

*Under Section 36, Para 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Internal Salary Regulation of the University of Chemistry and Technology, Prague under ref. no. MSMT-22876/2024-4 on the day the registration was signed.*

*Please note that this document does not substitute the binding document in Czech (Vnitřní mzdový předpis VŠCHT Praha). If there are any doubts, the Czech version is decisive.*

## **INTERNAL SALARY REGULATION OF THE UNIVERSITY OF CHEMISTRY AND TECHNOLOGY, PRAGUE of 7 January 2025**

*The Academic Senate of the University of Chemistry and Technology, Prague, under Section 9, Para 1, letter b) and Section 17, Para 1, letter c) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, approved this Internal Salary Regulation of the University of Chemistry and Technology, Prague:*

### **Article 1**

#### **Introductory provisions**

- 1) The Internal Salary Regulation (hereinafter as the 'Regulation') of the University of Chemistry and Technology, Prague, registered office at Technická 5, 166 28 Prague 6 (hereinafter as 'UCT Prague') regulates the rules for provision of salary, remuneration for standby and severance payment at UCT Prague.
- 2) Cases concerned with remuneration for work and provision of other monetary compensations ensuing from the basic employment relationship that are not regulated by this Internal Salary Regulation are handled in compliance with Act No. 262/2006 Coll., the Labour Code (hereinafter as the 'Labour Code') and the legal regulations issued for the implementation thereof.

### **Article 2**

#### **Applicability and definition of powers**

- 1) This Internal Salary Regulation applies to employees of UCT Prague in an employment relationship at all organisational units of UCT Prague.
- 2) This Internal Salary Regulation applies to employees that perform work based on an agreement outside an employment relationship under Sections 74 through 77b of the Labour Code and employees whose salary has been agreed in an agreement on salary
- 3) The authority to decide on salary matters of employees is regulated by this Internal Salary Regulation and the internal directive 'Circulation of Personnel Documents'.

### **Article 3**

#### **Salary**

- 1) For the purposes of this Internal Salary Regulations, 'salary' refers to a monetary compensation provided to the employee for work done by them. Monetary compensations provided in connection

with an employment relationship for reasons other than performed work are not considered a salary. This refers to, in particular, salary compensation, severance pay, bonuses for personal and work anniversaries, bonuses for old-age/invalidity retirement of the third degree, bonuses for sale of copyright including intellectual property rights and compensation of expenses provided in connection with work performance, in particular travel costs. In case of academic workers, salary also refers to the monetary compensation provided during a sabbatical leave.

- 2) UCT Prague applies salaries on a monthly basis. The salary is provided based on the complexity, responsibility and difficulty of work, according to the difficulty of the working conditions, according to work performance and work results of the employee and, in justified cases, also taking into account the level of salaries for a specific job position on a comparable labour market. Employees who do the same work and perform work of the same value and quality are entitled to the same salary.

## **Article 4**

### **Salary components**

- 1) For the provision of salary under Para 3, namely the following salary components (parts of salary) are defined at UCT Prague:
  - a) salary rate (Article 6);
  - b) premium for specific working conditions (Article 7);
  - c) premium for management, deputising or performance of role (Article 8);
  - d) personal premium (Article 9);
  - e) performance premium (Article 10);
  - f) bonus (Article 11);
  - g) premium for work on project (Article 12);
  - h) legal salary premiums provided under conditions set out in Sections 114 through 118 of the Labour Code (article 15).
- 2) For the purpose of calculation of an average salary, the paid salary components are divided into:
  - a) salary components that are not provided for a period that is longer than a calendar quarter year, ie the salary rate, premium for specific working conditions, premium for management, deputising or performance of role, personal premium, legal salary premiums provided under conditions set out in Sections 114 through 118 of the Labour Code, economist bonuses, extraordinary bonuses.
  - b) salary components that are provided for a period that is longer than a calendar quarter year (depending on the period in which the bonus or premium is paid out, usually one year), ie regular bonuses, bonuses for work on projects and support of projects, other bonuses, premiums for work on project.
- 3) In order to determine the probable income, the following components shall be used: the salary rate, premium for specific working conditions, premium for management, deputising or performance of role, personal premium, economist bonuses.
- 4) This Article applies mutatis mutandis to employees who are remunerated with a contractual salary or who perform work based on agreements outside an employment relationship.

## **Article 5**

### **Employee groups and salary grades**

- 1) At UCT Prague, employees are divided into four basic groups:

A – academic worker

AV – scientific, research and development worker participating in pedagogical activities

V – scientific, research and development worker

B – technical-administrative worker and other roles (in particular manual workers).

Each group is further divided into salary grades to which salary rates are assigned.

- 2) The characteristics of the salary grades are regulated by the Job Catalogue of UCT Prague. The defining criteria for being included in a specific salary grade are the type of work, qualifications and the characteristic of the performed work/job description.
- 3) An employee is put in a salary grade based on the agreed type of work in the work agreement. A more specific determination of the type of work is provided in the job description that is assigned to the employee by the employer. If an employee does more work activities within one employment relationship, the most demanding activity of the employee is taken into account when putting them in a salary grade; the sporadically or rarely performed work activities are not taken into consideration.
- 4) If it is not possible to put an employee in a group based on the above (as they perform work that does not correspond to any type of work defined in the Job Catalogue of UCT Prague), the employee will be put in a salary grade and salary rate where one type of work in the salary grade is the most similar with respect to complexity, responsibility and mental and physical demandingness.

## **Article 6**

### **Salary rate**

- 1) In relation to being put to the relevant salary grade, the employee is assigned a salary rate. The amount of salary rates in individual salary grades is given in Annex No. 1 to this Internal Salary Regulation.
- 2) The amount of salary rates corresponds to the weekly working time pursuant to the provisions of Section 79 of the Labour Code.
- 3) The salary rate is a claimable salary component.

## **Article 7**

### **Premium for specific working conditions**

- 1) The premium for specific working conditions is part of the salary of an employee for aspects of work that are linked to the character of the working conditions. The premium for specific working conditions expresses special demands on the performance of pedagogical, scientific, research and development activity, or potentially also other activities at UCT Prague workplaces.
- 2) The amount of the premium for specific working conditions depends on the character of the work activity that the employee performs daily. Considering these specific conditions, the employee is awarded an amount within the range provided in Annex No. 2.

- 3) The premium for specific working conditions is a claimable salary component.

## **Article 8**

### **Premium for management, deputising or performance of role**

- 1) The premium for management, deputising or performance of role is part of the salary for aspects of work related to the responsibility for management of workplaces of UCT Prague and the demandingness of this management role or for the entrusted area of activities.
- 2) The premium for management is provided to managers as defined in the internal regulation 'Organisational Rules of the University of Chemistry and Technology, Prague', Article 6, Para 2. The premium for management is not provided to managers with whom a contractual salary has been agreed or when the activities related to management are dealt with in the form of a different salary bonus depending on the specific conditions (see Article 13, Para 3).
- 3) The premium for deputising can be provided to employees who, in compliance with the Organisational Rules currently in effect, based on an authorisation in writing deputise in full scope of activity for a manager who has temporarily ceased to perform these activities; such authorisation must be in place for more than 4 weeks without interruption. During the period for which the employee is provided this premium for deputising, the manager for whom they are deputising is not provided a premium for management.
- 4) The premium for deputising can be provided also when an employee is entrusted with managing a workplace when a manager has not been appointed for the necessary amount of time but only until the relevant manager is appointed.
- 5) The premium for deputising is provided to employees (roles) that are defined in Annex No. 2 to this Internal Salary Regulation.
- 6) The premium for management, deputising or performance of role is a claimable salary component. The amount of the premium is determined based on the range of this salary component. The range of the premium for management, deputising or performance of role is given in Annex No. 2 to this Internal Salary Regulation.

## **Article 9**

### **Personal premium**

- 1) personal premium is a non-claimable floating salary component. The quality and scope of work performed by the employee is decisive for the determination of the amount of the personal premium. Other factors that are considered in the determination of the personal premium are knowledge, abilities and skills of the employee as well as the results they achieve in the employee activity evaluation system. The employee can be provided a personal premium within the range given in Annex No. 2.
- 2) In exceptional cases, the employee's work performance can be evaluated also in the form of the so-called individual personal premium. It is provided, for example, in cases when the employee performs an agenda or its part instead of a long-term absent employee or if the employee performs activities in the long term beyond the scope of their standard work duties.
- 3) The individual personal premium can be granted also to managers whose activities related to management are not evaluated in the form of premium for management, or who do not have an

individual salary agreement. In this case, the proposal for providing an individual premium within the range given in Annex No. 2 to this Internal Salary Regulation is submitted by the Personnel Department or the Dean of the relevant faculty and approved, upon consideration of the specific conditions and circumstances, by the Rector or the Dean of the relevant faculty.

- 4) There is no legal claim to an evaluation of an employee pursuant to this Article and the subsequent decision on providing a personal premium. By no means does the provision of a personal premium or an individual personal premium establish a claim to providing any salary components or providing a personal premium or an individual personal premium in the future.
- 5) A personal premium is determined for a specific time period, usually corresponding to the evaluation period or the duration of a certain activity.
- 6) The personal premium can change (increase, decrease, be withdrawn) in connection to changes in some of the criteria based on which the current amount of personal premium has been provided. The employee must be informed about the changes in personal premium by their superior in advance.

## **Article 10**

### **Performance premium**

- 1) The performance premium is provided to an employee for meeting specific indicators, depending on the job position of the employee who performs scientific, research or pedagogical activity or specialised activity; on their work results, on their role in a project team or on their organisational position within UCT Prague and on the results in the employee activity evaluation system
- 2) The requirements and conditions for providing a performance premium are further regulated by the internal directive 'Performance Premiums'.
- 3) Performance premiums are a claimable salary component.

## **Article 11**

### **Bonus**

- 1) A bonus is a non-claimable salary component designed for evaluation of work results and performance of an employee, for evaluation of fulfilment of tasks beyond the scope of standard work duties, for evaluation of single extraordinary important tasks and also for appreciating the employee's contribution to solving extraordinary situations (exceptional merits in saving life, removal of consequences of natural disasters, or of damages to property of UCT Prague, etc).
- 2) The evaluation of these facts is just an essential prerequisite for the employer to decide on the provision and payment of a bonus; however, it does not establish a legal claim to evaluation of these facts nor the provision and payment of the bonus. Similarly, the provision and payment of a bonus does not establish a legal claim to the provision of any bonuses in similar cases in the future.
- 3) The bonus is provided in the respective amount based on the evaluation of the facts provided in Para 1.
- 4) In particular, the following types of bonuses are used at UCT Prague:
  - a) regular bonuses – as an overall appreciation for, in particular, long-term work results and performance of the employee, or for appreciation of long-term fulfilment of tasks beyond the range of standard work duties;

- b) bonuses for work on projects – as an appreciation for long-term, usually annual results and activities of the employee related to the performance of activities directly within research, pedagogical, or other projects; the bonus can be paid cumulatively for a longer period of time;
  - c) other bonuses – as an appreciation for long-term, usually annual results and activities of the employee related to the fulfilment and support of activities within supplementary activity, life-long learning, or other; the conditions for providing such bonuses are defined in the relevant internal standards of UCT Prague;
  - d) extraordinary bonuses – as an appreciation for single extraordinary important tasks and for appreciating the employee's contribution to solving extraordinary situations; also as an appreciation for work results and merits on important personal and work anniversaries of the employee and on the occasion of their old-age/invalidity retirement of the third degree provided the provision of such bonuses has been agreed in the Collective Agreement currently in effect;
  - e) bonuses for members of the Academic Senate – individual members of the Academic Senate can be provided bonuses for participation in meetings, sessions of committees and other activities related to the role of a member of the Academic Senate. The amount of the monthly bonus and the rules for the provision thereof are regulated in the relevant internal document.
- 5) This Article applies *mutatis mutandis* to employees who are remunerated with a contractual salary or who perform work based on agreements outside an employment relationship provided the possibility to pay bonuses is agreed in the agreement outside an employment relationship.

## **Article 12**

### **Premium for work on project**

- 1) The premium for work on project is a salary component that expresses the appreciation for the employee's activities within a specific project. The premium for work on project is usually agreed for a definite period of time, but not exceeding the period of involvement of the employee in the given project.
- 2) The premium for work on project is a non-claimable salary component
- 3) This Article applies *mutatis mutandis* to employees who are remunerated with a contractual salary.

## **Article 13**

### **Contractual salary**

- 1) A contractual salary is an individually agreed salary that includes all salary components listed in this Internal Salary Regulation, with the exception of bonuses, premiums for work on project and other legal salary rights. If the work agreement in which a contractual salary was agreed expires, with effect as on the following calendar day after the expiration of the work agreement the employee will be included in the salary grade system of UCT Prague.
- 2) UCT Prague, a salary agreement may be concluded with the Deans, Vice-Rectors, Bursar, the director of the Administration of University Facilities and the director of Technopark Kralupy of the University of Chemistry and Technology, Prague.
- 3) A salary agreement can also be concluded with other employees, provided that they are employees of key importance to UCT Prague or they perform activities that can be described as crucial; in these cases the relevant Dean, Vice-Rector, Bursar proposes to the Rector that an individual salary should be agreed, or the Rector proposes it themselves if the employee works at a unit under their

supervision. Individual salary agreements are negotiated by the Rector or the Dean of the relevant faculty.

## **Article 14**

### **Salary during a sabbatical leave**

- 1) During a sabbatical leave under Section 76 of the Higher Education Act, an academic worker is entitled to a salary in the amount of the provided salary rate and possibly the personal premium if they have been provided a personal premium. The employee is entitled to other salary components (in particular premiums, salary compensations, bonuses) if a right to them is established by fulfilling the conditions set out in this Internal Salary Regulation or the Labour Code or if they are granted to them by the Dean of the relevant faculty, or the Rector.
- 2) In case a sabbatical leave longer than six months is granted, the amount of salary after the end of the sixth-month period until the end of the sabbatical leave is determined by the manager<sup>1</sup> of the organisational unit of UCT Prague.

## **Article 15**

### **Other salary rights**

- 1) The provision of premiums according to the provisions of Section 114 through Section 118 of the Labour Code, ie salary or compensatory time off for overtime work, salary or compensatory time off for work on a public holiday, salary for night work, salary and compensatory time off for work in arduous working environment and salary for work on Saturdays and Sundays is regulated by the Labour Code and the legal regulations issued for the implementation thereof. The percentage amount of these premiums is given in Annex No. 3 to this Internal Salary Regulation.
- 2) This Article applies mutatis mutandis to employees who are remunerated with a contractual salary or who perform work based on agreements outside an employment relationship.

## **Article 16**

### **Severance pay**

- 1) An employee whose employment relationship is being terminated by a notice of termination given by the employer for reasons cited in Section 52, letters a) through d) or by agreement for the same reasons is entitled to a severance pay in the amount and under the conditions cited in Section 67 and Section 68 of the Labour Code.

## **Article 17**

### **Due date and payment of salary**

- 1) The salary is payable after the performance of work in the following calendar month.
- 2) The regular payment date is the ninth day of each calendar month following the month for which the salary is paid. If this date falls on a non-working day or a public holiday, the payday is the nearest following working day. Employees who have requested a cashless transfer of salary from their employer will have their salaries transferred to their account no later than on the payday. A document on the individual salary components and on the deductions made is provided to employees in electronic form in the electronic information system. Employees who do not have

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<sup>1</sup> Organisational Rules of the University of Chemistry and Technology, Prague

access to this system and employees who request it are provided with this document in paper form.

- 3) Based on a request, an employee may be given an extraordinary advance payment. Extraordinary advance payments shall be granted by the employer at their discretion only in exceptional cases no more than once per quarter year for one employee. The employee shall present a request for an extraordinary advance payment in writing to the Personnel Department.
- 4) The provisions in this Article apply *mutatis mutandis* to employees who are remunerated with a contractual salary or who perform work based on agreements outside an employment relationship

## **Article 18**

### **Minimum wage**

- 1) The salary must not be lower than the minimum wage<sup>2</sup>. If the salary or remuneration from an agreement is lower than the minimum wage, the difference will be paid to the employee in the form of an extra pay to the salary in the amount of the difference between the salary per one working hour and the relevant minimum hourly wage. For this purpose the salary does not include the salary for overtime work, salary for work on a public holiday, for night work, for work in arduous working environment and for work on Saturdays and Sundays.
- 2) This Article applies *mutatis mutandis* to employees who are remunerated with a contractual salary or who perform work based on agreements outside an employment relationship.

## **Article 19**

### **Joint provisions**

- 1) Salary components referred to in Article 4 are granted in monthly amount for the set weekly working time. If an employee has shorter working time, the monthly amount of the salary component under Article 4 is reduced proportionally according to the agreed shorter working time.
- 2) When the employee has worked all planned monthly working time, they are entitled to the salary components under Article 4 for the relevant month in the granted or proportional amount. In the event that the employee does not work all planned monthly working time, these salary components will be reduced by the unworked days and hours. This provision does not apply to the salary components referred to in Article 4, Para 1, letters f) and h).
- 3) Granting or changes to salary components that are defined in the following paragraph as non-claimable salary components of an employee are realised through a written salary assessment issued to the employee.
- 4) Putting an employee in a work role and salary grade, granting of a salary rate as well as a premium for specific working conditions, premium for management, deputising or performance of role or a performance premium, provided the employee complies with the conditions for the provision thereof, are realised on the day the employment relationship has begun at the latest. Changes to the salary grade, salary rate and working time as well as amendments (ie granting, withdrawal, increase or decrease) to a premium for specific working conditions, premium for management, deputising or performance of role or a performance premium can only be done on the 1st calendar day in a month and never retroactively.

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<sup>2</sup> Act No. 262/2006 Coll., the Labour Code, Section 111



**Article 20**  
**Final provisions**

- 1) The Internal Salary Regulation of the University of Chemistry and Technology, Prague registered by the Ministry of Education, Youth and Sports on 1 March 2007 under ref. no. 1773/2007-30 is hereby cancelled.
- 2) This Internal Salary Regulation is associated in particular with:
  - a) the Statute of UCT Prague and the Statute of Technopark Kralupy nad Vltavou UCT Prague;
  - b) the Organisational Rules of UCT Prague and the Organisational Rules of Technopark Kralupy nad Vltavou of the University of Chemistry and Technology, Prague;
  - c) the Job Catalogue of UCT Prague;
  - d) the internal standard 'Rules of Management of Salary Funds at UCT Prague';
  - e) the internal directive 'Circulation of Personnel Documents';
  - f) the directive 'Performance Premiums';
  - g) the decree 'Remuneration of Members of the Academic Senate of UCT Prague'.
- 3) This Internal Salary Regulation was discussed with the trade union organisation of UCT Prague on 11 November 2024.
- 4) This Internal Salary Regulation was approved pursuant to Section 9, Para 1, letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts, as amended, by the Academic Senate of UCT Prague on 10 December 2024.
- 5) This Internal Salary Regulation comes into effect pursuant to Section 36, Para 4 of the Higher Education Act on the day it is registered by the Ministry of Education, Youth and Sports.

Prof. Ing. Radek Cibulka, CSc.

Chair of Academic Senate

Prof. Ing. Milan Pospíšil, CSc.

Rector

**Salary rates according to salary grades***In the wording of the first amendment effective from 1 June, 2025*Academic workers

<b>A7</b>	<b>A6</b>	<b>A5</b>	<b>A4</b>	<b>A3</b>	<b>A2</b>	<b>A1</b>
27 100	30 000	32 000	33 900	38 000	40 900	44 600

<b>AV4</b>	<b>AV3</b>	<b>AV2</b>	<b>AV1</b>
26 900	29 300	31 500	34 900

Scientific research workers

<b>V5</b>	<b>V4</b>	<b>V3</b>	<b>V2</b>	<b>V1</b>
26 100	26 900	29 300	31 500	34 900

Technical-administrative workers and other roles

<b>B7</b>	<b>B6</b>	<b>B5</b>	<b>B4</b>	<b>B3</b>	<b>B2</b>	<b>B1</b>	<b>B0</b>
22 300	22 300	22 300	22 900	25 500	29 300	33 000	37 100

## Annex No.2

	<b>granted monthly amount in CZK (per set weekly working time)</b>		<b>maximum period of granting</b>
<b>premium for management (deputising)</b>	<b>from</b>	<b>to</b>	<b>number of months</b>
faculty secretary, head of department, university institute, central laboratories, centre of information services, Metrological and Testing Laboratory, internal audit unit, units and independent departments of the Rector's Office, units of AUF, director of Technopark Kralupy	2,000	10,000	unlimited
of workshops, units and workplaces (units) of departments of the Rector's Office, workplaces (units) of AUF, units and workplaces (units) of departments of AUF	1,000	5,000	unlimited
head of team in scientific research and pedagogical projects upon proposal of direct superior	1,000	150,000	12
<b>premium for performance of role</b>	<b>from</b>	<b>to</b>	<b>number of months</b>
Vice-Dean, Rector's secretary (chancellor)	4,000	12,000	unlimited
member of a team in scientific research and pedagogical projects upon proposal of the head of team	1,000	100,000	12
<b>individual personal premium</b>	<b>from</b>	<b>to</b>	<b>number of months</b>
Dean, Vice-Rector or other managers upon compliance with the conditions set out in Art. 8, Para 3 of ISR	15,000	50,000	unlimited
<b>personal premium</b>	<b>from</b>	<b>to</b>	<b>number of months</b>

employees in employment relationship	0	100 % of base salary scale	unlimited
<b>premium for specific working conditions</b>	<b>from</b>	<b>to</b>	<b>number of months</b>
employees in employment relationship	100	400	unlimited

**Premium for overtime work, premium for work on a public holiday, premium for work on Saturdays and Sundays, premium for night work and salary for standby**

<b>Premium<sup>3</sup></b>	<b>Percentage of average salary<sup>4</sup></b>
overtime work	25 %
work on a public holiday	100 %
work on Saturdays and Sundays	10 %
night work (from 22:00 to 6:00)	10 %
standby on workdays	10 %
standby on Saturday, Sunday and public holiday	20 %

**Premium for work in arduous working environment**

<b>Premium<sup>5</sup></b>	<b>Percentage of average salary</b>
Premium for work in arduous working environment	10 %

<sup>3</sup> Provisions of Section 114 through Section 118 of the Labour Code

<sup>4</sup> Article 4, Paras 2) and 3) of ISR

<sup>5</sup> Provisions of Section 114 through Section 118 of the Labour Code