difficult working environment. Other remuneration rights of employees laid down in these internal wage regulations shall be provided in accordance with these regulations.

## **PART TWO**

Wages and remuneration for on-call duty paid to employees other than employees of the school farm in Nový Jičín with the exception of its Director

### **Section 3 Wage rate**

- (1) Employees shall be assigned a wage rate set out according to how they were classified.
- (2) Employee wage rates are set out in Annex No 1.
- (3) When negotiating shorter than the prescribed weekly working time, the wage rate shall be reduced in proportion to the agreed and prescribed weekly working time. If the employee fails to work the full prescribed working time, the wage rate shall be reduced according to the length of the actual working time.

### **Section 4 Wage categories**

- (1) Work activities at VETUNI are divided into four groups of work activities and, within them, into wage categories:
- (2) Groups of work activities at VETUNI:
  - a) group one – academic staff (class 1 A - 4 A),
  - b) group two - lab technicians (class 6 – 8),
  - c) group three – other staff (class 1 – 10),
  - d) group four – researchers on a special research project (class 1 A - 4 A).
- (3) The basis for the placement of an employee in a wage category is the type of work agreed upon in the employment contract and, within it, the most demanding activities that the employee should actually perform, together with the completion of all qualifications requirements (Article 6 of this Regulation), in accordance with
  - a) Annex No. 2, applicable to work activities in group one,
  - b) Annex No. 4, applicable to work activities in group two

- (c) the catalogue of work specified by government decree, applicable for work activities in group three, levels 1 – 10 in the catalogue, correspond to wage categories 1 -10,
- (d) Annex No. 3, applicable to work activities in group four.

(4) If the work requested from the employee by the employer is not listed in Annexes 2, 3 and 4 or the Catalogue, the employee is classified in a wage category in which the Catalogue includes examples of work comparable to it in terms of complexity, responsibility and mental and physical difficulty. When comparing, the employer relies on the general characteristics of the grades listed in the Catalogue.

(5) The employer's senior employee shall be assigned to the wage category of the most demanding work of the subordinate employees he manages or the most demanding work he performs included in the Catalogue.

### **Section 5 Individual contractual wage**

(1) Individual contractual wage (hereinafter referred to as the “contractual wage”) is an individually negotiated wage which includes all wage components listed in these Internal Wage Regulations, with the exception of additional wage and bonuses.

(2) Contractual wages are negotiated with the rector, bursar, vice-rector, dean, faculty bursar or director of the school farm in Nový Jičín (hereinafter referred to as the “ŠZP”). Furthermore, contractual wages can be negotiated with employees who have excellent work results or achieve high levels of work value, mainly due to the high level of expertise, complexity, intensity and quality of the work performed. Contractual wages shall not apply in accordance with Articles 3 and 4.

(3) Contractual wages are usually negotiated for a period of one year.

(4) Conditions and payment of contractual wages to employees who carry out their activity in faculty workplaces shall be determined by the Dean with the consent of the Rector, to employees of the Rector's offices under the direct authority of the Bursar shall, upon request by the Bursar, be determined by the Rector, and to employees of the Rector's offices under the direct authority of the Rector shall be determined by the Rector.

### **Section 6 Qualification requirements**

Educational qualification requirements necessary for carrying out activities included in the wage categories is given for the employees in

- a) group one in Annex No 2,
- b) group two in Annex No 4,
- c) group three in Annex No 5,
- d) group four in Annex 3.

## **Section 7**

### **Classification of the employee into a wage class**

(1) An employer shall classify an employee in the wage class referred to in Article 4 if the employee meets the qualifications required for the proper performance of work activities listed in this category; higher than necessary level of education shall not be taken into account. Unless otherwise specified in specific legislation and unless otherwise stated, the employer may, in exceptional circumstances, waive the qualification requirements when classifying an employee in the appropriate category. The employer shall take into account the practice of the employee in the field and his abilities to perform the required work. Waiving of the qualification requirements shall be justified in writing.

(2) The basis for classification of employees in the wage categories is, based on the agreed type of work, a description of the work activities to be performed by the employee at the workplace, prepared by the competent senior manager, and compliance with the minimum requirements relating to qualification. This condition does not apply to academic and scientific staff whose work corresponds to the catalogue of work activities, unless the Rector or Dean decide otherwise.

(3) If an employee of group three carries out a type of work arranged in a labour contract of different types of work activities, he shall be classified in the category according to the most demanding work required of him.

## **Section 8**

### **Waiver of qualification requirements when classifying in wage categories**

Compliance with the qualification requirements may be waived when classifying in wage categories for

- a) academic staff employee classified in category 2 A,
- b) technical- administrative staff employee classified in categories 9 and 10 and
- c) lab technicians classified in category 8,

only once, for a maximum period of one year. Assistant professors or researchers who do not meet the scientific qualification requirements for class 2 A shall be classified in category 1 A unless being exceptionally wage-qualified under the first sentence. An associate professor who does not meet the academic qualification requirements of category 3 A (appointment as an associate professor on the basis of habilitation where the habilitation thesis has been submitted) is classified in category 2 A. The waiver of the compliance with the qualification requirements shall not apply to classification in wage categories 1 A, 3 A and 4 A.

## **Section 9 Performance Premium**

(1) A performance premium is a variable, individually stipulated wage component. The performance premium amount is derived from the quality of work performed by an employee, including accomplishment of a larger range of work tasks or stable and long-term quality work performance, or fulfilling the conditions for career development according to the University's Career Regulations. Simultaneously, managerial and organizational capabilities, knowledge, skills, experience, activity, professional and personal development, and the personal contribution of an employee to the employer are also taken into account. In the case of new employees, performance premiums are awarded in view of their potential for meeting these criteria.

(2) The performance premium is generally determined for a specific period, usually for a period of up to one year. During this period the performance premium may be increased, reduced or withdrawn in the case of changes to one or several of the criteria which the performance premium amount is based on. The employee must be informed in advance of the grounds for doing so. The performance premium may also be altered due to changes in a project or project financing concerning the employee; in this case no prior justification is required.

(3) The performance premium is a non-claimable wage component.

## **Section 10 Extra Pay for Managerial Positions and Substituting**

(1) The amount of extra pay for managerial positions and the conditions for their granting is set out in Appendix 6.

(2) Under paragraph 1 and, where substituting is not part of negotiated working conditions, the extra pay for substituting accrues to an employee who has been mandated thereto and who substitutes for a senior officer at a higher level of management for at least four weeks, counted retrospectively as of the first day on which such an employee has acted as a substitute.

## **Section 11 Wage and Extra Pay for Work in a Difficult Working Environment**

For the period of work in a difficult working environment with an adverse effect according to a special legal regulation, the employee is entitled to a wage and extra pay of 10% of the base rate of the minimum wage per month (rounded up to tens of crowns) for each adverse influence; the extra pay rate is monthly, reduced for periods not worked. When negotiating a fixed period shorter than weekly, the provisions of Article 3 (3) shall apply *mutatis mutandis*.

## **Section 12 Extra Pay for Night-time Work**

For night-time work, an employee is entitled to a wage earned, and to extra pay of 20% of the average hourly earnings.

## **Section 13 Bonuses**

The University may award other bonuses to an employee:

- a) for accomplishing an extraordinary or particularly significant work task,
- b) for high-quality continuous performance of work tasks
- c) for fulfilling the conditions for career development according to the University's Career Regulations.
- d) for contribution to addressing emergencies (especially protection of property, lives and health of VETUNI employees),
- e) in other cases, in accordance with the collective agreement (particularly anniversary jubilee, the first completion of employment after declaration of 3rd degree invalidity)

## **Section 14 Wages or Time Off in Lieu**

For each overtime hour worked on the orders of the employer or with the employer's consent, the employee is entitled to a wage earned and an additional payment of 25% of the average earnings and, in the case of uninterrupted rest days per week, 50% of the average earnings unless the employer has agreed with the employee on time off in lieu of overtime work instead of additional payments. If the employer fails to provide time off in lieu to employees during three calendar months following the performance of the overtime work or at a date agreed by both parties, the employee shall be entitled to the increased wage under the first sentence.

## **Section 15**

### **Financial bonuses for interrupted shifts**

An employee working on shifts divided into two or more parts will be provided a financial bonus in the amount of 20 CZK for each shift so interrupted. For the purpose of these internal wage regulations, an interrupted shift is understood as a shift which is interrupted for, or the total of interruptions is, a minimum period of two hours.

## **Section 16**

### **A wage, a time off in lieu, or a wage supplement for work on Saturdays and Sundays**

(1) For work during holidays the employee is entitled to the respective wage and time off in lieu of the amount of work performed on holidays, which will be provided to the employee no later than the end of the third calendar month following the work performed on a holiday or at any other agreed time. For the time off in lieu, the employee is entitled to a wage supplement in the amount of average wage. The employer and the employee can agree on a premium amounting to an average of wage instead of the time off in lieu.

(2) An employee, who missed work for the reason that a holiday fell on a working day, is entitled to a wage supplement amounting to an average of wage, if they missed a wage because of the holiday.

(3) For working on Saturdays and Sundays an employee is entitled to a wage increased by a bonus of 25 % of the average salary.

(4) In compliance with paragraph 3, when working abroad, an employee may be entitled to a bonus for work on days which, according to local conditions, are usually held a day of rest, instead of a wage supplement for work on Saturdays and Sundays.

## **Section 17**

### **A remuneration for on-call duty**

(1) For an hour of an on-call duty, an employee is entitled to a remuneration in the amount of 15% of the average hourly wage, and in the case of a weekend, 25% of the average hourly wage.

(2) For work during an on-call duty, an employee is entitled to a wage. They are not entitled to a premium for an on-call duty.

(3) The wage and the bonus during an on-call duty are paid only from the financial means which are reserved for the assurance of that type of activity at VETUNI which the on-call duty is (educational and scientific, research and other creative or other complementary activities).

## **Section 18**

### **Other wages**

(1) An employee may be provided other wages for some other work on these conditions:

a) if there is the financial covering for payment of the other wage

b) if the employee in the term of the calendar year during which the other wage is provided works minimally 65 days in the same work relationship or in the work relationship at the

VETUNI which immediately follows. The other wage can be awarded after the accomplishment of the stated condition if the work relationship does not finish during the first term before the 1<sup>st</sup> May or before the 30<sup>th</sup> June if the employee works off the determined number of days only in June and during the second term of the calendar year before the 30 November or before the 31<sup>st</sup> December if the employee works off the determined number of days only in December.

c) the worked off day is considered the day during which the worker:

- has worked off the majority of his/her shift,
- has taken his/her holiday in the amount of half or more of the shift or,
- has taken compensatory leave instead of overtime work or instead of work on a public holiday, in the amount of half or more of a shift,
- has not worked because a public holiday fell on his/her usual working day.

The worked off day can be counted only for one of the above stated reasons.

(1) The other wage is paid in the amount of a percentage determined from the wage tariffs belonging to the employee according to the valid wage rate or according to the individually agreed wage contract. The amount of the percentage is stated according to the rector's decision individually for partial terms of the particular calendar year.

(2) The other wage is due to be paid during the first term together with the wage for the month May or possibly June; for the second term together with the wage for the month November or possibly December.

### **Section 19**

#### **Other provisions relating to the wage and other income**

The due date and the wage payment and remunerations for on-call duty are set by the Labour code and which also determines wage deductions, the setting of the average wage and redundancy entitlement.

### **Section 20**

#### **Fractions of hours, creative time off**

(1) An employee is also entitled to the wage and its particular parts and remunerations stated or agreed or determined per working hour for fractions of the working hours which they worked during the period for which the wage or remuneration is provided.

(2) During creative time off normal payment is due to academic staff according to §76 of the Act including personal bonuses as entitled; the employer may also provide to them other wage components.



### PART THREE

Administration of wages and remunerations for on-call duty for the employees of ŠZP

#### **Section 21**

##### **The rates of the wage scales**

- (1) The base for the determination of the wage scales of manual workers is the internal catalogue of manual occupations (Annex No 8). The manual worker is an employee performing work according to the catalogue.
- (2) Manual workers are remunerated in the amount of the wage scales from 1 to 7.
- (3) Fixed wage tariffs for specified occupations in compliance with the internal catalogue of manual occupations are stated in the Appendix No 9
- (4) A technical-administrative worker is a worker performing the work stated in the interdepartmental catalogue of professions and ranks in Annex No 7.
- (5) The particular professions and scales are classified in the wage scales 1 to 12, for which the wage tariffs scales are explicitly stated in Annex No 9.
- (6) Decisions relating to the wage scales of the technical-financial workers and their changes are made by the directors and they are made through the suggestions of the personal and social development department according to the interdepartmental profession catalogue and the scales of the technical-administrative staff.
- (7) Decisions relating to the wage scales of manual workers and their changes are made by the directors and they are made through the suggestions of the personal and social development department.
- (8) For the wage scales of technical-financial workers and manual workers same or similar type of work and the achieved education level are decisive. In the case of non-fulfilment of the qualification prerequisites then the wage scale shall be the nearest one lower than that to which he/she belongs.
- (9) In the case of fulfilling the requisition of a minimal working practice period of five years in the specialization, the qualification requisition can be forgiven. In the cases fulfilling the requisition of the minimal working practice period of ten years or fulfilling the requisition of the minimal working practice period of fifteen years, in the specialization, the employee can be awarded the nearest higher wage scale than the one to which he/she belongs.

#### **Section 22**

##### **Administration of remuneration of manual workers**

- (1) These wage forms are used for the remuneration of employees in agricultural, auxiliary and subsidiary production and for the other manual workers:
  - a) The task wage – has to be used in all cases when it is possible to determine the working procedure in advance, as well as the time norm for particular works together with their assessment according to the wage scale whilst observing safety and hygiene rules. For this the work classifications which are objectively specified individually according to production technology by the work photographs produced at ŠZP can be used in conjunction with the calculation coefficient relevant to the particular wage rate scale.

- b) The proportion wage – is used in the case of directly determining the wage based on the results of work while determining the complex rate for work performance including maximally generalized bonuses and wage advantages.
- c) Time wage – is used every time when it is not possible to use the remuneration form stated under letters a) and b).

(2) It is possible to include an extra tariff component in the wage which serves as a reward for performance at work and quantity of work performed by the manual worker. Its amount and usage is approved by the director according to the suggestion of the factory manager or working place manager. Article No 23 is adequate to determine the extra tariff wage.

### **Section 23** **Remuneration of technical-administrative workers**

(1) A technical-administrative worker is rewarded for their work performance by wage rate. When fulfilling the conditions stated in paragraph 2 it is possible to pay an extra tariff wage in the terms and amounts stated in paragraph 2.

(2) The extra tariff wage is composed of two parts:

a) The first part: the monthly wage according to the awarded wage rate:

1. the maximum amount is stated as a percentage based on the evaluation of particular technical-administrative workers according to the employer's directives issued for particular employee remuneration;

2. it can be paid:

- in the total amount for the regular month when showing the balance of financial means on the account of the factory or the working place for more than 25 days of the particular month or when showing the balance of financial means on the account of the factory or the working place for more than 15 days of the particular month and as well as by having the positive sum of daily balances of financial means for the regular month;

- in the half amount of the regular month when showing the positive balance of the financial means on the company account or working place account for more than 15 days of this month or when showing the positive balance of financial means on the company account or working place account under 16 days of this month and as well as by having the positive sum of daily balances of financial means for the regular month;

- it cannot be paid if the company or the working place has, to the last day of the month for which this extra rate component of the wage is to be paid, a claim whose due date falls between 90 to 120 days before the end of the month for which the extra wage component is to be paid.

3. the entitlement to the wage stated in points 1 and 2 can be decreased when the tasks given by the plan or by the operative management have not been fulfilled, and this is according to responsibilities which were set for particular technical-administrative workers, the amount and the length of the wage decrease is under the authority of the director;

4. the entitlement to the wage from the point of view of solvency is marked on the last account statement from the company or the working place in the regular month; the decrease in the entitlement is made in writing on the suggestion of the company or working place manager or, without this suggestion, by the director for all technical-administrative workers ŠZP;

- b) The second part: the payment per year according to the awarded wage rate in the payment period following the calendar year;
1. the amount is determined as a percentage on the basis of a multiple of the stated coefficient for each company or working place and earnings, subject to a limiting maximum (interdepartmental instruction);
  2. it can be paid on the basis of the fulfilment of the economic objective of the company or work place (this is assessed on the basis fulfilled economic objective reduced by any outstanding claims for contributions in kind and services due to be paid by the 31 October of the regular year; this assessment is made by the 25 January of the following year);
  3. the payment can be performed on the written approval of the director.

#### **Section 24**

#### **Other wage rights of the ŠZP employees**

Relating to matters of other wage rights of the ŠZP employees (mainly bonuses for managing or substitution, overtime work, night shifts, work during holidays) article 10 to 12 and article 14 to 16 similarly, shall apply.

#### **PART 4**

#### **Common, Transitional and Final Provisions**

#### **Section 25**

#### **Common and Transitional Provisions**

The Internal Wage Regulation comprises the following annexes:

- a) Annex No. 1 – Wage scale tables,
- b) Annex No. 2 – Work activities description, classification into wage classes and qualification requirements for academic staff– professors, associate professors, lecturers and assistant lecturers,
- c) Annex No. 3 – Work activities description, classification into wage classes and qualification requirements for project researchers engaged in specialized research projects,
- d) Annex No. 4 – Work activities description, classification into wage classes and qualification requirements for laboratory technicians,
- e) Annex No. 5 – Qualification requirements for other employees,
- f) Annex No. 6 – Amount of management allowance and conditions for provision of such allowance,
- g) Annex No. 7 – Internal catalogue of occupations and positions of technical-administrative staff at ŠZP,
- h) Annex No. 8 - Internal catalogue of manual occupations,
- i) Annex No. 9 – Wage classification of ŠZP staff

**Section 26**  
**Final Regulations**

- (1) The employer is obliged to familiarise the employees with issuance, amendment or termination of these internal wage regulations no later than 15 days after the entry into force.
- (2) Wage matters and their respective parts are subject to personal data protection in information systems in compliance with personal data protection legislation. Breach of confidentiality may be considered a misconduct in compliance with the labour legislation unless a more serious sanction applies.

**Section 27**  
**Force and Effect**

- (1) This Regulation terminates the VETUNI Internal Wage Regulation, registered by the Ministry of Education, Youth and Sports on June 11, 2018 registered under number MSMT-19059/2018, as amended.
- (2) This Internal Wage Regulation was negotiated with trade unions acting at VETUNI on November 16, 2022.
- (3) This Internal Wage Regulation was approved in compliance with § 9 par. 1 letter b) point 3 of the Act by the Academic Senate of VETUNI on November 30, 2022.
- (4) This Internal Wage Regulation comes into effect in compliance with § 36 par. 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports.
- (5) This Internal Wage Regulation comes into effect on January 1, 2023.

Prof. MVDr. Alois Nečas, Ph.D., MBA, m.p.

Rector

Annex No. 1  
to The VETUNI Internal Wage Regulations

**WAGE SCALE TABLE**  
**FOR ACADEMIC STAFF AND FOR RESEARCHERS ENGAGED IN SPECIALIZED**  
**RESEARCH PROJECTS (in CZK MONTHLY)**

<i>Wage Class</i>			
<i>1 A</i>	<i>2 A</i>	<i>3 A</i>	<i>4 A</i>
<i>30 500</i>	<i>32 000</i>	<i>35 000</i>	<i>45 000</i>

**WAGE SCALE TABLE**  
**FOR OTHER EMPLOYEES AND LABORATORY TECHNICIANS (IN CZK**  
**MONTHLY)**

<i>Wage Class</i>									
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>16 600</i>	<i>18 400</i>	<i>18 600</i>	<i>20 300</i>	<i>22 500</i>	<i>22 700</i>	<i>24 800</i>	<i>25 000</i>	<i>27 400</i>	<i>30 300</i>

Annex No. 2  
to The VETUNI Internal Wage Regulations

**A) DESCRIPTION OF WORK ACTIVITIES,  
CLASSIFICATION INTO WAGE CLASSES  
AND QUALIFICATION REQUIREMENTS FOR ACADEMIC STAFF -  
PROFESSORS, ASSOCIATE PROFESSORS, LECTURERS AND  
ASSISTANT LECTURERS**

<b>Wage class</b>	<b>Description of activities</b>	<b>Position</b>	<b>Qualification Requirements</b>
1 A	<i>The education activities include teaching in seminars, conducting practicals and laboratory trainings. Research and development tasks based on the guidelines. Professional development activities.</i>	<i>Assistant Lecturer</i>	<i>Master's Degree</i>
2 A	<i>The education activities include teaching in seminars, conducting practicals and laboratory trainings, eventually lecturing. Supervision of Bachelor's and Diploma theses. Independent scientific, research and development tasks based on defined objectives. Publishing and professional development activities.</i>	<i>Lecturer</i>	<i>Scientific rank of CSc. or Ph.D.</i>
3 A	<i>The education activities include lectures, teaching in seminars and practicals. Supervision of Bachelor's, Diploma and Dissertation theses. Independent and creative undertaking of scientific, research and development tasks. Publishing and professional development activities.</i>	<i>Associate Professor</i>	<i>Associate Professor appointment on the basis of habilitation procedure in a respective field</i>
4 A	<i>The education activities include mainly lectures, then teaching in seminars and practicals. Supervision of Diploma and Dissertation theses. Independent and creative undertaking of scientific, research and development tasks having an impact on development of a respective scientific field. Significant publishing and professional development activities.</i>	<i>Professor</i>	<i>Appointment as Professor in the respective field</i>

**B) DESCRIPTION OF WORK ACTIVITIES,  
CLASSIFICATION INTO WAGE CLASSES  
AND QUALIFICATION REQUIREMENTS FOR PROJECT RESEARCHERS  
ENGAGED IN SPECIALIZED RESEARCH PROJECTS**

<b><i>Wage class</i></b>	<b><i>Description of activities</i></b>	<b><i>Position</i></b>	<b><i>Qualification Requirements</i></b>
<i>1 A</i>	<i>Research and development tasks in specialized research projects as instructed.</i>	<i>Project Researcher</i>	<i>Master's Degree</i>
<i>2 A</i>	<i>Independent scientific, research and development tasks in specialized research projects based on defined objectives. Publishing activities.</i>	<i>Project Researcher</i>	<i>Scientific rank of CSc. or Ph.D.</i>
<i>3 A</i>	<i>Independent and creative undertaking of complex scientific, research and development tasks in specialized research projects. Publishing activities.</i>	<i>Independent Project Researcher</i>	<i>Scientific rank of CSc. or Ph.D.</i>
<i>4 A</i>	<i>Supervision of research teams and creative undertaking of the most complex scientific, research and development tasks in specialized research projects of particular significance. Significant publishing activities.</i>	<i>Senior Project Researcher</i>	<i>Scientific rank of CSc. or Ph.D.</i>

**DESCRIPTION OF WORK ACTIVITIES,  
CLASSIFICATION INTO WAGE CLASSES  
AND QUALIFICATION REQUIREMENTS FOR LABORATORY TECHNICIANS**

<b>Wage Class</b>	<b>Description of activities</b>	<b>Position</b>	<b>Qualification Requirements</b>
6	<i>Preparation of chemical compounds, analytical examinations and tests of different materials. Complex laboratory determination of chemical, physical, and microbiological properties of substances, collecting and processing of biological materials using standard methods and simple laboratory equipment. Ensuring laboratory operation.</i>	<i>Laboratory Technician</i>	<i>Secondary education</i>
7	<i>Performing specialized tasks using complex instrumentation, performing non-standard laboratory work. Independent methodological supervision of laboratory, seminar and Diploma theses-related activities of students.</i>	<i>Laboratory Technician</i>	<i>Secondary education and a follow-up specialisation study or ten years of experience in a given field, or higher vocational education, or a Bachelor's Degree or Master's Degree</i>
8	<i>Specialized and non-standard laboratory methods. Implementation and evaluation of new laboratory methods. Development and maintenance of laboratory information systems.</i>	<i>Laboratory Technician</i>	<i>Secondary education and a follow-up specialisation study or fifteen years of experience in a given field, or higher vocational education, or a Bachelor's Degree or Master's Degree</i>



Annex No. 5  
to The VETUNI Internal Wage Regulations

**QUALIFICATION REQUIREMENTS FOR OTHER EMPLOYEES**

<b><i>Wage Class</i></b>	<b><i>Qualification Requirement</i></b>
<i>1</i>	<i>Basic education</i>
<i>2</i>	<i>Basic education</i>
<i>3</i>	<i>Basic education</i>
<i>4</i>	<i>Secondary vocational education</i>
<i>5</i>	<i>Secondary vocational education</i>
<i>6</i>	<i>Secondary education</i>
<i>7</i>	<i>Secondary education</i>
<i>8</i>	<i>Secondary education</i>
<i>9</i>	<i>Master's Degree or Bachelor's Degree</i>
<i>10</i>	<i>Master's Degree</i>

## **RATES AND CONDITIONS OF MANAGEMENT PREMIUM**

### **Article 1**

(1) The management staff (managerial employees) of an employer are those employees who, at individual management levels, are authorized to determine and give tasks to subordinate employees, to organize, manage and supervise subordinate employees' work and to give them binding instructions for this purpose (§ 11, paragraph 4 of the Labour Code). The employer's regulations (internal or other VETUNI regulations) shall determine the managerial employee's position and the scope of their competence and responsibility.

(2) Department and clinic heads and heads of units other than faculties and university farms, who are authorized to manage the work of one or more subordinate employees and who have been instructed to do so in writing shall be entitled to a premium amounting to:

<i>up to 5 employees</i>	<i>1 600 CZK / month</i>
<i>6-10 employees</i>	<i>2 400 CZK /month</i>
<i>11-15 employees</i>	<i>3 200 CZK / month</i>
<i>16-25 employees</i>	<i>4 000 CZK /month</i>
<i>above 25 employees</i>	<i>4 800 CZK / month</i>

The number of such employees is counted only by employees in an employment according to § 36 of the Labour Code and by the number of natural persons. Changes in staff numbers occurring during the year can only be taken into account for this premium once a year.

(3) Employees who are not mentioned above, but who are entitled to organize, manage and control the work of other employees and are instructed to do so, according to the organizational regulations, are entitled to a premium within the range of CZK 300 to 1,500 according to the intensity of the managerial work.

(4) The amount of the premium for management in accordance with paragraph 3 shall be determined by the employer according to the intensity of the managerial work. The premium can be granted

- a) for a fixed term or
- b) for an indefinite period

and may be increased or reduced if the conditions under which the premium has been granted have changed. The employee must be informed in advance of the reasons for the change in the amount of premium granted.

(5) A proportional premium is granted to managerial employees who:

- a) are contracted for shorter than regular weekly working hours,
- b) start employment in the course of a month,
- c) have performed the relevant activities for only a part of the month (in the remainder they received wage supplement or sickness benefits).

(6) The premium is not granted for methodological supervision.

(7) Where the managerial employee acts in several concurrent management-premium rated positions, he is entitled to only one premium, and that for the highest rated management position.

**INTERNAL CATALOGUE OF PROFESSIONS AND POSITIONS OF THE TECHNICAL-ADMINISTRATIVE EMPLOYEES OF THE ŠZP**

<b>Position, profession</b>	<b>Required qualifications</b>	<b>Salary scale</b>
<i>Trainee - secondary education</i>	<i>secondary education</i>	<i>1 - 2</i>
<i>Trainee - university education</i>	<i>Master's Degree</i>	<i>2 - 3</i>
<i>Administrative employee - secretary</i>	<i>secondary education</i>	<i>3 - 6</i>
<i>Desk officer - Personal and Social Department employee, land registration</i>	<i>secondary education</i>	<i>4 - 5</i>
<i>Financial administration staff</i>	<i>secondary education</i>	<i>4-6</i>
<i>Senior officer- power engineer, workplace safety and civil defence</i>	<i>secondary education</i>	<i>5 - 6</i>
<i>Operational manager, - supply officer, supervisor agronomist, zoo technician, industrial feed processing</i>	<i>secondary education</i>	<i>5 - 6</i>
<i>Supervising technician - zoo technician, agronomist, operational technician</i>	<i>secondary education, Master's Degree</i>	<i>6 - 7</i>
<i>Senior economist, facility or subunit economist</i>	<i>secondary education</i>	<i>5 - 7</i>
<i>Facility or subunit manager</i>	<i>secondary education</i>	<i>7 - 8</i>
<i>Specialized unit manager, - personnel officer, automated system operation manager ,senior accountant , agronomist, zoo technician, Investment and Asset Manager, and technical development</i>	<i>secondary education, Master's Degree</i>	<i>6 - 9</i>
<i>Facility or subunit manager</i>	<i>Master's Degree</i>	<i>8 - 9</i>
<i>Deputy director</i>	<i>Master's Degree</i>	<i>8 - 9</i>

**INTERNAL CATALOGUE OF MANUAL OCCUPATIONS AT THE ŠZP VETUNI**

<i>Manual job</i>	<i>Required qualifications</i>	<i>Wage scale</i>
<i>Game keeper</i>	<i>basic education</i>	<i>2 – 5</i>
<i>Livestock keeper</i>	<i>basic education</i>	<i>3 – 7</i>
<i>- livestock without milk production</i>		
<i>- dairy cows</i>		
<i>- pig fattening</i>		
<i>- sows</i>		
<i>Horse keeper - rider</i>	<i>vocational education</i>	<i>4 – 6</i>
<i>Smith - farrier</i>	<i>vocational education</i>	<i>4 – 7</i>
<i>Fruit cultivator, gardener</i>	<i>vocational education</i>	<i>4 – 7</i>
<i>Tractor driver - mechanist</i>	<i>vocational education</i>	<i>4 – 7</i>
<i>Farm worker</i>	<i>basic education</i>	<i>1 – 3</i>
<i>Agricultural machinery mechanic</i>	<i>vocational education</i>	<i>3 – 7</i>
<i>Crop treatment operator</i>	<i>basic education</i>	<i>4 – 7</i>
<i>Feed production operator</i>	<i>basic education</i>	<i>4 – 7</i>
<i>Carpenter</i>	<i>vocational education</i>	<i>3 – 7</i>
<i>Laboratory technician</i>	<i>secondary education</i>	<i>2 – 9</i>
<i>Forestry worker</i>	<i>basic education</i>	<i>2 – 7</i>
<i>Cook</i>	<i>vocational education</i>	<i>3 – 7</i>
<i>Cleaner</i>	<i>basic education</i>	<i>1 – 3</i>
<i>Heating operator - stoker, maintenance</i>	<i>basic education</i>	<i>2 – 7</i>
<i>Scales operator</i>	<i>basic education</i>	<i>1 – 2</i>
<i>Machinery driver</i>	<i>basic education</i>	<i>2 – 3</i>
<i>Motor vehicle driver (cars, trucks)</i>	<i>basic education</i>	<i>4 – 7</i>
<i>Security guard, gatekeeper</i>	<i>basic education</i>	<i>1 – 3</i>
<i>Plumber</i>	<i>vocational education</i>	<i>5 – 7</i>
<i>Car mechanic</i>	<i>vocational education</i>	<i>4 – 7</i>
<i>Electrical installer</i>	<i>vocational education</i>	<i>4 – 8</i>
<i>Spray painter</i>	<i>vocational education</i>	<i>3 – 6</i>
<i>Operating electrician, car electrician</i>	<i>vocational education</i>	<i>4 – 8</i>
<i>Metal turner</i>	<i>vocational education</i>	<i>3 – 8</i>
<i>Metal welder, locksmith</i>	<i>basic education</i>	<i>3 – 7</i>
<i>Warehouse keeper</i>	<i>vocational education</i>	<i>2 – 6</i>

The list of professions will be continuously updated according to the needs of the ŠZP. The placement of employees into wage classes shall be governed by the Catalogue of Occupational Activities According to Occupation and Class issued by the Ministry of Labour and Social Affairs.

Annex No. 9  
to The VETUNI Internal Wage Regulations

**WAGE RATE CLASSIFICATION OF THE ŠZP EMPLOYEES**

**a) WAGE RATE TABLE FOR TECHNICAL OFFICE STAFF**

<i>Wage scale</i>	<i>Wage rate CZK/month</i>
<i>1</i>	<i>16 600 - 17 400</i>
<i>2</i>	<i>17 400 - 18 400</i>
<i>3</i>	<i>18 400 - 20 300</i>
<i>4</i>	<i>20 300 - 22 500</i>
<i>5</i>	<i>22 500 - 24 800</i>
<i>6</i>	<i>24 800 - 27 400</i>
<i>7</i>	<i>27 400 - 30 300</i>
<i>8</i>	<i>30 300 - 33 200</i>
<i>9</i>	<i>33 200 - 39 000</i>
<i>10 – 12</i>	<i>contractual income</i>

**b) WAGE RATE TABLE FOR MANUAL OCCUPATIONS**

<i>Wage scale</i>	<i>Wage rate CZK/hour</i>
<i>1</i>	<i>98,80</i>
<i>2</i>	<i>101</i>
<i>3</i>	<i>103</i>
<i>4</i>	<i>105</i>
<i>5</i>	<i>107</i>
<i>6</i>	<i>109</i>
<i>7</i>	<i>111</i>

Annex No. 10  
to The VETUNI Internal Wage Regulations

**LEVEL OF PERSONAL ALLOWANCE ACCORDING TO FULFILMENT OF THE SPECIFICATIONS OF THE UNIVERSITY'S REGULATIONS FOR CAREER DEVELOPMENT**

**Article 1**

According to fulfilment of the career development requirements of the University's Career Regulations, an employee may receive a personal increment in accordance with the following table.

**Table of increments in the employee's personal allowance according to fulfilment of the conditions for career development according to the University's Career Regulations.**

<i>1. Attainment of Level I certification or Level I clinical specialisation under the Veterinary Care Act</i>	<i>1,000 CZK/ month</i>
<i>2. Attainment of Level II certification or Level II clinical specialisation under the Veterinary Care Act</i>	<i>2,000 CZK/ month</i>
<i>3. Attainment of a European Specialism in any of the European specialisations</i>	<i>2,000 CZK/month</i>
<i>4. Attainment of another qualification under legislation related to work activity (e.g. under Section 26, or Section 15d (3) or Section 15d(4) of Act 246/1992 Coll., as amended, etc.)</i>	<i>700 CZK/ month</i>
<i>5. Attainment of another recognised qualification</i>	<i>500 CZK/ month</i>
<i>6. Attainment of an above standard staff appraisal within the academic and non-academic staff appraisal system</i>	<i>calculation according to the number of points taking into account the university's capacity in CZK/month</i>

**Article 2**

In determining the amount of the increment in the personal allowance according to fulfilment of the conditions for career development under the University's Career Regulations, the assessment under points 1 to 5 shall not be cumulative but shall be determined according to the highest level of career development achieved.