

In accordance with § 36 para. 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.

Amendments to the Internal Wage Regulations of the Veterinary University Brno were registered by the Ministry of Education, Youth and Sports pursuant to § 36 para. 2 and 5 of the Higher Education Act on 29 August 2024 under Ref. No. MSMT-13774/2024-2.

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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
Dated 29 August 2024

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 § 17 para. 1, letter 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 wages 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.

- (4) The wage shall be determined according to the complexity, responsibility and exertion of the work, the difficulty of the working conditions, and the performance and results achieved. Complexity, responsibility and strenuousness of the work shall be assessed according to the qualification requirements and the training and practical knowledge and skills required to perform the work, the complexity of the subject matter of the work and work activity, the degree of organisational and management effort, the degree of responsibility for damage, health and safety, the physical, sensory and mental strain and the exposure to the negative effects of the work. Work performance is assessed according to the intensity and quality of the work performed, work ability and work capacity. Work performance is assessed by the quantity and quality of work.
- (5) The employee shall be paid equally for equal work or work of equal value.
- (6) 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.
- (7) The wage statement defines the wage rate and also other components which are: 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, only when an employee is entitled to these in accordance with these regulations.

PART TWO

Wages and remuneration for on-call duty

Section 3

Wage rate

- (1) According to the complexity, responsibility and intensity of the work, four groups of activities are created and within them the characteristics of the work activity and the corresponding required qualification requirements for the performance of this work activity. No account shall be taken of the attainment of qualifications higher than those required for the performance of the relevant work activity.
- (2) The appropriate complexity, responsibility and exertion of the work shall correspond to the wage rate.
- (3) The groups and, within them, the characteristics of the work activities and the corresponding qualification requirements and education required for the performance of the work activity and the corresponding wage rates are set out in the Annexes as follows:
 - a) the first group - academic activities, including teaching and research activities, or creative activities in the context of research projects (wage category 1A to 4AA) is listed in Annex 1,
 - b) the second group, lecturing activities, including teaching activities (wage category 1B to 4B), is set out in Annex 2,
 - c) the third group, research and creative activities in the context of research projects (wage category 1C to 4C), is set out in Annex 2,

- d) the fourth group - other activities not included in the first to third groups of activities (wage category 1 to 10) is set out in Annex 4.

Section 4 **Classification of the employee into a wage class**

- (1) An employee shall be placed in the wage class according to the complexity, responsibility and exertion of the work activity. Isolated or exceptional work activities shall not be taken into account.
- (2) If the relevant work activity does not correspond to the characteristics of the work activities listed in Annexes 1 to 4, the employee shall be placed in the wage class for which the characteristics of the work activity are comparable to the relevant work activity in terms of complexity, responsibility and workload, or which comes closest to that work activity.
- (3) An employee may be placed in a wage class for which he or she does not meet the required educational qualifications only exceptionally, in cases worthy of special consideration, and only with the approval of the Rector. Exceptions shall be proposed by the employee's immediate superior.
- (4) A head employee of an employer shall be placed in a wage class equal to or higher than the highest wage class of his subordinate employees.

Section 5 **Job classification and job description**

- (1) The specific assignment of work activities corresponding to the required complexity, responsibility and exertion of the work shall be set out in the employee's job description, which shall be drawn up by the relevant head of staff.
- (2) The specific job description shall correspond to the employee's job classification for the relevant position established within the employer.

Section 6 **Wage scale**

- (1) The relevant wage category corresponds to the wage scale set out in Annexes 1 to 4.
- (2) Where shorter than the stipulated weekly working hours are agreed, the part of the wage corresponding to the wage scale shall be reduced in proportion to the agreed and stipulated weekly working hours. In the event of failure to work the stipulated or shorter than stipulated weekly working hours, the part of the wage corresponding to the wage scale shall be reduced according to the length of the actual working hours worked.

Section 7 **Personal allowance**

- (1) The personal allowance is a non-claimable wage component. In awarding the personal allowance, account shall be taken of work performance and the results achieved. For newly

recruited staff, the potential to meet these criteria may be taken into account in determining the personal allowance.

- (2) The personal allowance may take into account an increase in the level of the employee's working ability in conjunction with the fulfilment of the conditions for career development in accordance with the employer's career regulations, as set out in Annex 6.
- (3) The personal allowance is generally determined for a specific period, usually for a period of up to one year. During this period the personal allowance may be increased, reduced or withdrawn in the case of changes to one or several of the criteria which the personal allowance amount is based on. The employee must be informed in advance of the grounds for doing so. The personal allowance may also be altered due to changes in a project or project financing concerning the employee; in this case no prior justification is required.

Section 8

Extra Pay for Managerial Positions and Substituting

- (1) The amount of the management bonuses and the conditions for granting them are set out in Annex No. 5.
- (2) A staff member who continuously replaces a head of staff for more than four weeks in the full scope of his management activities shall be entitled to a replacement allowance from the first day of replacement at a rate determined by the employer in accordance with paragraph 1.

Section 9

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 Section 3, para. 3 shall apply *mutatis mutandis*.

Section 10

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 11

Remuneration for work under employment and performance agreements

The remuneration for work under a work activity agreement and a work performance agreement shall be set at an amount appropriate for the performance of similar work under this Regulation.

Section 12

Individual contractual wage

- (1) The individual contractual wage (hereinafter referred to as "contractual wage") is the wage which includes the wage components according to this internal wage regulation, excluding additional wages and bonuses.
- (2) A contractual wage may be negotiated with the Vice-Rector, Dean, Vice-Dean, Bursar, Secretary of the Faculty and the Director of the Nový Jičín Agricultural School Farm (hereinafter referred to as the "ASF"). A contractual wage may also be negotiated with an employee who demonstrates outstanding work performance or achieves a high level of work value consisting primarily in a high degree of expertise, complexity, difficulty and quality of the work performed. Sections 3, 4 and 6 shall not apply to the negotiation of a contractual wage.
- (3) The contractual wage shall normally be agreed for a period of one year.
- (4) The contractual salary and the conditions for its provision shall be negotiated by the Dean, with the approval of the Rector, for employees who perform their activities at faculty departments, and by the Rector on the proposal of the Rector for rectorate departments under the authority of the Bursar, and by the Rector for rectorate departments under the management authority of the Rector and the Director of the ASF.

Section 13 Bonuses

The University may award 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 holiday, 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) Wages and on-call pay shall always be paid only from the funds intended to ensure the type of activity for which the on-call work is intended in the particular case (educational and scientific, research, development or other creative activity, professional activity or supplementary activity).

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 1st May or before the 30th 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 31st 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.

- (2) 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.
- (3) 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.

Section 21

Task wage, proportion wage and time wage

The following wage forms can also be used to remunerate employees:

- a) task wage - it can be used in cases where it is possible to determine the work procedure in advance and it is possible to determine in advance the number of hours of work of the work activity in relation to the result of the completion of the work task. To calculate the amount of the task wage, the relevant wage rate shall be used, plus a personal allowance where appropriate, and a conversion coefficient corresponding to the number of hours required to meet the outcome of the work task shall be applied,
- b) proportion wage - may be used in cases where it is possible to determine the work procedure in advance and it is possible to determine in advance the number of hours of work of the work activity in relation to the result of the work task in which the worker participates with a certain share. To calculate the amount of the proportion wage, the relevant wage rate is used, plus, where appropriate, a personal allowance and a conversion factor corresponding to the number of hours needed to meet the outcome of the work task, and a conversion factor corresponding to the worker's share of the work task is used.
- c) Hourly wage - may be used in cases where it is possible to predetermine the work procedure and it is not possible to predetermine the number of hours of work of the work activity in relation to the result of the accomplishment of the work task. To calculate the amount of the hourly wage, the relevant wage rate plus a personal allowance, if applicable, shall be used, and the conversion factor for conversion to an hourly wage shall be applied.

PART THREE

Common, transitional and final provisions

Section 22

Common and transitional provisions

The following annexes are part of this internal wage regulation:

Annex 1 - Characteristics of the work activities and their qualification requirements and education, wage classes and wage scales for academic activities,

Annex 2 - Characteristics of the work activities and their qualification requirements and education, wage classes and wage scales for lecturing activities,

Annex 3 - Characteristics of work activities and their qualification requirements and education, wage classes and wage scales for creative research activities and creative activities within research projects,

Annex 4 - Characteristics of the work activities and their qualification requirements and education, wage classes and wage scales for other activities not listed in the first to third group of activities under Section 3,

Annex 5 - Amount of the management bonus and conditions for granting it,

Annex 6 - Amount of the personal allowance in connection with the fulfilment of the conditions for career development in accordance with the University's career regulations.

Section 23 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 24 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 para. 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 para. 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.

These amendments to the Internal Wage Regulations of the University of Veterinary Sciences Brno were approved pursuant to § 9, para. 1, letter b), point 3 of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, by the Academic Senate of the University of Veterinary Sciences Brno on August 28, 2024.

These amendments to the Internal Wage Regulations of the University of Veterinary Sciences Brno come into force pursuant to § 36, para. 4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

These amendments to the Internal Wage Regulation of the University of Veterinary Sciences Brno shall enter into force on January 1, 2025.

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

Annex No. 1
to The VETUNI Internal Wage Regulations

**THE CHARACTERISTICS OF THE WORK ACTIVITIES AND THEIR
REQUIRED QUALIFICATION REQUIREMENTS AND EDUCATION, WAGE
CLASSES AND WAGE RATES FOR ACADEMIC ACTIVITIES**

Description of activities	Qualification Requirements	Wage Class	Monthly Wage rate	Position
educational activities - practical teaching activities in seminars, practical exercises, laboratories, plants and clinics in the courses of the study programme, lectures in selected parts of the study programme, conducting bachelor theses, credits and practical testing of students in the courses of the study programme; research activities - according to the set guidelines, participation in the preparation of documents for research project proposals, according to the set guidelines, participation in the completion of research tasks and projects and their defences, professional and conference publishing activities, or participation in scientific publishing activities; cooperation with practice and participation in the social responsibility activities of the University; operational activities - organisational activities and participation in the day-to-day running of the department	Master's Degree	1A	31,800	Assistant Lecturer
the characteristics of the Assistant Lecturer activities and further: educational activity - lecturing activity in all parts of the undergraduate study programme, supervising the undergraduate study programme, supervising the bachelor study programme, supervising diploma and rigorous theses, Practical teaching and lecturing in all parts of the doctoral study programme, supervising a doctoral study programme course, specialist supervisor in the doctoral study programme, supervisor of a small number of students in the doctoral study programme (number 1 to 2), examination of students in the doctoral study programme; research activities - independent preparation of documents and submission of proposals for partial research projects, independent solution of partial research tasks and projects, independent completion of partial research tasks and projects and their defence, scientific, professional and conference publication activities; cooperation with practice and participation in the social responsibility activities of the university; operational activities - organisational activities and participation in the daily running of the department	Scientific rank of CSc. or Ph.D.	2A	33,400	Lecturer
characteristics of the Lecturer's activities and further: Educational activities - coordinating of the master's degree programme, chairing of defences and state final examinations of undergraduate degree programmes; coordinating of the doctoral degree programme, chairing of defences and state final examinations of doctoral degree programmes,	Scientific rank of CSc. or Ph.D. and the Associate Professor appointment on the basis of the	3A	38,000	Associate Professor

coordinating and co-coordinating of the habilitation procedure; co-coordinating of the procedure for the appointment of professor, modernisation of teaching activities in individual study courses corresponding to the habilitation procedure; research activities - management of the preparation of documents and submission of proposals for complex research projects, management of complex research tasks and projects, management of the completion of complex research tasks and projects and their defence, scientific, professional and conference publishing activities; cooperation with practice and participation in the social responsibility activities of the University; operational activities - management and organisational activities and participation in the running of the department	habilitation procedure			
characteristics of the activities of Associate Professor I and further: educational activities - on the basis of the assignment, develops the concept of further development of teaching activities in individual study courses corresponding to the field of the habilitation procedure; research activities - on the basis of the assignment, develops the concept of further development of complex research activities corresponding to the areas of the habilitation field; cooperation with practice and participation in the activities of social responsibility of the University, operational activities - management and organizational activities and participation in the running of the department	Scientific rank of CSc. or Ph.D. and the Associate Professor appointment on the basis of the habilitation procedure	3AA	40,000	Associate Professor II.
Characteristics of the activities of associate professor I and further: Educational activities - coordinating the field of the procedure for appointment as professor, the concept of further development of pedagogical activities in groups of study courses corresponding to the field of the procedure for appointment as professor; research activity - conception of the further development of the most complex research activities in the areas corresponding to the field of the procedure for the appointment of professor, leading the preparation of documents and submission of proposals for the most complex research projects, handling the most complex research tasks and projects, leading the completion of the most complex research tasks and projects and their defence, scientific, professional and conference publishing activities; cooperation with practice and participation in the social responsibility activities of the university; operational activity - leading and organising activities and participation in the running of the department	Scientific rank of CSc. or Ph.D. and appointment as Professor on the basis of the professorial procedure	4A	45,000	Professor I
Characteristics of the activities of Professor I and further: educational activities - on the basis of a mandate, develops a long-term comprehensive strategy for the further development of pedagogical activities in groups of courses corresponding to the field of the procedure for appointment as professor; research activities - on the basis of a mandate, develops a long-term comprehensive strategy for the	Scientific rank of CSc. or Ph.D. and appointment as Professor on the basis of the professorial procedure	4AA	47,000	Professor II

further development of the most complex research activities in areas corresponding to the field of the procedure for appointment as professor				
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Annex No. 2
to The VETUNI Internal Wage Regulations

**CHARACTERISTICS OF THE WORK ACTIVITIES AND THE QUALIFICATION
AND EDUCATION REQUIREMENTS, WAGE CLASSES AND WAGE RATES FOR
LECTURING STAFF**

Description of activities	Qualification Requirements	Wage class	Monthly Wage rate	Position
educational activities - practical teaching activities in seminars, practical exercises, laboratories, plants and clinics in the courses of the study programme, lecturing activities in selected parts of the study programme, supervision of bachelor theses, credits and practical testing of students in the courses of the study programme; cooperation with practice and participation in the social responsibility activities of the university, operational activities - organizational activities and participation in the daily running of the department	Master's Degree	1B	30,600	Lecturer

Annex No. 3
to The VETUNI Internal Wage Regulations

**THE CHARACTERISTICS OF THE WORK ACTIVITIES AND THEIR REQUIRED
QUALIFICATION REQUIREMENTS AND EDUCATION, WAGE CLASSES AND
WAGE RATES FOR CREATIVE RESEARCH ACTIVITIES AND CREATIVE
ACTIVITIES WITHIN RESEARCH PROJECTS**

Description of activities	Qualification Requirements	Wage class	Monthly wage rate	Position
research activities - according to the established guidelines, participation in the preparation of documents for research project proposals, according to the established guidelines, participation in the completion of research tasks and projects and their defences, professional and conference publishing activities, or participation in scientific publishing activities; cooperation with practice and participation in the social responsibility activities of the University, operational activities - organisational activities and participation in the day-to-day running of the department	Master's Degree	1C	30,500	Researcher
research activities - independent preparation of documents and submission of proposals for component research projects, independent handling of component research tasks and projects, independent completion of component research tasks and projects and their defence, scientific, professional and conference publishing activities; cooperation with practice and participation in the social responsibility activities of the University, operational activities - organisational activities and participation in the day-to-day running of the department	Scientific rank of CSc. or Ph.D.	2C	32,000	Independent Researcher
research activities - managing the preparation of documents and submission of proposals for complex research projects, managing the completion of complex research tasks and projects, managing the completion of complex research tasks and projects and their defence, scientific, professional and conference publishing activities; cooperation with practice and participation in the University's social responsibility activities, operational activities - management and organisational activities and participation in the running of the Institute	Scientific rank of CSc. or Ph.D.	3C	37,800	Senior Researcher
research activities - complete management of the preparation of documents and submission of proposals for the comprehensive and complex research projects, complete solution of comprehensive and most complex research tasks and projects, complete management of the completion of complex research tasks and projects and their defence, scientific,	Scientific rank of CSc. or Ph.D.	4C	45,000	Lead Researcher

professional and conference publishing activities; cooperation with practice and participation in the social responsibility activities of the university, operational activities - management and organisational activities and participation in the running of the department				
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Annex No. 4
to The VETUNI Internal Wage Regulations

**THE CHARACTERISTICS OF THE WORK ACTIVITIES AND THE
QUALIFICATION REQUIREMENTS AND TRAINING REQUIRED, THE WAGE
CLASSES AND WAGE RATES FOR OTHER ACTIVITIES NOT LISTED IN THE
FIRST TO THIRD GROUPS OF ACTIVITIES REFERRED TO IN SECTION 3**

Description of activities	Qualification Requirements	Wage class	Monthly wage rate	Position
supporting activities - work activities comprising a set of independent supporting tasks defined by a written description of the individual tasks or defined by the instruction of a superior, compliance with regulations and instructions relating to occupational safety and health, biosecurity and fire regulations	Primary education, secondary education with an apprenticeship certificate or full secondary education with a school leaving certificate	1	22,100	the classification corresponding to the respective position
simple activities - work activities comprising a set of independent simple tasks defined by a written description of the individual tasks or defined by the instruction of a supervisor, compliance with regulations and instructions relating to occupational safety and health, biosecurity and fire regulations	Primary education, secondary education with an apprenticeship certificate or full secondary education with a school leaving certificate	2	22,300	the classification corresponding to the respective position
undemanding activities - work activities comprising simple tasks which, in their total, constitute the overall work task as defined by a written description of the task or as defined by the instruction of a superior, compliance with regulations and instructions relating to occupational safety and health, biosecurity and fire regulations	Primary education, secondary education with an apprenticeship certificate or full secondary education with a school leaving certificate	3	22,500	the classification corresponding to the respective position
Supervised activities - work activities comprising tasks performed under the supervision of a supervisor, which in their totality constitute the overall work task as defined in a written task description or as defined by a supervisor's instruction, compliance with regulations and instructions relating to occupational safety and health, biosecurity and fire regulations	Secondary education with an apprenticeship certificate or full secondary education with a school	4	22,700	the classification corresponding to the respective position

	leaving certificate			
work as directed - work activities including more complex tasks performed independently according to the instructions of a supervisor, forming in their totality an overall work task defined by a written description of the task or defined by the instructions of a supervisor, compliance with regulations and instructions relating to occupational safety and health, biosecurity and fire regulations	Secondary education with an apprenticeship certificate or full secondary education with a school leaving certificate	5	22,900	the classification corresponding to the respective position
independent routine operational activity - organisational and work activities comprising tasks performed independently forming in their totality an overall work task defined by a written description of the task or defined by the instruction of a superior worker, compliance with regulations and instructions relating to occupational safety and health, biological safety and fire regulations	Secondary education with an apprenticeship certificate or full secondary education with a school leaving certificate	6	23,600	the classification corresponding to the respective position
independent problem-oriented operational activities - organizational and work activities involving tasks performed independently to accomplish a more complex overall work task defined by a written task description or defined by a supervisor's instruction, compliance with regulations and instructions relating to occupational safety and health, biosecurity and fire regulations	Full secondary education with a school leaving certificate	7	24,800	the classification corresponding to the respective position
independent complex operational activities - complex organizational and work activities involving tasks performed independently to accomplish a complex overall work task defined by a written task description or defined by a supervisor's instruction, compliance with regulations and instructions relating to occupational safety and health, biological safety and fire regulations	Full secondary education with a school leaving certificate	8	26,000	the classification corresponding to the respective position
advanced professional activities - advanced complex organizational and work activities involving tasks performed independently in a creative manner to accomplish a complex overall work assignment as defined by a written job description or as defined by a supervisor's instruction, compliance with regulations and guidelines relating to occupational safety and health, biosecurity and fire regulations	Higher vocational education, bachelor's degree	9	27,600	the classification corresponding to the respective position
specialised professional activities - comprehensive organisational and work activities involving tasks carried out in an independent creative manner to effectively fulfil a specialised overall task defined by a written task description or defined by the instruction of a supervisor, compliance with regulations and	Master's Degree	10	30,600	the classification corresponding to the respective position

instructions relating to occupational health and safety, biosecurity and fire regulations				
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Annex No. 5
to The VETUNI Internal Wage Regulations

RATES AND CONDITIONS OF MANAGEMENT PREMIUM

Section 1

- (1) Senior employees are those employees who are in charge at the various levels of management of the employer, who are authorised to determine and impose work tasks on the employer's subordinate employees, to organise, direct and control their work and to give them binding instructions to that end. The employer's regulations (internal or other VETUNI regulations) must specify the position of the senior employee, the scope of his/her authority 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.

Annex No. 6
to The VETUNI Internal Wage Regulations

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

Section 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.

1. Attainment of Level I certification or Level I clinical specialisation under the Veterinary Care Act	1,000
2. Attainment of Level II certification or Level II clinical specialisation under the Veterinary Care Act	2,000
3. Attainment of a European Specialism in any of the European specialisations	2,000
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.)	700
5. Attainment of another recognised qualification	500
6. Attainment of a university teaching qualification (at least one year of study completed by a final examination)	2,000
7. Attainment of an above standard staff appraisal within the academic and non-academic staff appraisal system	calculation according to the number of points taking into account the university's capacity in CZK/month

Section 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.