

CONSOLIDATED VERSION OF THE SALARY RULES OF BUT

Heading

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Registration

The Ministry of Education, Youth and Sports registered this internal regulation pursuant to Section 36 (2) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended: on 9 May 2017 under Ref. No. MSMT-11858/21017.

The Ministry of Education, Youth and Sports registered amendments to this internal regulation pursuant to Section 36 (2) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended, on 15 June 2018.

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Article 1
Scope

1. The Salary Rules of Brno University of Technology (hereinafter the "BUT") are hereby issued on the basis of Section 17 (1)(c) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), as amended, and Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter the "Labour Code").
2. These Salary Rules regulate the payment of salaries to employees as remuneration for work in an employment relationship with BUT (hereinafter the "Employer").
3. Employee salary rights may be arranged in the Collective Bargaining Agreement more favourably than as stipulated in these Salary Rules.

Article 2
Salary Tariff

1. BUT uses a system of monthly salary tariffs. The number of weekly working hours is defined by the Labour Code and the Collective Bargaining Agreement. Other employees with uneven distribution of working hours¹⁾ may be remunerated by hourly salary.
2. Employees with whom reduced working hours have been arranged and employees who have not worked the set number of working hours in a month shall be remunerated on the basis of salary tariffs corresponding to the hours actually worked.
3. Academic staff and science and research staff are entitled to the salary tariff applicable to their respective salary class. The salary tariffs of academic staff and science and research staff are set out in Annex 1.
4. Other employees are entitled to the salary tariff set for the salary class in Annex 2 in which they are placed and salary class depending on the length of experience credited by the Employer as eligible under Article 4.
5. An employee shall become entitled to the salary tariff in a higher salary class as of the first day of the month in which the employee achieves the set time of eligible experience.

Article 3
Article 3 Qualification Requirements and Criteria

1. The qualification requirements relating to the work placed in individual salary classes are specified in Annex 3.
2. A decision on whether the field or content of the attained education level matches the agreed work shall be made by the Employer.
3. Qualification criteria means factors specified by the special regulations, which must be met by an employee in order to perform the type of work for which the employee was hired.

Article 4
Employee Classification in a Salary Class and Salary Level

1. Based on the type of work arranged in the employment contract and compliance with the qualification criteria, an employee shall be placed in a salary class based on the characteristics of

¹⁾ Section 78 (1)(m) of the Labour Code

salary classes set out in Annex 3 (hereinafter the “characteristics”). Activities to be performed rarely or exceptionally shall not be taken into consideration in the classification.

2. For employee classification it is necessary to provide a brief and concise description of the work to be performed by the employee at the workplace, drawn up by a competent senior employee. Work description of need not be provided for academic staff and science and research staff. Their working tasks are specified in Annex 4.
3. The Employer shall disregard any education exceeding the required level of education.
4. Unless a special regulation stipulates otherwise, the Employer may exceptionally place an employee in a salary class for which the employee does not meet the qualification requirements and criteria. In this respect, the Employer shall take account of the employee’s experience in the relevant field and his/her capacity to perform the required work.
5. Exceptional classification shall be made for a fixed term. Exceptional classification may be made repeatedly for employees under 45 years of age who have commenced a course of studies in order to increase their qualification to the required level. Exceptional classification may be made for employees over 45 years of age for an indefinite term if they have proven capable of performing the required work by working in the relevant field in the long term.
6. Exceptional classification may not be made in the category of academic staff classified in salary classes A1 to A5.
7. The Employer shall include the following in the period determining the classification of other employees in the relevant salary class:
 - a) experience in the field of the required work attained after completing the level of education set out in Annex 3;
 - b) four fifths of the experience in the field of the required work attained before completing the level of education set out in Annex 3;
 - c) other experience depending on the degree to which it is required for the successful performance of the required work, not exceeding two thirds;
 - d) maternity and parental leave or permanent care for a child or children in the extent corresponding to the period of maternity or parental leave applicable at the time of the care under a special regulation.
8. For the purposes of these Rules, experience in the field of the required work means the performance of work for which knowledge of the same or similar content is required as the knowledge required for the performance of the required work.

Article 5 Individual Contractual Salary

1. Individual contractual salary (hereinafter the “contractual salary”) shall be arranged with foreign experts operating at BUT units, with excellent expert practitioners and, if appropriate, in other justified cases, in particular if the tariff salary would be less than 30% of the total salary expected or attained. The contractual salary shall be arranged with senior employees who exercise the competences of a BUT body or faculty. Articles 2 to 4 above shall not apply in arranging the contractual salary.
2. An employee with whom the contractual salary has been arranged shall not be entitled to premiums, with the following exceptions:
 - a) salary, compensatory time-off or compensation for salary for holidays;
 - b) salary and premium or compensatory time-off for overtime work;
 - c) salary and premium for work on Saturdays and Sundays;

- d) salary and premium for work in an unfavourable working environment, working conditions harmful to health and work at night;
 - e) remuneration for being on call.
3. An employee may grant a bonus to an employee with whom the contractual salary has been arranged.
 4. The contractual salary must be arranged in such a way as to stipulate the conditions for its provision, i.e. for example:
 - a) payment of a defined part of the contractual salary (20 to 50%) may depend on achievement of specific indicators, in particular performing a set task in a defined time, attaining expected profit/loss figures;
 - b) regular evaluation of achievement of the indicators (usually every three months);
 - c) reduction in the contractual salary, conditions and scope of the reduction;
 - d) manners of termination of the contract providing for the individual contractual salary.
 5. The Rector or the Dean or the head of a university institute must be consulted in advance on the conditions for arranging the contractual salary.

Article 6 Personal Bonuses

1. The Employer may grant personal bonuses to an employee. Decisions on the amount of personal bonuses shall be made by a senior employee.
2. Personal bonuses may be granted, in particular:
 - a) for very good work results;
 - b) for reliable working performance;
 - c) for quality performance of duties following from the employee's working tasks or the Employer's work rules;
 - d) for differentiated valuation of varying complexities and difficulties of work;
 - e) on the basis of appraisal of the scope and usability of an employee's knowledge and skills.
3. Personal bonuses may be granted only for a fixed term not exceeding one year. During this period, the Employer may increase, decrease or remove the bonus if the reasons leading to its granting have changed. The employee must be advised of the change in advance.
4. In justified cases (such as repeated less serious or serious breach of duties following from the legal regulations relating to the work performed by the employee, unsatisfactory work results, long-term study stay, etc.), the personal bonus may be at any time decreased or removed at the proposal of the relevant employee's direct superior through a decision of the Rector or Dean or a senior employee authorised by the Rector or the Dean in writing.
5. In the event that any component part of BUT lacks funds, the Rector may order a senior employee of the relevant component part to reduce, suspend or remove the personal bonuses of all employees of the component part in question, in an equal ratio. The employee must be advised of the change in advance.

Article 7 Bonuses

1. The Employer may grant a bonus to an employee:

- a) for extraordinary working performance, for successful performance of an extraordinary or very significant working task or significant benefit for the Employer;
 - b) on the basis of evaluation of performance, quality and reliability of the employee's work performance for a defined period, as a rule every three months. An employee shall be evaluated for the defined period by the employee's superior;
 - c) bonuses for active contribution to the achievement of the goals set for the unit shall be granted usually every six months;
 - d) bonuses for contribution to the achievement of positive profit/loss figures of a component part of BUT may be granted by the Rector, Dean or head of the component part, usually once annually, as a rule after approving the annual report on economic management;
 - e) in appreciation of the employee's results of work upon reaching fifty years of age and upon the first termination of the labour relationship following granting of disability pension or following arising of the right to retirement pension;
 - f) provision of assistance in prevention of fires or natural disasters, liquidation thereof or elimination of their consequences, or in other extraordinary events, in which property, health or life may be endangered.
2. The amount and frequency of bonuses granted in a calendar year is not limited. The reason for granting a bonus must be indicated in the proposal.
 3. The decision on the granting of a bonus shall be made by a senior employee. An employee may not propose or grant a bonus to him/herself.

Article 8

Premium for Leadership and Discharge of Office

1. Senior employees²⁾ shall be entitled to premiums for leadership according to the leadership level and difficulty of the leadership.
2. The Vice-rector, Vice-dean, Chairperson of the Academic Senate, members of the Academic Senate and guarantors of programmes are entitled to the premium for the discharge of office.
3. The amounts of premiums and conditions for their provision are set out in Annex 5.

Article 9

Extra Pay for Representation

1. An employee who substitutes for a senior employee at a higher level of leadership to the full extent of the senior employee's leadership work continuously for a period exceeding four weeks, where the substitution is not part of the employee's duties following from the employment contract, shall be entitled to a premium for substitutes in the amount determined by the Employer within the range of the premium for leadership determined for the senior employer being substituted, from the first day of the substituting. If a senior employee is entitled to the premium for substitutes according to the previous sentence, the senior employee is not entitled to his/her premium for leadership during the representation.
2. Senior employees shall specify the group of employees to substitute them if necessary. The senior employees shall indicate this in the employees' employment contracts (work descriptions) and take this into consideration in arranging the contractual salary under Article 5 or in granting salary components under Article 6. They shall not become entitled to the premium for substitutes.

²⁾Section 11 of the Labour Code.

Article 10
Salary or Compensatory Time-Off for Overtime Work

- (1) For the period of overtime work³⁾, an employee is entitled to the attained salary and a premium equal to 25 % of the average earnings and, in the event of days of uninterrupted rest during the week, a premium equal to 50 % of the average earnings, unless the Employer and the employee agree on the provision of compensatory time-off within the scope of the overtime work instead of the premium.

Article 11
Salary for Work on Saturdays or Sundays or Night Work

1. For an hour of work on a Saturday or a Sunday or work at night ordered by the Employer, an employee is entitled to the attained salary and a premium in the amount of CZK 8.00, but at least equal to 10 % of the average hourly wage.

Article 12
Extra Pay for Work in Unfavourable Working Environment

1. An employee working in an unfavourable working environment is entitled to the salary to which the employee became entitled during that period (hereinafter the “attained salary”) and a premium, which equals CZK 8.00 for an hour of work in such environment. Attained salary means the salary to which the employee is entitled for a standard performance of work, i.e. as on a workday within the schedule of working shifts. Always as of the first day of September, the Employer shall verify whether the conditions of unfavourable working environment continue to exist and shall make a decision on payment of the premium for the upcoming period not exceeding one year.

Article 13
Premium for Work in Shifts

1. An employee, whose working time has been scheduled by the Employer in the framework of a two-shift, three-shift or continuous operation so that the employee alternately performs work within the morning, afternoon and night shifts, as appropriate, shall receive a premium in the amount of CZK 100 to 500 per month. In granting the amount of the premium within the set range, the Employer shall take account of the conditions of the performance of work (working environment, duration of shifts, etc.).

Article 14
Split Shift Premium

1. An employee who works in shifts split into two or more parts is entitled to a premium in the amount of CZK 20 for each such split shift. For the purposes of provision of the premium, split shift shall mean a shift in which continuous interruption of work or aggregate thereof equals at least two hours.

³⁾Section 93 of the Labour Code.

Article 15
Compensation for Salary for Sabbatical Leaves

1. A member of academic staff is entitled to salary in the amount given by the salary tariff during sabbatical leave⁴⁾. If an employee has arranged an individual contractual salary, the agreement on the contractual salary shall be suspended upon commencement of the sabbatical leave and the employee shall be classified in the relevant class and level under the tariff.
2. In addition to the salary tariff, the Employer may provide bonuses under Article 7.

Article 16
Due Date of Salary and Salary Payment

1. Salary shall be payable after the performance of work, not later than in the calendar month following after the month in which the employee became entitled to salary or any component thereof.
2. The due dates for the relevant calendar year shall be arranged by the Employer in the Collective Bargaining Agreement.
3. Advances on salary shall not be paid.
4. The Employer
 - a) shall pay salary payable during an annual leave to an employee prior to commencement of the leave if the period of the annual leave encompasses the date of payment unless the Employer agrees otherwise with the employee. If this is not permitted by the method of calculation of salaries, the Employer shall provide the employee with an appropriate advance for salary and pay the remaining part of the salary not later than on the next regular date of payment of salary after the leave;
 - b) upon termination of an employment relationship, the Employer shall provide the employee, at the employee's request, with the employee's salary payable for the monthly period on the date of termination of the employment relationship. If this is not permitted by the method of calculation of salaries, the Employer shall provide the employee with an appropriate advance and pay the remaining part not later than on the next regular date of payment of salary after the date of termination of the employment relationship.

Article 17
Joint and Transitory Provisions

1. The determination of average earnings is regulated in more details in the Collective Bargaining Agreement.
2. Any entitlements arising before the effective date of these Rules shall be assessed on the basis of existing regulations.

Article 18
Repealing Provision

1. The Salary Regulation of Brno University of Technology registered by the Ministry of Education, Youth and Sports on 9 June 2009 under Ref. No. 1 020/2009-30, as amended, is hereby repealed.

⁴⁾ Section 76 of the Act on Higher Education Institutions.

Article 19
Final Provisions

1. These Salary Rules of Brno University of Technology have been discussed with the Trade Union Co-ordination Council on 27 March 2017.
2. These Salary Rules of Brno University of Technology were passed by the Academic Senate of Brno University of Technology pursuant to Section 9 (1)(b)(3) of the Act on Higher Education Institutions on 4 April 2017.
3. These Salary Rules shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act.
4. These Salary Rules shall enter into effect as of the date of force hereof.
5. The following annexes form part of the Salary Rules:
 - a) Annex 1 – Salary Tariffs – Academic Staff, Science and Research Staff
 - b) Annex 2 – Salary Tariffs and Hourly Salary Tariffs – Other Employees
 - c) Annex 3 – Characteristics of Salary Classes and Qualification Requirements
 - d) Annex 4 – Characteristics of Working Tasks of Academic Staff and Science and Research Staff
 - e) Annex 5 – Premium for Leadership and Discharge of Office

The amendment to the Salary Rules of the Brno University of Technology was approved pursuant to Section 9 (1)(b)(3) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), as amended, by the Academic Senate of Brno University of Technology on 22 May 2018.

The Salary Rules of Brno University of Technology shall come into force as of the date of registration by the Ministry of Education, Youth and Sports, pursuant to Section 36 (4) of the Act on Higher Education Institutions.

The amendment to the Salary Rules of Brno University of Technology shall come into force as of the first calendar day of the month immediately following the month in which the regulation was registered by the Ministry of Education, Youth and Sports.

Doc. Dr. Ing. Petr Hanáček, signed
President of the BUT Academic Senate

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed
Rector

Salary Tariffs of Academic Staff and Science and Research Staff

Salary class		A1	A2	A3		A4	A5
Work assignment		Instructor	Lecturer	Senior Lecturer		Associate Professor	Professor
				A3a	A3b		
	Member of academic staff			under preparation	completion of scientific training (Section 47 of the Act)		
	member of academic staff in science and research	-	-	under preparation	completion of scientific training (Section 47 of the Act)	Associate Professor	Professor
	member of science and research staff	-	work performed under the supervision of the principal research worker	work performed as a partial task on the level of the principal research worker	independent scientific work	principal investigator of a team	head of team for especially difficult scientific and research work
Tarif		19,400	19,400	22,600	24,500	28,400	33,600

Annex 2
to the BUT Salary Rules

Salary Tariffs of Other Employees

		SALARY TARIFFS										
Number of years of eligible experience												
	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12
up to 3 years	9,700	10,300	10,900	11,800	12,400	13,100	13,800	14,700	15,900	17,500	19,200	21,000
up to 15 years	10,400	10,900	11,400	12,200	13,200	14,100	15,200	16,300	17,900	20,200	22,700	25,900
over 15 years	11,400	11,700	12,200	13,200	14,400	15,800	17,100	18,600	21,200	24,500	28,400	33,600

Hourly salary tariffs – other employees

Salary class		T1		T2		T3		T4		T5		T6		T7	
number of working hours weekly (in hours)		37.5	38.75	37.5	38.75	37.5	38.75	37.5	38.75	37.5	38.75	37.5	38.75	37.5	38.75
Salary level	number of years of eligible experience	hourly salary tariffs (in CZK)													
1	up to 3 years	60	58	63	61	67	65	72	70	76	74	80	77	85	82
2	up to 15 years	63	61	67	64	70	68	75	72	81	78	86	84	93	90
3	over 15 years	70	67	71	69	75	72	80	78	88	85	97	93	105	101

Characteristics of Salary Classes and Qualification Requirements

Salary class 1

Auxiliary work following precisely specified procedures and instructions, with standard physical strain and little sensual strain, unrelated to other activities (for example, handling items of insignificant weight and size).

Salary class 2

Performance of preparatory or auxiliary work, with little links to other activities within a process or a set, as a rule with insignificant substantive responsibility and normal sensory strain, or where applicable, increased physical effort or the risk of occupational injury (for example, simple operations or set of operations with individual parts of machines, equipment or objects, meters, power tools). Performance of simple, regularly recurring administrative, administrative technical or operative handling work.

Salary class 3

Performance of comprehensive routine service work based on defined procedures and operating regimes involving a substantive responsibility, sensual strain, risk of occupational injury or great physical effort and certain other operational links, performance of repetitive controllable administrative, economic administrative, economic or operating technical work based on detailed instructions or defined procedures.

Salary class 4

Performance of routine controllable skilled work which may be closely related to other processes, performed on the basis of general guidelines and usually involving a high substantive responsibility, increased sensory strain and responsibility for health and safety of others (for example, operating single-purpose conventional equipment working with technological or operational links). Performance of skilled administrative or partly repetitive diversified economic administrative, economic or operational technical work. Management and organisation of individual easily manageable technological, operational and other processes and equipment based on precisely specified procedures with increased demands on accuracy and reliability with increased responsibility for occupational safety and health and safety of others, increased sensory strain and substantive responsibility. Performance of simple individual craftsman's works.

Salary class 5

Performance of routine diversified skilled work, potentially with a high substantive responsibility, responsibility for health and safety of others or sensory strain with fixed precise, numerous links to other processes and actions. Management, organisation or ensuring the day-to-day operation of individual sections of operational processes or complex equipment with a little option of selecting a procedure, usually involving a high sensory strain and responsibility for health and lives of others. Independent performance of individual craftsman's works.

Salary class 6

Performance of comprehensive skilled work or providing for little complex agendas forming an important part of broader processes and phenomena, based on general procedures related to potentially very high substantive responsibility or responsibility for large-scale damage which is difficult to remedy and high sensory (neuropsychological) strain. Management, organisation or ensuring the day-to-day operation of very complex equipment and simple processes with an option of selecting a procedure, involving a high sensory strain and responsibility for health and lives of several people. Performance of individual craftsman's work with a considerable involvement of creative invention or individual highly skilled craftsman's work.

Salary class 7

Performance of complex skilled work or independently providing for expert agendas or performance of simple parts of conceptual methodology work with a high responsibility for extensive damage which is very difficult to remedy, with considerable, complicated relatedness to other processes and a high neuropsychological strain and extensive option of selecting a procedure within an entire section or field of activity. Management, organisation or day-to-day operation of sets of complex equipment and operating processes based on general procedures, usually involving certain mental strain, very high neuropsychological strain following from the high intensity of the ongoing phenomena, stress situations and similar, with responsibility for damage occurring through the operations of the section being managed. Performance of individual creative master craftsman's work.

Salary class 8

Performance of specialised skilled work, independently arranging for complex tasks and agendas or performance of conceptual, methodological work and branches of creative activities which form key parts of separately operating systems, with certain links and contexts exceeding the framework of the field, involving increased mental strain. Management, organisation and co-ordination of complex processes or a comprehensive set of very complex equipment involving determination of new procedures within the system, with responsibility for extensive damage which is difficult to remedy, occurring through the operation of the section being managed or through a general threat to health and lives.

Salary class 9

Academic staff salary classes 1 and 2

Performance of system work related to ensuring a full operation of the most complex sections and agendas, complex conceptual and methodological work and creative activities, usually involving responsibility for irremediable damage, with a high mental strain following from the need for work at a high level of generalisation, with wide links reaching beyond the given field of activity, usually performed in a manner which is not specified in detail beforehand. Management, organisation and co-ordination of very complex processes and systems, including selection and optimisation of procedures and solutions, usually involving very difficult conditions in all respects.

Salary class 10

Academic staff and science and research staff salary class 3

Performance of the most complex specialised conceptual system work and demanding creative work with extensive complicated links among various lines of activity, or fields of science, performed in a non-specified manner without previously specified outputs, with a high likelihood of irremediable damage, general threats to lives and health of individuals, with a requirement for a high degree of generalisation. Management and co-ordination of fundamental parts of a set of complex systems with extensive internal and external links.

Salary class 11

Academic staff and science and research staff salary class 4

Performance of tasks in a creative manner, using extraordinary (original) approaches, with generally set outputs with a high degree of responsibility for damage with the widest social consequences, involving a very high mental strain following from the need for a permanently high degree of generalisation of phenomena, considerable number of solution variants, with demands on extraordinary abilities, especially creative, communicative and the like. Management and co-ordination of sets of very complex systems, with responsibility for damage remediable through the efforts of a very wide team of specialised experts over a prolonged period of time or responsibility for irremediable damage, with considerable demands on the ability to address complicated situations and conflict situations in the most difficult conditions, usually involving a threat to a very wide group of people.

Salary class 12

Academic staff and science and research staff salary class 5

Performance of the most complex tasks creatively, in a profoundly new manner without specified outputs, with a wide social or international impact, deep interdisciplinary links, fundamentally influencing further development of the respective society-wide fields or fields of science, requiring a high degree of abstract thought.

Management, organisation and co-ordination of the most complex systems with a very high number of possible solutions, with responsibility for irremediable substantive and moral damage that may occur through the operation of both directly managed and related systems.

Qualification requirements:

1. Academic staff, science and research staff

Salary classes	academic staff	science and research staff
	required education and other qualifications	required education and other qualifications
A 1	university degree ⁵⁾	Master's degree
A 2	Master's degree	Master's degree
A 3a	Master's degree	Master's degree
A 3b	university and academic degree CSc., DrSc., Dr., Ph.D. ⁶⁾	university and academic degree CSc., DrSc., Dr., Ph.D.
A 4	university degree and appointment as Associate Professor	university degree and appointment as Associate Professor
A 5	university degree and appointment as Professor	university degree and appointment as Professor

⁵⁾ University degree means education obtained in a manner set out by Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions).

⁶⁾ Completion of postgraduate studies under Section 22 of Act No. 172/1990 Coll., on higher education institutions, or completion of a doctoral programme under Section 47 of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), or obtaining the degree of candidate or doctor of sciences (CSc., DrSc.) under former regulations.

2. Other employees

Salary class	Required education
T 1	elementary (training) ⁷
T 2	secondary vocational
T 3	secondary vocational
T 4	full secondary
T 5	full secondary
T 6	full secondary
T 7	full secondary
T 8	higher vocational education
T 9	university degree – Bachelor’s programme ⁸
T 10	university degree – Master’s programme ⁹
T 11	university degree – Master’s programme
T 12	university degree – Master’s programme

⁷⁾ Elementary, secondary vocational, full secondary and higher vocational education means education attained in a manner stipulated by the special law (Act No. 29/1998 Coll., on the system of elementary schools, secondary schools and higher vocational schools, as amended).

⁸⁾ University degree – bachelor’s programme means study completed by taking the state final examination under Sections 19 and 21 (1) of Act No. 172/1990 Coll., on higher education institutions, or under Section 45 of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions).

⁹⁾ University degree – master’s programme means study completed by taking the state final examination under Section 19 of Act No. 172/1990 Coll., on higher education institutions, or under Section 46 of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), or in a manner stipulated for the completion of higher education by formerly applicable regulations.

Characteristics of the Working Tasks of Academic Staff and Science and Research Staff

1. Salary class A1 – Instructor

1.01. Preparation, organisation and leading of exercises including laboratory and training courses in fields for which they were appointed, such as physical training, languages, art courses; monitoring the achieved standards and related ongoing assessment.

1.02. Performing some educational, professional and organisational functions (such as institute secretary, head of laboratory, etc.).

1.03. Documentation processing of specialised and scientific literature and maintaining the institute's library, if applicable.

1.04 Subject to the Dean's consent and following instructions from the head of the institute, performing some roles of Senior Lecturers.

1. Salary class A2 – Lecturer

1.05. Educational activities focusing on preparatory work for teaching in seminars, exercises and laboratory exercises.

1.06. Preparatory work for teaching by Associate Professors and Professors.

1.07. Under the supervision of a Professor or Associate Professor, providing for exercises or other work which form part of Senior Lecturers' duties.

1.08. Co-operation in addressing science and research tasks, publication activities, documentation processing of specialised and scientific literature.

2. Salary class A3 – Senior Lecturer

2.01. Comprehensive preparation, organisation and leading of exercises, seminars and training courses including ongoing assessment, providing consultations and granting credits.

2.02 Based on the Dean's authorisation and after consultation with the relevant Scientific Board, performing some roles of Associate Professors and Professors including giving lectures, supervising seminary, diploma and Bachelor's theses and drawing up reviews for the same.

2.03. Permanent performance of activities which increase and supplement professional qualification.

2.04. Performance of preparatory work for (Associate) Professors' teaching and participation in such activities based on instructions from the head of the institute (superior employee).

2.05. Co-operation in, or independent performance of, science and research tasks, publishing.

2.06. Membership of committees for admission examinations and, if applicable, state examinations.

3. Salary class A4 – Associate Professor

3.01. Creative performance of science, research and development tasks or creative application of results of basic research; creative activities in art together with comprehensive development of the cognitive and creative abilities of students and graduates from higher education institutions through their participation in research; expert and assessment work; applied and basic research; supervising and reviewing seminar papers, diploma theses and other scientific contributions

3.02. Teaching courses, lecturing and organising seminars in all types of active programmes.

3.03. Creating grounds for interdisciplinary forms of work and conditions for development of the relevant field of science or art.

- 3.04. Leading science and research teams.
- 3.05. Publishing results achieved in science and research and developing teaching texts.
- 3.06. Professional guidance of Lecturers and Senior Lecturers.
- 3.07. Membership of committees for state examinations and doctoral examinations.

4. Salary class A5 – Professor

- 4.01. Creative specialised and system work encompassing the monitoring of key trends in the development of science, research and art, creative application of the results of science and research activities in the teaching of students of and graduates from higher education institutions and education of young members of staff in fields of science and art.
- 4.02. Publishing results achieved in science and research and developing teaching texts.
- 4.03. Teaching courses, lecturing and organising seminars in all types of active programmes.
- 4.04. Work in boards for the procedure to attain associate professorship and professorship and drawing up reviews for the relevant theses.
- 4.05. Membership of committees for state examinations and doctoral examinations.
- 4.06. Creating grounds for interdisciplinary forms of work and conditions for development of the relevant field of science or art.
- 4.07. Leading science and research teams.

SCIENCE AND RESEARCH WORK

1. Salary class A2

- 1.01. Participates in providing for research, development and innovation activities; may also participate in transfer of their results to teaching in bachelor's or master's programmes.
- 1.02. Works together with science and research staff in the tasks performed by them. Independently performs partial research and development tasks.

2. Salary class A3

- 2.01. Independently performing serious and complex research and development tasks or independently performing demanding and difficult research and development work in addressing and implementing tasks of science and technology development.
- 2.02. Comprehensive performance of research and development tasks with defined inputs and generally defined outputs within a set time and with links to related fields of science.

3. Salary class A4

- 3.01. Creative performance of the most demanding research and development tasks or performance of very demanding and difficult research and development work in the creative performance of tasks of fundamental importance for the development of a sector or field of science.
- 3.02. Performance of a set of tasks with vaguely defined inputs and vaguely defined outputs, usually on a long-term basis, with extensive and complex links to other fields of science, demanding a high degree of generalisation of phenomena.

4. Salary class A5

- 4.01. Performance of tasks of basic research and development with a fundamental importance for the development of the relevant field of science; creative co-ordination of the most demanding national or international projects.
- 4.02. Addressing profoundly new areas of science and research with generally and very vaguely defined inputs and unspecified outputs, usually with an importance spanning over very long periods of time

(generations), with impacts in a wide range of human activities, requiring a very high degree of generalisation of phenomena.

Premium for Leadership and Discharge of Office

- (1) A senior employee of the Employer is entitled to a premium for leadership (hereinafter the "premium") in the following amount (CZK) per month:
 - a) Dean, Bursar, head of university institute, faculty secretary from 3,000 to 30,000;
 - b) head of institute, department, head of unit (division, section, etc.) from 1,000 to 15,000;
 - c) an employee who is not specified under subpar. (a) and (b), but is authorised to organise, manage and control the work of other employees and give them binding instructions to this end according to an organisational regulation or written decision of a senior employee, is entitled, according to the difficulty of the leadership work, to a premium for leadership within the range from 500 to 5 000.
- (2) The amount of the premium for leadership shall be determined by the Employer within the specified range. The premium may be granted only for a fixed term, as a rule a period of one year. During this period, the Employer may increase or decrease the premium if the reasons leading to its granting have changed. The employee must be advised of the change in advance. However, the employee is entitled to the premium at least in the amount of the lower limit of the respective range.
- (3) A proportional part of the premium shall be paid to a senior employee who:
 - a) assumes his/her working position on a day other than the first day of the relevant month;
 - b) performed the relevant work only for a part of a month (during the remaining time the employee received compensation for salary or sickness insurance benefits etc.).
- (4) The Vice-rector, Vice-dean, Chairperson of the Academic Senate and members of the Academic Senate are entitled to the following premiums for the discharge of office per month:
 - a) Vice-rector from CZK 3,000 to 30,000;
 - b) Vice-dean from CZK 1,500 to 20,000;
 - c) President of the BUT Academic Senate three times the highest (basic) premium determined under subparagraph (e) above;
 - d) President of the Faculty Academic Senate twice the highest (basic) premium determined under subparagraph (e) above;
 - e) member of the Academic Senate up to CZK 1 500.

The premium for the discharge of the office of Chairperson of the Academic Senate shall be determined by the Rector and the premiums of the members of the BUT Academic Senate shall be determined by the Rector on a proposal from the Chairperson of the BUT Academic Senate.

The premium for the discharge of the office of Chairperson of the Faculty Academic Senate shall be determined by the Dean and the premiums of the members of the Faculty Academic Senate shall be determined by the Dean on a proposal from the Chairperson of the BUT Academic Senate.

Paragraphs 2 and 3 above shall apply analogously to the determination of the premium for the discharge of office.

- (5) An employee is entitled to only one of the premiums set forth in paragraph 1 above. The amount of the premium for an employee shall be determined by the Employer within a range which is more favourable for the employee under specified conditions.
- (6) No premium is paid for methodological guidance.

(7) Senior employees are those employees entrusted with leadership at the Employer's individual leadership levels, are authorised to determine and impose working tasks on subordinate employees, organise, direct and control their work and give them binding instructions to this end.¹⁰⁾ A regulation of the Employer (Statute, organisational rules or another document) must indicate the senior employee status and the scope of senior employee competence and responsibilities.

¹⁰⁾ *Section 11 of the Labour Code.*