



Rector's Regulation 7.1

- The Principles of Negotiating Contractual Wages for Employees at UJAK

(full text as of 1st March 2020)

Further to the Internal Wage Regulation of the University of Jan Amos Komenský Prague s.r.o. (hereinafter referred to as "UJAK") registered with the Ministry of Education, Youth and Sport of the Czech Republic on 29th May 2017 under file no. MSMT-7053/2017-2 in accordance with Act No. 262/2006 Coll., as amended (hereinafter referred to as the "Labour Code") and Act No. 111/1998 Coll., as amended, (hereinafter referred to as the "Higher Education Act"), I am issuing the following regulation containing the principles for negotiating contractual wages for employees at UJAK:

Article 1. General Provisions

1. These principles apply to employees who are employed by UJAK, as the employer (internal employees), and, in addition, to employees who perform work for UJAK on a casual basis (external employees).
2. Employees are entitled to a contractual wage for work performed. The wage is paid to them by the employer in accordance with the complexity and strenuousness of the job the employee does. Furthermore, it depends on their work performance, responsibility, work results achieved and benefits to the employer. The level of contractual wage depends on the total involvement of employees in the employer's activity.
3. The place of work of employees at the workplace is Prague.
4. Payment is due from the employer by the 15th day of the calendar month following the month worked. The wage is paid to the employee's bank account or, if applicable, in cash at the bursar's office of the employer.

Article 2. Staff Categorisation

1. Employees at UJAK are divided into academic staff (AS), other academics (OA) and other employees (OE).

Article 3. Academic Staff

1. In the sense of the provisions of Sec. 70 para. 1 of the Higher Education Act, members of the academic staff are those professors, senior lecturers, associate professors, lecturers, assistant professors, language instructors and scientific, research and development staff who are

employees at UJAK performing both teaching or creative activities in the agreed type of job under an employment contract. Members of the academic staff at UJAK are required to protect the reputation of UJAK.

2. Members of academic staff are classified into wage categories according to the catalogue of jobs (see Appendix 1 of these principles) and paid monthly in proportion to the scope of lessons and other activities in the relevant academic year (see Appendix 2 of these principles) under a salary statement or employment contract.

Article 4. Other Academics

1. In the sense of the provisions of Sec. 70 para. 3 of the Higher Education Act and the Government Decree on Standards of Accreditation, other academics are external teaching staff performing work on a casual basis and are classified into groups (see Appendix 3 of these principles) and paid monthly in proportion to the scope of lessons and other activities in the relevant academic semester of a given academic year. Furthermore, the amount of remuneration is negotiated in the fixed-term contract or work activity contract.

Article 5. Other Employees

1. Other employees have a guaranteed (basic) monthly wage negotiated in their salary statement or employment contract with the possibility of a bonus for managerial roles or a bonus for high-quality work results.
2. A casual employment contract is entered into with employees performing various seasonal and assistant jobs for UJAK. The remuneration negotiated in the contract is from CZK 100–130 per 1 hour of work done. Depending on the employer's need, a casual work contract may be agreed to for different work, and the contractual remuneration is stipulated in the contract.

Article 6. Common Provisions

1. In case of the academic staff and other academics' extraordinary teaching and scientific contribution to the employer (esp. coordinators of individual courses and teachers of personal reputation), these persons are paid by the employer under an individual contractual wage or remuneration.
2. The employer may provide employees an incentive payment or bonus for extraordinary work performance, for the fulfilment of especially significant work tasks, for excellent results in the completion of a scientific and research project and in other cases worthy of special mention.

Article 7. Grants

1. A grant for the purpose of this regulation means a special-purpose or institutional financial support allocated by the provider of these funds for a specific, usually research project or developmental support for a research organisation.
2. In the case of paying a wage or bonus from a grant to an employee at UJAK, the amount of the wage or bonus from UJAK is bound to the relevant grant's financing regulations stipulated by the provider.

Article 8. Final Provisions

1. Each employee of UJAK is entitled to consult these principles.
2. Wage particularities and details about them fall under personal data protection in the information systems in the sense of general regulations on personal data protection.
3. The lowest level of a guaranteed wage for an individual group of jobs for employees at UJAK complying with the valid Government Decree on the Minimum Wage and the Lowest Levels of a Guaranteed Wage are regulated by this Rector's Regulation No. 7.2 "The Lowest Levels of a Guaranteed Wage Based on the Groups of Employees' Jobs at UJAK". If the wage of any employee at UJAK falls below the lowest stipulated level of the guaranteed wage, especially based on classification into a wage categories of academic staff contained in Appendix 1 of this regulation or according to hourly remuneration of other academics stipulated in Appendix 3 of this regulation, his/her wage will be adjusted by the employer to this lowest level of the guaranteed wage.
4. Other rights and responsibilities connected to the negotiated wages comply with the Labour Code, the Higher Education Act and other binding legislation.
5. The full text of this regulation comes into effect and validity as of 1st March 2020.

**Appendices: 1. Catalogue of jobs and remuneration of academic staff (AS) at UJAK
2. Setting the normal extent of teaching and creative activities of academic staff (AS) at UJAK
3. Renumeration of other academics (OA) at UJAK**

In Prague on 14/2/2020

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rector

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