

*In compliance with § 36 Paragraph 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Salary Regulations of Tomas Bata University in Zlín under Ref. No. MSMT-2223/2017 on 23 January 2017.*

*In compliance with § 36 Paragraph 2 and 5 of the Higher Education Act, the Ministry of Education, Youth and Sports registered the alterations in the Salary Regulations of Tomas Bata University in Zlín under Ref. No. MSMT-31071/2018 on 26 September 2018, under Ref. No. MSMT-8436/2019 on 11 March 2019, under Ref. No. MSMT-25205/2019 on 25 July 2019 and under Ref. No. MSMT-30888/2020-2 on 29 July 2020.*

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## **IV**

# **FULL VERSION OF THE SALARY REGULATIONS OF Tomas Bata University in Zlín as of 29 July 2020**

*The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Salary Regulations of Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:*

### **Article 1 Scope of Competence**

(1) The Salary Regulations of Tomas Bata University in Zlín (hereinafter referred to as “Salary Regulations”) are issued in accordance with § 17 Paragraph 1 Letter d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (“Higher Education Act”), as amended, and with the provisions of § 109 et seq, § 113 Paragraph 1 and § 305 of Act No. 262/2006 Coll., Labour Code, as amended.

(2) The Salary Regulations regulate the provision of salary and remuneration for standby to:

- a) Academic staff<sup>1)</sup>
- b) Research staff

who have concluded an employment contract with Tomas Bata University in Zlín (hereinafter referred to as “employer”).

- c) Other employees carrying out economic and technical activities, manual labour, and business administration activities (hereinafter referred to as “other staff”)

who have concluded an employment contract or a contract/agreement on work carried out outside employment (hereinafter referred to as “Contract” or “Agreement”) with the employer.

(3) The term “employees” is used to cumulatively refer to all categories of employees in the Salary Regulations.

(4) The group of senior executives authorized to act on behalf of the employer in labour-law relations is defined in the Higher Education Act and in the Statute of Tomas Bata University in Zlín.

(5) The Salary Regulations specify salary scales, a description of salary categories, qualification requirements and prerequisites as well as the manner of classification into salary categories.

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<sup>1)</sup> § 70 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended by Act No. 137/2016 Coll.

(6) The Salary Regulations do not apply to the Rector, whose salary is determined by the Minister of Education, Youth and Sports.

## **Article 2**

### **Conditions for Determination of Salary and Remuneration Paid Pursuant to Subcontract Agreements/Contracts for Services**

(1) For the work performed, the employee is entitled to receive a salary or a remuneration paid pursuant to a subcontract agreement/contract for services.

(2) A salary is a payment made by the employer and intended for the employee for the work performed in compliance with the relevant legal regulations.

(3) A salary received by the employee shall not be lower than/conditions determined for the payment thereof shall not differ from those specified in the Labour Code and in these Salary Regulations. All employees of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) are entitled to receive the same amount of salary or of remuneration paid pursuant to a subcontract agreement/contract for the same type of work or for work of equal importance<sup>2</sup>.

(4) When determining the amount of a salary or a remuneration paid pursuant to a subcontract agreement/contract for services, the employer shall pay the employee a salary depending on the complexity, responsibility and level of difficulty of work, taking into consideration the level of difficulty of working conditions, the performance at work and the work results achieved, and in compliance with the Labour Code and with these Salary Regulations.

(5) The salary or an alteration therein shall be stated in a written salary statement letter, which the employee shall always receive before the commencement of employment, however, no later than on the day when the employee takes up employment or on the day when the relevant alteration becomes effective.

(6) The amount of remuneration paid pursuant to a subcontract agreement/contract for services and the rules for the payment of the remuneration shall be agreed upon in an agreement concluded always before the commencement of employment or, where appropriate, on the first day when the employee takes up employment. Other requirements regarding subcontract agreements/contracts for services are determined in the relevant internal regulation issued by TBU<sup>3</sup>.

## **Article 3**

### **Minimum Salary and Guaranteed Salary**

(1) A salary or a remuneration paid pursuant to a subcontract agreement/contract for services must not be lower than the minimum salary, or, if applicable, lower than other rates of the minimum salary (hereinafter referred to as “minimum salary”)<sup>4</sup>. If a salary or a remuneration paid pursuant to a subcontract agreement/contract for services fails to attain the relevant lowest level of the minimum salary, the employee shall obtain an additional salary which shall amount to the difference between the salary obtained in the calendar month concerned and the relevant minimum monthly salary; in case of a remuneration paid pursuant to a subcontract agreement/contract for services, amounting to the difference between the salary for each hour of work done and the relevant minimum hourly salary.

(2) An assessment of the amount of a minimum salary shall not include salary payment for overtime, work on public holidays, night work, work in arduous working environment and for work

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<sup>2)</sup> § 110 of the Labour Code

<sup>3)</sup> E.g. the Bursar’s Directive on subcontract agreements/contracts for services carried out outside employment

<sup>4)</sup> § 111 of the Labour Code

on Saturdays and/or on Sundays. In accordance with these Salary Regulations, the minimum salary shall include the extra pay for an employee, bonuses, bonus payments for the discharge of office and for management, bonus payments for acting as a deputy.

(3) The guaranteed salary is a salary which an employee is entitled to receive in compliance with the Labour Code, with these Salary Regulations and with the salary statement letter, provided that the employee has fulfilled all requirements set for the payment of a salary. In the event that a salary determined in the Labour Code fails to attain the respective lowest level of guaranteed salary, the employer is obliged to provide his/her employee with an additional salary amounting to the difference between the salary obtained in the calendar month concerned and the relevant lowest level of guaranteed monthly salary.

#### **Article 4 Salary Scale**

(1) At TBU, a system of monthly salary scales is used for all categories of employees for the prescribed working hours of 40 hours per week in compliance with a special legal regulation.<sup>5)</sup>

(2) Employees who have agreed on shorter working hours and employees who have not performed work for the prescribed number of working hours per month are entitled to a salary as specified in the salary scales, however, in the amount corresponding to the number of hours worked.

(3) The academic and research staff are entitled to a salary as specified in the salary scales of the salary category into which they have been classified. The salary scales of the academic and research staff are specified in Appendix 1.

(4) Other staff are entitled to a salary scale specified for the salary category and the salary grade, into which they have been classified. Salary scales of other staff are specified in Appendix 2.

(5) Salary scales are determined depending on the complexity (level of proficiency and professional competence), scope of responsibility and on the level of difficulty as regards the mental and physical stress connected with the work performed.

(6) The salary scale may be increased/reduced by the employer in the event that the conditions under which it was awarded have changed. The employee must be informed about this change in advance.

(7) The salary scale in a higher salary grade pertains to an employee from the first day of the month in which he/she reached the specified period of the recognized work experience.

(8) Academic and research staff are only entitled to a salary as specified in the salary scale for the period of their sabbatical leave<sup>6)</sup>. Besides the salary scale, the employer may provide bonuses in compliance with Article 11 and other salary in compliance with Article 20, provided that the requirements for provision thereof have been complied with.

#### **Article 5 Salary Categories**

(1) Salary categories marked as A1 to A4 (A2 marked as A2a and A2b) and the salary category

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<sup>5)</sup> § 79 of the Labour Code, Government Decree No. 567/2006 Coll., on Minimum Salary, the Lowest Levels of Guaranteed Salary, on Definitions of Arduous Working Environment and Extra Payment for Work in Arduous Working Environment, as amended.

<sup>6)</sup> § 76 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act)

B including salary grades B1 to B4 are used in order to classify the academic staff. Salary categories marked as A2b, A3 and A4 are used in order to classify the research staff.

Twelve salary categories marked as T1 to T12 are used in order to classify other staff. Within their salary category, other staff shall be classified into a salary grade depending on the length of their work experience recognized by the employer in accordance with Article 8.

(2) A detailed description of salary categories is given in Appendix 3.

### **Article 6 Qualification Requirements and Prerequisites**

(1) The qualification requirements necessary in order to perform the types of work classified into particular salary categories are specified in Appendix 4.

(2) In compliance with Article 1 Paragraph 4, it is the authorized senior executive who shall decide whether the specialization or the field of the highest level of education completed is sufficient for the performance of the work activities agreed on.

(3) For the purposes of these Salary Regulations, qualification prerequisites refer to requirements specified in special regulations that the employee must meet in order to perform the type of work, agreed upon in the employment contract/subcontract agreement/contract for services.<sup>7)</sup>

### **Article 7 Classification of Employee into Salary Category**

(1) In accordance with the type of work agreed on in the employment contract<sup>8)</sup> and within its scope according to the predominantly performed work activities (hereinafter referred to as “agreed type of work”) and complying with qualification requirements or prerequisites, the employee is classified into a salary category in compliance with the specification of salary categories which is given in Appendix 3.

(2) A job description describing the work activities that the employee shall perform at the workplace, provided by the relevant senior executive, is a prerequisite for the employee to be classified into a salary category. There is no need to provide a job description for academic and research staff as their job description has been precisely determined already.

(3) The employee must be acquainted with the job description prior to commencing the work and must confirm this fact by his/her signature.

(4) When a change has been made to the agreed type of work in compliance with a special regulation<sup>9)</sup>, the employee shall be classified into the salary category in compliance with Paragraph 1.

(5) The employer shall not take into consideration the fact that the employee has completed a level of education higher than the necessary level.

(6) In case of other staff who have long-term excellent performance at work and are classified into manual work professions in the salary category T7, the required level of education specified in Appendix 4 may be lowered to secondary education.

(7) In the event that an academic has been classified into the salary category A2a, he/she is not a

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<sup>7)</sup> *E.g. Act on Public Healthcare, as amended, Decree No. 50/1978 Coll., on Professional Expertise in Electrical Engineering, as amended.*

<sup>8)</sup> *§ 34 and 38 Paragraph 2 of the Labour Code*

<sup>9)</sup> *Labour Code*

student of a doctoral programme and fails to commence such studies before his/her employment is due to be extended, the employee in charge shall, in such a case, not extend the employment. The first clause shall adequately apply to academics in artistic specializations.

(8) The decision on the classification of an employee who has obtained the degree of Associate Professor/Professor at a higher education institution abroad into the salary category A3/A4 shall be taken by the Rector.

### **Article 8**

#### **Reference Period for the Employees' Classification into Salary Grade/Salary Category**

(1) The employer shall classify the employee into a salary grade/salary category depending on the reference period of recognized work experience.

(2) The employer shall include in the reference period for the classification of other employees into a salary grade of the relevant salary category or of an academic classified into the "Assistant Lecturer" salary category A2a, B1 to B4 (hereinafter referred to as "recognized work experience") the duration of:

- a) Work experience related to the specialization of the required work and gained after completion of the level of education specified in Appendix 4 or in a special regulation or required by the employer,
- b) Work experience related to the required work and gained before completion of the level of education specified in Appendix 4 to the extent of four-fifths,
- c) Other work experience depending on the extent of its application for a successful performance of the required work, however, to the extent of no more than two-thirds,
- d) Performance of compulsory military service in the extent specified by a special regulation <sup>10)</sup> and
- e) Maternity and parental leave or permanent child/children care in the extent corresponding to the duration of maternity/parental leave valid in that period of care in compliance with a special regulation,<sup>11)</sup> provided that at the same time the person did not study in the full-time mode of study in order to prepare for a future professional career, or the period of personal care of a severely and long-term handicapped minor child, who required extraordinary care, provided that it had not been placed in a facility intended for such children, however, with a duration not exceeding the period of three years.

(3) For the purposes of these Regulations, professional experience in the specialization of the required work refers to the performance of work for which the knowledge of the same or similar field of expertise as for the performance of the required work is needed.

(4) In the event that periods of recognized work experience overlap, the length of the overlapping period shall be recognized just once.

(5) The employee shall be assigned a salary scale in a higher salary grade/salary category from the first day of the month when he/she completed the required period of recognized work experience.

### **Article 9**

#### **Individual Contractual Salary**

(1) Individual contractual salary (hereinafter referred to as "contractual salary") shall be agreed

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<sup>10)</sup> E.g. Act No. 585/2004 Coll. on Compulsory Military Service and Its Ensuring (Military Service Act), as amended.

<sup>11)</sup> E.g. Act No. 262/2006 Coll., Labour Code, as amended.

on with international experts working at TBU constituent parts, with excellent non-academic experts, or in other substantiated cases. The Articles 4 to 8 shall not be taken into consideration when agreeing on a contractual salary. When calculating the proportional part of the contractual salary, provisions of Article 2 Paragraph 2 shall be applied likewise.

(2) Contractual salary shall be agreed on for a maximum period of two years; such an agreement may be concluded repeatedly.

(3) Employees with whom a contractual salary has been agreed on, are not entitled to extra pays or bonuses, with the exemption of:

- a) Other salary,
- b) Salary for work on a public holiday,
- c) Salary for work in arduous and harmful working environment and for night work,
- d) Bonuses in compliance with Article 11 Paragraph 1 Letter b),
- e) Bonuses in compliance with Article 11 Paragraph 1 Letter e),
- f) Remuneration for standby.

(4) Conditions for the conclusion of a contractual salary must be discussed with the Rector in advance.

### **Article 10** **Bonus (Extra Pay) for an Employee**

(1) The employer may provide an employee with a bonus (extra pay) for a person, and that in the amount of up to 250 % of the salary scale pertaining to him/her. In compliance with Article 1 Paragraph 4, it is the authorized senior executive who shall decide on the amount of bonus (extra pay) for an employee. The valid methodology for the assessment of teaching, R&D, creative, managerial and other activities as specified in the relevant internal regulation issued by TBU is used to determine the amount of an extra pay for an employee.

(2) The bonus (extra pay) for an employee may be provided to the employee for:

- a) Excellent performance at work,
- b) Long-term reliable work performance,
- c) Fulfilling a larger extent of work tasks,
- d) Expected fulfilment of demanding and difficult work tasks,
- e) Expected immediate applicability of his/her specific knowledge and skills,
- f) In case of academics and researchers, an algorithm defining the amount of the bonus (extra pay) for an employee may be determined by the Dean or by a senior executive of another component part, and that obligatorily in compliance with the relevant TBU internal regulation, i.e. in accordance with Paragraph 1.

(3) Bonus (extra pay) for an employee may be granted for a definite period only, usually for a period of one year. During this period the bonus (extra pay) for an employee may be increased, reduced or cancelled in the event that the conditions under which it was awarded have changed. The employee must be informed about this change in advance.

(4) In case of financial insufficiency of any TBU component part, the Rector is entitled to reduce, suspend or cancel the bonus (extra pay) for an employee. The employee must be informed about this change in advance.

(5) Employees who have not worked the prescribed number of working hours per month are entitled to a bonus (extra pay) for an employee in the amount corresponding to the number of hours worked. The bonus (extra pay) for an employee shall be paid in accordance with the validity of the employment contract.

(6) A proposal for a grant, a change or cancellation of an extra pay for an employee shall be submitted by the relevant senior executive, including the substantiation of the proposal, with the exemption of the case mentioned in Paragraph 4. Such a proposal may also be submitted by a project investigator in case that the employee participates in the implementation of a task; in such cases, the relevant senior executive shall always give his/her opinion on the proposal, who shall either approve the proposed action or propose a modification to the current extra pay for the employee.

### **Article 11 Bonuses**

(1) The employer may award an employee a bonus for successful performance of work tasks in addition to the employee's usual professional duties or for the fulfilment of a task requiring extra professional effort, and that in particular:

- a) for successful performance of an extraordinary or particularly important work task or for providing a significant benefit to the employer,
- b) for work involving the necessity of a higher professional performance consisting in a greater extent of work tasks, in an added complexity of work, in an increased level of difficulty as to organizational or management issues, higher responsibility and mental or physical stress, with the exemption of tasks carried out permanently,
- c) for active participation in the fulfilment of activities carried out by the employer,
- d) to honour his/her merits at work on reaching the age of fifty years and upon the first termination of employment after the employee has been granted disability pension, or at the time when the employee's entitlement to old-age pension arises,
- e) for assistance in connection with fire prevention or prevention of natural disasters, or for assistance in fighting them, dealing with their aftermath or during other extraordinary events, which may be hazardous to property, health or life,
- f) funded by grants, R&D projects and assigned orders connected with the supplementary activity.

(2) A bonus shall be approved by the senior executive authorized in compliance with Article 1 Paragraph 4, upon a proposal of the direct superior of the senior executive. The employee is not allowed to propose or award a bonus to himself/herself.

(3) Details concerning the procedure of awarding and payment of a bonus shall be determined in the relevant TBU internal regulation.

### **Article 12 Bonus Payment for the Discharge of Office and for Management**

(1) The bonus payment for management belongs to a senior executive according to the management level, scope of responsibility and level of difficulty of the managerial work done.

(2) The bonus payment for the discharge of office belongs to an employee specified in Paragraph 1, 2, 3, and 4 of Appendix 5.

(3) The amount of the bonus payments for management and for the discharge of office and the conditions for their provision are specified in Appendix 5.

**Article 13**  
**Bonus Payment for Acting as a Deputy**

(1) An employee who deputizes for a senior executive at a higher level of management to the full extent of his/her managerial activity continuously for a period longer than four weeks and acting as a deputy is not part of his/her duties arising from the employment contract is entitled to receive a bonus payment for acting as a deputy from the first day he/she acts as a deputy in the amount specified by the employer within the range of the bonus payment for management specified for the deputized senior executive. In the event that a senior executive is entitled to a bonus payment for acting as a deputy in accordance with the preceding sentence, he/she is not entitled to receive his/her bonus payment for management for the period he/she acts as a deputy.

(2) Senior executives shall specify the group of employees who shall act as deputies for them if need be. This activity shall be reflected in their employment contract (job description), it shall be taken into consideration when arranging a contractual salary in compliance with Article 9 or upon award of a bonus (extra pay) for an employee in compliance with Article 10. Entitlement to receive a bonus payment for acting as a deputy does not accrue to those employees.

**Article 14**  
**Salary for Work in Arduous Working Environment and Night Work**

(1) An employee who works in arduous working environment and an employee who performs night work shall be granted an additional salary by the employer in the amount and under conditions specified in the Collective Agreement.

(2) In the event that the Collective Agreement has not been concluded or the salary for work in arduous working environment and night work has not been agreed on in the Collective Agreement, the additional salary for this work shall be provided as determined in a special regulation.<sup>12)</sup>

**Article 15**  
**Extra Pay**

An employee, whose working hours within the two-shift working pattern, three-shift working pattern or continuous pattern of work are distributed by the employer in such a manner that he/she alternately performs work in morning, afternoon or night shifts, shall be granted an extra pay in the amount specified in the Collective Agreement.

**Article 16**  
**Extra Pay for Work on Saturday and Sunday**

An employee is entitled to an extra pay amounting to 25 % of the average hourly earnings for an hour of work on Saturday or Sunday.

**Article 17**  
**Extra Pay for Split Shift**

An employee who works on shifts split up into two or more parts,<sup>13)</sup> shall be provided with an extra pay in the amount specified in the Collective Agreement, amounting to no more than 30% of average hourly earnings for every shift split in such a manner. For the purposes of the provision of

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<sup>12)</sup> § 116 and 117 of the Labour Code, Decree No. 567/2006 Coll., on Minimum Salary, Lowest Levels of Guaranteed Salary, Definition of Arduous Working Environment and the Amount of Bonus for Work in Arduous Working Environment, as amended.

<sup>13)</sup> § 130 of the Labour Code, as amended.



this extra pay, a split shift refers to a shift in which a continuous interruption of work, or a total of such interruptions, lasts at least two hours.

### **Article 18**

#### **Extra Pay and Compensatory Time Off for Overtime Work**

(1) Overtime work is work performed by an employee, in accordance with instructions given by his/her employer or with his/her employer's consent, which exceeds standard weekly working hours ensuing from the predetermined schedule of working hours and above the pattern of shifts.

(2) An employee who has performed overtime work is entitled to his/her attained salary for the period of the work and to an extra pay in the amount of no less than 25 % of average earnings, if the employer has not agreed with the employee on the employee's taking compensatory time off in the scope of hours for which he/she worked overtime instead of granting him/her the extra pay. If the employer does not grant the employee compensatory time off by the end of the third calendar month after the employee's performance of overtime work, or within another agreed period, the employee is entitled to his/her attained salary and to an extra pay in compliance with the first clause.

(3) The conditions for ordering overtime work and the extent of overtime work performance adhere to the Labour Code.

### **Article 19**

#### **Salary and Compensatory Salary for Work on a Public Holiday**

(1) An employee who has performed work ordered to take place on a public holiday is entitled to his/her attained salary increased by 100 % of the average earnings, unless the employer has agreed with the employee on the employee's taking compensatory time off.

(2) An employee who works on a public holiday<sup>14)</sup> is entitled to his/her attained salary and compensatory time off in the scope of hours for which he/she worked on a public holiday, which shall be granted to him/her no later than by the end of the third calendar month after the employee's performance of work on a public holiday, or within another agreed period. When an employee takes such compensatory time off, he/she is entitled to compensatory salary in the amount of his/her average earnings. The employer may agree with the employee to pay him/her, in addition to the attained salary, a premium instead of the employee's taking compensatory time off; this premium must be at least in the amount of the employee's average earnings.

(3) An employee, who did not work because a public holiday fell on his/her usual working day, is entitled to compensatory salary in the amount of his/her average earnings (or their part) for salary (or its part) lost due to such public holiday.

(4) An employee, who has missed a shift due to an absence without leave immediately preceding or immediately following a public holiday or a shift ordered by the employer to take place on a public holiday, or a part of these shifts, is not entitled to a compensatory salary for work on a public holiday.

### **Article 20**

#### **Other Salary**

(1) The payment of other salary is conditional on the creation of a sufficient source of funding to be used for such purpose.

(2) The frequency and the amount of other salary (Paragraph 3) shall be approved by the TBU Academic Senate (hereinafter referred to as "TBU AS") uniformly for all TBU component parts

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<sup>14)</sup> Act No. 245/2000 Coll., on Public Holidays, Significant Days and on Non-Working Days.

upon proposal by the Rector. These financial resources intended for salaries shall be distributed among the relevant constituent parts and employees according to the total attained gross salary for the reference period specified in Paragraph 3. Compensatory salary, bonuses awarded to an employee in compliance with Article 11, other salary and salary of employees specified in Paragraph 4 are not included in the gross salary.

(3) An employee is entitled to, provided that the conditions specified in Paragraph 1 have been complied with, other salary in the event that his/her employment relationship with the employer lasted from 1 December of the preceding year to 31 May of the current year (thirteenth salary) and from 1 June to 30 November of the current year (fourteenth salary) (hereinafter referred to as “reference period”). Other salary is payable together with the salary for the month of May (thirteenth salary) and together with the salary for the month of November (fourteenth salary). In the event that a decision has been taken that only the fourteenth salary shall be paid, the reference period is the period from 1 December of the preceding year to 30 November of the current year in case of those employees whose employment lasted for the said period.

(4) Other salary shall not be granted to an employee:

- a) whose absence from work without leave during the reference period corresponded to one working shift in total,
- b) who, during the reference period, received a notice of termination of employment in compliance with § 52 Letter g) of the Labour Code, or whose employment terminates during this period due to the specified reason, or whose employment was cancelled in compliance with § 55 of the Labour Code.

### **Article 21 Salary for Performance of Alternative Work**

If an employee has been transferred to alternative (different) work for which he/she is entitled to a lower salary:

- a) due to the danger of contracting an occupational disease,
- b) due to quarantine measures imposed on him/her in compliance with regulations on population health care,
- c) because it is necessary to avert a natural disaster or some imminent accident or to mitigate its immediate consequences,
- d) due to idle time which has not been caused by the employee or due to an interruption of work caused by unfavourable weather conditions,

he/she is entitled to receive, in addition to his/her salary, an additional salary in order to attain the amount of his/her average earnings, and that for the period he/she has been transferred, but no longer than during 12 consecutive months from the date he/she was transferred.

### **Article 22 Standby**

(1) If the remuneration for standby<sup>15)</sup> has not been agreed upon in the Collective Agreement or the employment contract, the employee is entitled to a bonus for an hour of standby outside his/her regular workplace and outside his/her working hours, in the amount of 10 % of the average salary per hour.

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<sup>15)</sup> § 78 Paragraph 1 Letter h) a § 95 and 140 of the Labour Code

(2) An employee is entitled to receive a salary for standby work; however, an employee is not entitled to receive a bonus for standby work in such a case.

### **Article 23**

#### **Salary Due Date and Payment**

(1) Salary is payable after the relevant work has been carried out, and that no later than in the calendar month following the month in which the employee's right to receive a salary or any of the components of the salary arose.

(2) Paydays for the relevant calendar year shall be specified by the employer after agreement with the relevant trade union body.

(3) Before an employee takes the annual leave, the employer shall pay him/her the salary payable during the annual leave, in the event that the payday falls on the period of annual leave, unless agreed otherwise with the employee. In the event that the salary calculation mode prevents the employer from doing so, he/she shall provide the employee with an appropriate advance and shall pay the remaining part of the salary to him/her on the nearest regular payday following the annual leave.

(4) Upon termination of the employment, the employer shall pay to an employee upon his/her request the salary payable per month on the date of the termination of the employment. In the event that the salary calculation mode prevents the employer from doing so, the employer shall pay the salary to the employee on the nearest regular payday following the date of termination of the employment.

(5) Salary shall be paid in Czech crowns; in a foreign currency only to employees performing their work in a foreign country and only upon their consent.

(6) The salary shall be paid to the bank account which the employee has notified. Those employees who do not have an account with a banking institution shall be able to get their salary by cheque of the KB a.s. They can collect the cheque during the working hours in the Cash Office at the TBU Rectorate on paydays.

(7) Detailed information regarding the salary due dates and salary payments may be determined in the Collective Agreement.

### **Article 24**

#### **Salary Deductions**

Salary deductions are regulated by a special regulation.<sup>16)</sup>

### **Article 25**

#### **Appendices to the Regulations**

The following appendices form part of these Salary Regulations

- a) Appendix 1 – Salary Scales – Academic Staff, Research Staff
- b) Appendix 2 – Salary Scales – Other Staff
- c) Appendix 3 – Specification of Salary Categories
- d) Appendix 4 – Qualification Requirements
- e) Appendix 5 – Bonus Payment for Management and for the Discharge of Office

### **Article 26**

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<sup>16)</sup> E.g. § 145 et seq. of the Labour Code.

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

(1) An additional salary for night work in accordance with Article 14 and extra pays in accordance with Article 16 and 17 may be paid in the form of a monthly lump sum to employees who are regularly and at approximately the same level entitled to such salaries/extra pays. In the event of absence from work, the specified amount shall be adequately reduced. In the event that the conditions under which the lump sum has been provided have fundamentally changed, the employer shall review the entitlement to the sum provided, and adjust its amount or withdraw the entitlement.

(2) Further regulations on the determination of average earnings shall adhere to the Labour Code<sup>17</sup>.

(3) Claims accrued before the day when these Regulations come into effect shall be assessed in accordance with the currently valid regulations.

(4) Provisions regulating the award of bonuses and issued in compliance with the currently valid regulations shall cease to be valid on the day when these Regulations come into effect.

(5) These Salary Regulations were discussed with the relevant trade union body on 23 September 2016.

(6) These Salary Regulations were approved in compliance with § 9 Paragraph 1 Letter b) of the Higher Education Act by the TBU Academic Senate on 8 November 2016 and on 17 January 2017.

(7) In compliance with § 36 Paragraph 4 of the Higher Education Act, these Salary Regulations shall come into force on the date when they are registered by the Ministry of Education, Youth and Sports.

(8) These Salary Regulations shall come into effect on 1 April 2017.

(9) The Salary Regulations of Tomas Bata University in Zlín registered by the Ministry of Education, Youth and Sports under Ref. No. 28 987/2002-30 on 30 October 2003, as amended, are hereby abrogated.

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The alterations in the Salary Regulations of Tomas Bata University in Zlín were approved by the Academic Senate of Tomas Bata University in Zlín in compliance with § 9 Paragraph 1 Letter b) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) on 18 September 2018, on 5 March 2019, on 18 June 2019 and on 14 April 2020.

The alterations in the Salary Regulations of of Tomas Bata University in Zlín come into effect on the day when they are registered by the Ministry of Education, Youth and Sports, in compliance with § 36 Paragraph 4 of the Higher Education Act.

The alterations in the Salary Regulations of of Tomas Bata University in Zlín registered under Ref. No. MSMT-31071/2018 on 26 September 2018 (Amendment 1) come into effect on 1 October 2018, alterations registered under Ref. No. MSMT-8436/2019 on 11 March 2019 (Amendment 2), alterations registered under Ref. No. MSMT-25205/2019 on 25 July 2019 (Amendment 3) come into effect on the day when they are registered by the Ministry, and alterations registered under Ref. No. MSMT-30888/2020-2 on 29 July 2020 (Amendment 4) come into effect on 1 September 2020.

Assoc. Prof. Ing. Martin Sysel, Ph.D. m.p.  
Chairperson of the TBU Academic Senate

Prof. Ing. Vladimír Sedlařík, Ph.D. m.p.  
Rector of TBU

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<sup>17)</sup> § 351 et seq. of the Labour Code

*Appendix 1 to the Salary Regulations of TBU in Zlín*

**Salary Scales - Academic and Research Staff**

Salary category		A4	A3	A2		A1	B1	B2	B3	B4
Position	Academic staff	Professor, Adjunct Professor at TBU	Associate Professor	Senior Lecturer		Lecturer	Assistant Lecturer	Assistant Lecturer	Assistant Lecturer	Assistant Lecturer
	Length of professional experience			A2b	A2a		Less than 1 year	Up to 6 years	Up to 19 years	Over 19 years
Position	Research staff				–	–	–	–	–	–
Salary scale (CZK)		<b>40,000</b>	<b>33,000</b>	<b>27,000</b>	<b>22,800</b>	<b>21,400</b>	<b>21,400</b>	<b>22,400</b>	<b>24,600</b>	<b>25,300</b>

**Appendix 2 to the Salary Regulations of TBU in Zlín**

**Salary Scales – Other Staff**

Salary grade	Work experience (in years) – recognized work experience	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12
1	Less than 3 years	13,500	13,500	13,500	13,500	13,500	14,300	15,400	16,300	17,600	19,300	20,700	23,400
2	Up to 15 years	13,500	13,500	13,500	13,500	14,300	15,400	16,100	17,600	19,300	20,900	23,700	26,800
3	Over 15 years	13,500	13,500	13,500	13,500	15,200	16,300	17,400	19,300	20,900	24,000	27,200	30,800

### ***Appendix 3 to the Salary Regulations of TBU in Zlín***

#### **SPECIFICATION OF SALARY CATEGORIES**

##### ***Academic work***

###### **Salary category B1 to B4 – Assistant Lecturer**

- Preparation, organization and leading of practical classes including laboratory and training courses in fields for which they were appointed and, ensuing from the above, continuous monitoring of student performance.
- Participation in the preparation and processing of written tests and exams.
- Preparation, organization and leading of seminars and tutorials.
- Supervision of Bachelor's and Master's theses.
- Examining students including preparation of the written, oral or practical part of exams.
- Preparation of pedagogical materials and teaching texts.
- Performance of selected educational, instructional, professional and organizational functions (such as Secretary to a department, Head of laboratory).
- Documentation processing of specialist and scientific literature and, if required, provision of services in a departmental library.
- In accordance with the Dean's consent and with instructions given by the Head of the relevant department, fulfilment of selected duties of Senior Lecturers.

###### **Salary category A1 - Lecturer**

- Educational and instructional activities focusing on preparatory work for teaching in seminars, practical classes and laboratory training.
- Supervision of Bachelor's/Master's theses.
- Performance of preparatory work for teaching done by Associate Professors and Professors.
- Participation in the preparation and processing of written tests and exams.
- Under the supervision of a Professor/Associate Professor, giving practical classes or doing other work which forms part of Lecturers' duties.
- Co-operation in the implementation of scientific and research tasks, publishing activities, documentation processing of specialist and scientific literature.

###### **Salary category A2 – Senior Lecturer**

- Comprehensive preparation, organization and leading of practical classes, seminars and training courses including continuous monitoring of student performance, provision of tutorials and granting of course credits.
- Preparation of pedagogical materials and teaching texts.
- Supervision of Bachelor's/Master's theses.
- In compliance with the authorization by the Dean/Head of the relevant university department and after consultation with the relevant Scientific Board, performing selected duties of Associate Professors/Professors including giving lectures, supervising seminar papers, Bachelor's and Master's theses and elaboration of reviews of papers/theses; tutorial activities in doctoral programmes, with all of the above-mentioned during a specific period of time.
- Permanent performance of activities which increase and enhance professional qualifications.
- Performance of preparatory work for Professors'/Associate Professors' teaching activities and participation in such activities in accordance with instructions given by the Head of the relevant department (superior).

- Co-operation during, or, if required, independent performance of scientific and research tasks, publishing activities.
- Membership of admission committees and, if applicable, of examination boards for final state examinations.

#### **Salary category A3 – Associate Professor**

- Creative implementation of scientific, research and development tasks or creative application of results of basic research; R&D and creative activities in arts together with comprehensive development of cognitive and creative skills of students and graduates of higher education institutions, and that through their participation in research; expert and assessment activities; applied and basic research.
- Supervision and external examining of seminar papers, Bachelor's/Master's theses, supervising and reviewing of scientific papers.
- Preparation of pedagogical materials and teaching texts.
- Teaching in course units, lecturing and organizing of seminars in all types of degree programmes carried out.
- Examining students including preparation of the written, oral or practical part of the exam.
- Creation of conditions convenient for interdisciplinary forms of work and for the development of the relevant field of science or art.
- Leading of scientific and research teams.
- Publishing of results achieved in scientific and research activities, creation of teaching texts.
- Professional guidance of Lecturers and Senior Lecturers.
- Membership of examination boards for final state examinations and for doctoral examinations.

#### **Salary category A4 – Professor**

- Creative specialized and systemic work involving the monitoring of key trends in the development of science, research and arts, creative application of results of scientific and research activities in the teaching of students and graduates of higher education institutions and in education of junior members of staff in research and arts.
- Publishing of results achieved in scientific and research activities, creation of teaching texts.
- Teaching in course units, lecturing and organizing of seminars in all types of degree programmes carried out.
- Supervision and external examining of Bachelor's/Master's theses, supervising and reviewing of scientific papers.
- Conceptual and methodological administration of course units.
- Work in habilitation committees and professorial appointment committees; elaboration of reviews of the relevant theses.
- Membership of examination boards for final state examinations and for doctoral examinations.
- Creation of conditions convenient for interdisciplinary forms of work and for the development of the relevant field of science or arts.
- Leading of scientific and research teams.

#### **Salary category A4 – Adjunct Professor at TBU**

- Creative specialized and systemic work involving the monitoring of key trends in the development of science, research and arts, creative application of results of scientific and research activities in the teaching of students and graduates of higher education institutions and in education of junior members of staff in research and arts.
- Publishing of results achieved in scientific and research activities, creation of teaching texts.



- Teaching in course units, lecturing and organizing of seminars in all types of degree programmes carried out.
- Supervision and external examining of Bachelor's/Master's theses, supervising and reviewing of scientific papers.
- Conceptual and methodological administration of course units.
- Membership of examination boards for final state examinations and for doctoral examinations.
- Creation of conditions convenient for interdisciplinary forms of work and for the development of the relevant field of science or arts.
- Leading of scientific and research teams.

### ***Scientific and research work***

#### **Salary category A2 – Junior researcher**

- Preparation and creative implementation of research and development tasks, implementation of specialized scientific processes.
- Practical application of research outputs, intellectual property protection and transfer activities.
- Publication outputs published in international specialist journals and presentations at international conferences.
- Permanent performance of activities increasing and enhancing professional qualifications.
- Individual and team research activities carried out in an international environment.
- Counselling activities and implementation of tasks in the field of contract research.

#### **Salary category A3 – Senior researcher**

- Preparation and creative implementation of complex research and development projects, implementation of highly specialized scientific processes.
- Leading of research teams, practical application of research outputs produced by the same teams, intellectual property protection and transfer activities.
- Significant publication outputs published in international specialist journals, monographs, invited specialized presentations held abroad.
- Permanent performance of activities increasing and enhancing professional qualifications.
- Coordination, methodological leading and managing of research activities carried out in an international environment.
- Comprehensive implementation of projects focusing on contract research.
- A leading expert in the given scientific discipline in the international context.

#### **Salary category A4 – Principal researcher**

- Leading of research teams and practical application of research outputs produced by the same teams, intellectual property protection and transfer activities.
- Original publication outputs published in international specialist journals, monographs, plenary presentations held at international conferences.
- Preparation, coordination and implementation of strategic research and development projects.
- Creation of conditions for interdisciplinary international R&D collaboration and for the development of scientific disciplines.
- Cost centre manager responsible for the financial flows allocated.
- A leading expert in the given scientific discipline in the international context.

### ***Joint administrative and economic work, technical services***

## **Salary category 5**

### **Administrative and economic work**

- Registry management and ensuring of storage of important documents including supervision of compliance with rules for filing of documents.
- Simple registration and processing of statistical data.
- Ensuring of specific work items done during transport planning such as monitoring the use of means of transport, checking the observance of the prescribed fuel consumption standards including keeping the necessary records.

### **Technical and operational services**

- Dispatching of finished shipments and products.
- Collection of fees for the performance of services including the levy on revenue.
- Decomposing of the simplest design documents according to instructions received.
- Collection and processing of documents for technological activities.
- Dealing with complaints from buyers and submission of proposed complaints to be sent to suppliers.
- Conducting of tests and analyses of water purity, chemical analyses of substances, analyses of strength and resistance of material.
- Carrying out of individual laboratory work and analyses.
- Carrying out of comprehensive technical work or dealing with minor technical issues.
- Operational (dispatching) provision of operation with simple connections.
- Provision of operation, maintenance, repairs, insurance, and efficient use of means of transport and mechanization tools, etc.
- Technical provision of operation in educational, catering or accommodation facilities.
- Carrying out of specialized sampling on the ground.

### **Administrative work and administration**

- Carrying out of regular administrative work, administration or operational handling.
- Acquisition and replenishment of the inventory list, monitoring of changes therein including registration and reporting.
- Operational reporting and records on stocks, inventories, long-term property.
- Shredding of common written materials including the handling of files, for example search, storage in designated locations or in line with common practice.
- Carrying out of repeated controllable administrative or simple administration work.
- Dealing with administrative affairs for a senior executive; e-mail and mail communication according to instructions received.
- Work on electronic typewriters with a RAM, storage on memory media.
- Work on personal computers of different types using a text editor or creating and entering data in databanks and text databanks controlled by a user program or by a system, including their control, corrections, sorting and listings.
- Records (account management) of inventory, long-term property, costs, etc.
- Simple stocktaking; checking of the inventory status.
- Delivery of money and other valuable shipments sent by an organization.
- Independent work on personal computers in the database system environment, spreadsheets, editors, etc.
- Carrying out of specific work items in the supply and sales department according to instructions received.
- Cash handling at the cash office.

- Physical inventory of goods and packaging; calculation and summarization of stock value, cash control.

### **Salary category 6**

#### **Corporate management, administration and financial management**

- Carrying out of simple corporate management, administration and financial management tasks or dealing with related administrative affairs, ensuring of property management (offices, buildings).
- Dealing with particular specialized affairs, for example economic, financial, administrative, H&R, study-related, international, R&D, business administration, public tenders, external relations, promotional activities, etc.
- Preparation of documents for all types of contracts.
- Preparation of cost calculation of materials and prices of simple products and services.
- Ensuring of supply of goods (products, materials, raw materials), negotiations with suppliers about prices, quantity, quality and assortment including dealing with complaints.
- Organizational coordination of work of the individual component parts and departments with the schedule of the senior executive of the institution; carrying out of information, organizational and registration services at the Office of Assistant to the relevant senior executive.

#### **Technical and operational services**

- Provision of technical supervision of less complex investment projects; compilation of supporting documents for investment activities; checking of the implementation of investment projects.
- Organization of transport in conditions difficult in terms of organization.
- Technical provision of maintenance and repairs of property assembled, of school, medical and other buildings and of their equipment.
- Organization and technical provision of the operation of complex and specialized IT equipment including putting the same into operation.
- Control of the operation of computer systems, including high-end computers.
- Processing of results of field and laboratory work, work on mapping processes.
- Provision of energy and water management.

#### **Administrative work and administration**

- Email and mail communication in accordance with usually applied procedures; dealing with administrative affairs for a senior executive.
- Sorting of documents and of post delivered in terms of destination, inclusion in the list of postal items, delivery of sorted written documents and similar materials, mediation of the circulation of files and printed matters. Use of the Electronic Records Management System.
- Calculations according to formulas, regulations and methodologies, for example calculations of rent, demanding of payments for the use of apartments and non-residential premises.

### **Salary category 7**

#### **Administration and financial management**

- Independent performance of a scope of simple specialized duties, for example, economic, financial, H&R, study-related, international, R&D, business administration systems, public tenders, external relations, promotional activities, etc.
- Provision and organization of maintenance and repairs of the property owned by the institution

including economic assessment of the financial resources spent.

- Carrying out of partial economic analyses; monitoring of the development of cost and expenditure including measures proposed, checking of accounting reports and annual financial reports, ensuring of simple specialized financial activities in the funding, budgeting and calculation sectors.
- Accounting, keeping of individual accounts, checking the correctness of accounting documents.
- Physical inventory of a large number of diverse goods, property or packaging; calculation and summarization of stock value, compliance with accounting records, listing of inventory differences, preparation of the relevant record or, where appropriate, management of the work of the inventory board.
- Comprehensive provision of cash office services.
- Organization of the work of the Office of Assistant to a senior executive, taking of minutes of meetings of governing bodies and institutions, and control of their performance as well as other secretarial work.
- Preparation of supporting documents for business meetings.
- Independent purchase of a wide range of goods.
- Preparation of an analysis of sales, purchase and inventory of individual product types and proposing of commercial and technical measures aimed to improve sales productivity.
- Provision of administrative and specialized research, study reports and reviews.

#### **Technical and operational services**

- Inspection of the technical condition of selected technological equipment such as lifting pressure, electrical or gas equipment.
- Comprehensive organization of transport services in the most complex conditions in terms of organization, i.e. involving multiple means of transport.
- Use of programme tools of the selected environment, or, if required, high-level programming languages including their debugging in order to create user applications (user software) for personal computers.
- Organization of work of sub-operation of computing systems, provision of complete operation of specialized machinery and equipment of computing systems, computer networks according to instructions received and operational documentation of data processing technology.
- Localization and remedy of technical problems occurring in specialized machines and equipment of computing systems or dedicated parts of computers, implementation of precautionary measures and of standard maintenance of such parts.
- Systemic activities related to IT equipment, and that in the field of software used, role assignment and program development, protection and maintenance of a database.

#### **Salary category 8**

##### **Corporate management, financial management**

- Independent dealing with specialized administration systems, for example, economic, financial, administrative, H&R, study-related, international, R&D, business administration systems, public tenders, external relations, promotional activities, etc.
- Independent fulfilment of tasks related to business activities, analysis of supply and demand, market research (marketing).
- Ensuring of the operation of the registry, mail room, archive of the institution as well as of the dispatch office, including the charging of fees in national and international relations.
- Preparation, implementation, assessment and evaluation of the efficiency of more complex investment projects involving construction or machinery costs or of individual parts of large

investment projects, preparation of selection procedures; implementation of construction supervision.

- Inspection of the technical condition of selected technical equipment.
- Provision of advisory, analytical and study-related activities in specialized administration systems.
- Ensuring of administration of school, medical, cultural and other buildings and their equipment including the economical use of buildings in terms of their operation and the operational costs.
- Control activity.
- Preparation of materials for selection committees.

### **Technical and operational services**

- Development of technical, hygiene and other standards and standard specifications including arrangements in collections of standards and specifications.
- Preparation and implementation of investment projects (technological units including the construction part); construction supervision of investment projects.
- Determination of the technology used in large-scale production and operational systems with high demands regarding accuracy and reliability.
- Direct or operational (dispatch) management of complex productions or plants, such as:
  - Repair and maintenance workshops (repairs and technical maintenance of transport and handling machines, equipment and devices).
  - Production, operation, assembly, maintenance and repairs of medium technological complexity (security, traction, power-generating, navigation and other machinery and equipment).
  - Typesetting of books and printed forms; reprographic centre for colour printing.
- Analysis, formulation and algorithmization of specific data processing tasks (user applications), development of flowcharts for designs of computer programs in specified programming languages, independent debugging of programs, preparation of the required project files.
- Provision of technology for the preparation of complex implementation projects focusing on data processing made in computing systems (in computer networks) including the provision of protection, maintenance and updating of complex databases, modifications of such projects including alterations in the technology given by the project in order to adapt the technology to the conditions of a particular operation.
- Particular tasks related to the running of the computer network in a territorial unit.
- Repairs and modernization of IT equipment including a separate analysis of hardware defects on PCs.
- Website administration and maintenance.
- Independent systemic activity in the field of computing, studies and analyses aimed at the creation of technological projects, planning and designing, coordination of service support and maintenance, management of a data bank.
- Ensuring and carrying out of professional repairs and maintenance of specialized machinery and of complex equipment and computing systems including their activation, putting into operation and testing.
- Provision of technical management of large property assembled such as diagnostics and assessment of the condition, preparation and implementation of construction and repairs, including coordination of the technical and economic operation.

### **Salary category 9**

#### **Corporate management, financial management**

- Comprehensive management of the operation of separate specialized sections and

administration systems, for example, economic, financial, administrative, H&R, legal, study-related, international, R&D, business administration systems, public tenders, external relations, promotional activities, etc.

- Complex provision of controlling activity.
- Complex management of promotional activities abroad including organization of exhibitions and trade fairs.
- Comprehensive provision of pricing for large groups of diverse complex products, production, and similar activities.
- Comprehensive organization of business activities in the form of a market analysis, focus of business activities, preparation of market studies, quotations, and similar activities.
- Ensuring of complete administration of large sets of school, medical, cultural and other buildings and their equipment including an evaluation of economic indicators and development of proposals for the funding of the operation of such buildings.

### **Technical and operational services**

- Comprehensive provision of demanding and extensive technical administration systems and work, usually of a conceptual long-term nature.
- Conceptual ensuring of the operation of separate specialized sections and administration systems, complex conceptual and methodological work.
- Implementation of comprehensive laboratory work including the processing of experiment results and their interpretation.
- Direct or operational (dispatch) management of very complex productions or plants, for example:
  - External installations, external repairs or medium-level and complete repairs of complex and extensive technological sets, unique equipment, functional units and equipment and similar equipment.
  - Assembly, repairs carried out in a workshop, renovations, activation or production of complex electronic units (machine sets) such as medical electronics, namely measuring instruments, aviation security engineering, electronic and electrical equipment involving high-voltage cables.
- Comprehensive provision of extensive investment activities.
- Comprehensive provision and organization of technical control in productions which are the most technologically demanding, including quality analyses and proposed measures.
- Provision of the most complex assembly work, activation and putting into operation of complex electronic systems (functional units).
- Identification of technologies of the most complex productions, processes and operations.
- Technical maintenance of large computer systems and atypical IT equipment.
- Creation of user systems or, if required, networks for personal computers including their debugging.
- Studies and mathematical analyses of complex tasks, analyses, planning and designing of databases, data protection and maintenance, organization and management of implementation of data processing projects.
- Provision and organization of maintenance of the most complex computing systems; comprehensive operational management and coordination of the course of the most complex repairs of IT equipment including computer networks; provision of assembly work, activation and putting of complex computer systems into operation.

### **Project and design work**

- Planning and designing or architectural design of large and complex investment projects or their

most demanding construction and technological parts including the performance of the job of general designer, where appropriate, in compliance with valid regulations.

- Structural design of technologically very demanding products and equipment.

### **Salary category 10**

#### **Corporate management, financial management**

- Comprehensive, methodological and professional management of complex administration systems, for example economic, financial, administrative, H&R, legal, study-related, international, R&D, business administration systems, public tenders, external relations, promotional activities, etc.
- Comprehensive, methodological and professional management of administrative affairs for the Rector, Bursar, Dean, Head of a university department, Director of a component part.
- Creation of internal regulations in terms of accordance with legislation as well as in terms of content, including dealing with TBU legal relations, if required.
- Ensuring of all legal affairs at TBU such as dealing with civil, commercial, labour-law and other legal matters, including representation of TBU in legal disputes.
- Comprehensive management and ensuring of promotion and publicity abroad.

#### **Technical and operational services**

- Carrying out of professional work in the area of occupational health and safety, civil protection, fire prevention; implementation of controlling of the observance of safety regulations and fire preparedness of individual constituent parts and observance of fire prevention regulations.
- Ensuring of administration of an extensive computer network (university backbone network or a local area network in a building, etc.)
- Administration and maintenance of operational systems or information systems.
- Administration and maintenance of a website.

#### **Specialized systemic, project and design work**

- Independent creative solution of specialized conceptual and methodological tasks in the following fields: Main activity, economy, legislation, technical and technological equipment and level, etc.
- Comprehensive provision of technological preparation of the most complex and demanding productions, units and systems such as investment projects.
- Implementation and coordination of project tasks focusing on management automation, management and creation of logical analyses and mathematical analyses of large projects and operating systems for data processing.
- Independent creative structural design of unique machines and equipment based on functionally new principles (production equipment, means of transport).
- Designing and planning of architectural projects such as complex buildings, technological, territorial and urban units.

### **Salary category 11**

#### **Specialized systemic, creative design and project work**

- Creative coordination of complex and extensive systems with extensive internal and external links to other systems.
- Coordination and creative solutions of project, architectural and design tasks and of complex investment facilities.
- Fulfilment of a complex of tasks with vaguely specified inputs and vaguely defined outputs, usually with a long-time horizon necessary for the implementation, and with extensive and

complex links to other related systems or areas requiring a high level of responsibility and a high degree of generalization of phenomena.

- Dealing with all legal affairs at TBU such as dealing with civil, commercial, labour-law and other legal matters, including representation of TBU in legal disputes.
- Dealing with all legal affairs at TBU related to the organization of public tenders and to subsequent contractual relations.
- Complex management of large individual specialized administration systems, management of difficult conceptual and methodological activities.
- Creation of concepts, implementation and administration of extensive computer network.
- Dealing with difficult tasks in the sphere of task designing in an information system including system integration.

### **Salary category 12**

#### **Specialized systemic, creative design and project work**

- Creative solutions of the most complex tasks using, in principle, novel methods with unspecified outputs, with a high social or international impact, with deep interdisciplinary connections, significantly affecting further development of the relevant societal disciplines with a high level of abstract thinking required.
- Management, organization and coordination of complex systems with a very high number of possible solutions, including responsibility for irreparable material and moral damage that can be caused due to activities of directly managed as well as follow-up systems.
- Individual creative coping with social issues of a wider context and with a broad range of connections.

#### ***Joint specialized work***

### **Salary category 3**

- Performance of unskilled library or archival work such as reminders and book labelling.
- Performance of simple organizational and administrative work during the organization of events of local importance which are aimed to raise cultural awareness.

### **Salary category 4**

#### **Archiving**

- Independent performance of basic activities related to loan services such as checking of loans and returns of archival records.

#### **Library services**

- Performance of basic library and information activities such as ordering, acquisition and classification of books and printed documents, arranging, assessing, discarding, adjusting of the library collection, reviewing of the library collection, development of filing systems, education of library users, cultural and educational activities. Activities raising cultural awareness, educational, information, work with collections, agency activities, organization of exhibitions.
- Independent processing of media monitoring in the long term.

### **Salary category 5**

#### **Archiving**

- Comprehensive performance of loan services related to archival records; search, storage of archival records, keeping of research records.



### **Library services**

- Provision of basic library and information services, development of the library information system, provision of factual information and organization of cultural and educational activities.
- Independent media monitoring in the long term, selection and updating of information.

### **Editing and proofreading**

- Performance of less complex proofreading activities such as checking of the correctness and quality of authorial proofreading.

### **Salary category 6**

#### **Library services**

- Provision of specialized library, bibliographic, information, cultural and educational services.

#### **Editing and proofreading**

- Performance of minor editorial activities, text editing and visual arts activities.

### **Salary category 7**

#### **Archiving**

- Independent arrangement and compilation of inventories of archival stock and of collections in accordance with the methodology determined.
- Professional management of archival stock and of collections and their review.

#### **Library services**

- Provision of specialized professional library, bibliographic, information, cultural and educational services such as specialized bibliography, literature search, management of a specialist library.

#### **Translating and interpreting**

- Written or oral translation of various simple texts not requiring knowledge of specialized terminology.

#### **Editing and proofreading**

- Publishing activities according to instructions received.
- Editorial activities involving visual arts, photo-journalism, graphics and technical issues according to instructions received such as editorial processing of art and graphic editing; language and style editing.
- Ensuring of the operation of an editorial office as regards organization, financial issues and production.
- Independent implementation of demanding proofreading in terms of principles of typographical adjustment, typesetting and standards of printing production, cooperation with an editor during the correction of factual errors occurring in the manuscript.

### **Salary category 8**

#### **Archiving**

- Administration of archival stock and collections, performance of pre-archival care.

#### **Library services**

- Performance of complex specialist bibliographic, information, cultural and educational library work such as cataloguing of scientific publications written in a foreign language, specialized

bibliography, consulting, publishing and training activities.

### **Translating and interpreting**

- Written and oral translation or interpretation of various technical and difficult artistic texts from commonly used languages and vice versa.
- Written and oral translation or interpretation of diverse simple texts from languages not commonly used (Chinese, Japanese, African and Nordic languages, etc.).

### **Editing and proofreading**

- Independent publishing activities; ensuring of the artistic, visual and technological level of materials; organization of publishing of periodicals, ensuring of their specialist, technological and, if required, factual level.
- Independent editorial administration of specialized systems related to print, visual arts or technical issues; expert assessment of complex manuscripts, readers' reviews, visual, graphic and photographic designs as regards the artistic and professional level.

## **Salary category 9**

### **Archiving**

- Independent arranging, compilation of inventories and cataloguing of complex paleographic and linguistically difficult archival stock and collections.
- Comprehensive provision of professional administration and protection of archival collections of the highest category including the processing of complex archival searches, professional supervision of the archival records management system and handling of written documents for the preparation and processing of scientific editions of archival documents and independent publishing activities.

### **Library services**

- Comprehensive provision of specialized bibliographic and information library administration systems, cultural, educational and editorial activities, creation of automated systems and professional counselling activities.

### **Translating and interpreting**

- Written or oral translation or interpretation of diverse technical or difficult artistic texts from languages not commonly used and vice versa.
- Simultaneous conference interpretation or translations for international instruments, treaties, notes and other documents required for official international relations.

### **Editing and proofreading**

- Comprehensive provision and independent editing of manuscripts with the most difficult topics, assessment of their artistic and professional level; ensuring of technical and visual processing of publications and periodicals.
- Independent creative specialized journalistic activity; ensuring of the professional, artistic, visual and technical level of materials created.

## **Salary category 10**

### **Archiving**

- Ensuring, organization and coordination of activities of independent component parts of an archive and of working teams; ensuring of preservation, protection and rational use of entrusted parts of the Unified Archival Collection.

- Creative processing of new methodological procedures and assessment of the most demanding archival work related to arranging, access provision and editing.

### **Library services**

- Elaboration of concepts and coordination of specialized bibliographic, information and library administration systems of international, national, regional or professional nature; survey management and creation of library and information collections.

### **Editing and proofreading**

- Conceptual compilation of plans and intents regarding editorial activities; organization of editorial work and administration systems including coordination of financial issues, production and commercial issues related to editorial activities.
- Independent creative performance of the most significant activities in the field of news reporting, commenting, reporting or another type of journalism and, if required, the rectification of activities of other editors.
- Comprehensive ensuring of the professional, technical or, if required, factual level of periodicals published.

### ***Joint manual handling, operational, production activities and skilled handiwork***

#### **Salary category 1**

- Usher work, provision of information, ticket checking, supervision and provision of services of cloakroom attendants.
- Issuance of keys, bed linen and similar items, provision of basic information about operational rules valid in the facility and about services offered.
- Common regular cleaning services including ventilation of rooms, change of bed linen, collection of waste from wastebaskets, disinfection, use of electric vacuum cleaners for carpet cleaning.
- Manual clearing of roads and similar areas including surface maintenance of passability in sewers and outlets, collection of waste from wastebaskets.
- Assistant kitchen work such as dish collection, washing and cleaning, operation of manual kitchen machines.
- Waiter service for diners in canteens and similar catering facilities.
- Preparation of raw materials for making of dishes and desserts, simple work during their production.
- Manual handling of goods, products, packaging, raw materials and archival records of less than 15 kg in weight including the use of simple mechanical tools, if required.
- Opening and closing of buildings and facilities, issuance of keys, check of arrivals and departures of persons, arrivals and departures of vehicles, inspection of luggage and vehicles, if required; surveillance rounds in buildings, monitoring of signalling safety devices, reporting and registration of defects detected.
- Surveillance and supervision during cultural events.
- Cleaning and sanitation of laboratory glassware and devices, dry heat sterilization of laboratory glassware.

#### **Salary category 2**

- Telephone exchange operators.
- Monitoring of observance of operational rules aimed to comply with rules for protection of

safety and health of visitors.

- Independent sale of goods and hot meals in canteens and cafeterias including arrangement on plates and, if required, treatment of food delivered warm, chilled or otherwise preserved.
- Making of simple types of hot and cold meals, confectionery products and hot desserts.
- Preparation and serving of soft drinks, ice cream desserts, ice cream made from ice-cream mixtures, etc.
- Waiter service in canteens and similar catering facilities including the collection of payments.
- Opening and closing of houses including school buildings and minor repairs and maintenance services such as replacement of light bulbs, maintenance of cleanliness and order in the entrusted building and in its surroundings, supervision of the proper use of common areas located in the building.
- Performing of complete heavy cleaning after painting, masonry work and the like, use of various types of mechanical cleaning machines.
- Use of self-propelled mechanisms for cleaning of large areas to be cleaned.
- Cleaning of all types of windows including their disassembly, if required.
- Reception, relocation, storage, treatment and dispensing of products, materials, raw materials and archival records including keeping of records and inspections.
- Manual handling of substances, materials, semi-finished products and products/goods of more than 15 kg and less than 50 kg in weight.
- Loading and unloading of transported materials, products or goods onto/from a vehicle.
- Collection of fees for the performance of services including the payment of revenues from sale, reception and issuance of orders.
- Making of individual parts of models of wood, acrylic glass and Novodur, for example engine support frames, supports to be placed under pressure cylinders including preparations for final surface treatment.

### **Salary category 3**

- Carrying out of disinfection, disinsection and deratization including preparation of equipment, tools and chemical agents.
- Offer and independent sale of goods, acceptance, storage, putting on display and arranging of goods in a shop, collection of payments or issuance of documents for the cash register.
- Production and dispensing of common types of hot meals, desserts or confectionery products, intricate cold meals.
- Operation of large-capacity kitchen machines used for production of food, operation of large-capacity cooling and freezing equipment; making of cooked ice cream.
- Independent dispatch of goods, products or semi-finished products in central manufacturing plants or in large-capacity kitchens, issuance of dispatch documents, determination of packaging and transport type.
- Making of photocopies from microfilms containing common text sources and conversion to the A4 format.
- Carrying out of common duties of a janitor/facility manager such as signal clock adjustment, supervision of cleaning, supervision of skilled handiwork and of other work, reading of power, gas, water meters including keeping of records, carrying out of minor repairs and maintenance in buildings such as repairs of locks and shut-off valves.
- Inspection and replacement of pocket filters and cleaning of direct-current surfaces of exchangers of ionizing units in air condition used in large buildings.
- Identification and collection of a wide range of rough samples depending on apparent physical properties for sampling, preparation of analytical and reference samples including keeping of

records.

- Manual transport of materials, semi-finished products and products of more than 50 kg in weight.
- Provision of surveillance services in buildings, facilities, collections, etc.
- Driving and maintenance of powered industrial trucks with supplementary and additional equipment and mechanisms; driving of powered industrial trucks with an internal-combustion engine operated on public roads including handling of loads.
- Assembly and disassembly of cabinet furniture parts.
- Joinery repairs of office furniture.
- Wall and ceiling panelling, installation of toe boards and ceiling boarding.
- Application and repairs of lime, glue and latex coatings in white, light and semi-light tones, use of paint roller or of a simple template for pattern painting.
- Application and repairs of coatings on various grounds, roof structures, bridges, masts, halls and the like, without full sealing.
- Electric arc welding, flame welding of steel of the 10, 11, 12 quality class in all positions.
- Repairs of locks and locking devices including manufacturing of keys.
- Plumbing and heating such as assembly and installation of heaters, disassembly of boilers, preparation of pipes and fittings for assembly.
- Making of details on static models according to detailed drawings, performing of simple landscaping of models; making of details for architectural and urban static models.

#### **Salary category 4**

- Carrying out and organizing of work done during disinsection and subsequent disinfection of buildings.
- Independent sale of goods or services requiring special professional knowledge, its acceptance, storage, care, in-store arrangement, consumer survey, participation in compilation of inventories of assets, independent dealing with complaints.
- Making of hot meals difficult in terms of technology or making of cold specialties; making of more than three types of dietary dishes.
- Independent making of all types of confectionery products including those of a greater complexity.
- Operating of a group of large-capacity and programmable kitchen machines intended for making or freezing of food in central kitchens including the determination of a technological process and checking of finished products.
- Preparation of mixed drinks including bartending, collection of payments, also in foreign currencies, and their settlement.
- Organization and provision of cleaning services and additional services such as dry cleaning of clothes, cleaning of shoes, ironing in catering and accommodation facilities, management of reference storerooms.
- Driving of road motor vehicles of a total weight of between 3.5 t and 12 t.
- Disassembly, assembly and repairs of functional parts of motor vehicles such as carburettors, injection and fuel pumps, gearboxes, alternators, distributors, starters, axles, including steering geometry adjustment.
- Developing of negatives of colour photographs including preparation of developing solutions.
- Making of photocopies from microfilms, newspapers, magazines and publications with illustrations; making of photocopies of the A3 size and bigger.
- Making of microfilms and microfiches and of copies thereof.
- Application and repairs of coatings in several tones or patterns made by using complex

templates or a wallpaper roller, strengthening of the surface of the ground with the modification of suitable binding agents including insulation of leaked stains.

- Installation of wallpapers on all types of walls and ceilings.
- Application and repairs of coatings with full sealing and grinding.
- Maintenance of electric devices, maintenance of machines and constructions, maintenance related to joinery, varnishing, painting, decorating, plumbing including carrying out of less demanding repairs.
- Installation and heating work such as installation and repairs of local sewerage pipes, gas and water service pipes including appliances and equipment items, installation of circulator pumps for low-pressure hot water systems with operation adjustment, installation and repairs of low-pressure distribution pipelines.
- Provision of restaurant and catering services involving also preparation of cold meals, if available, and including operation of the administrative system.
- Casting of parts of models from plastics such as Dentacryl resins and epoxy resins.
- Independent receipt and fulfilment of orders of accommodation and other hotel services, collection of payments in foreign currencies and payments made via credit cards, keeping of the required records.
- Carrying out of safety inspections of fire-fighting equipment.

#### **Salary category 5**

- Preparation of complex dietary dishes to the extent set in the dietary system binding in medical facilities and in social care facilities; for example, a gluten-free, low-cholesterol, low-protein diet, with a fat restriction in case of an acute pancreatitis, making of meals with a double restriction diet and higher.
- Provision of catering services involving hot meals and their standardization in accordance with applicable regulations and guidelines.
- Making of hot gastronomic specialties difficult in terms of preparation.
- Ensuring of production of confectionery products, desserts and confectionery specialties in smaller plants, made for special events, mainly based on own recipes and calculations, involving the use of various technologies, including participation in production, if required.
- Individual photography and taking of documentary, promotional, technical black-and-white and colour photos as well as slides according to the artistic intent or technical project.
- Driving of road motor vehicles with more than nine seats including the driver's seat, and road motor vehicles of a total weight above 12 t.
- Use of instrumental methods, preparation methods or, if required, a combination of preparation methods of developmental nature in order to perform analyses of non-standard samples, special analyses of refinery products.
- Machine cutting and manual machining of materials requiring a tolerance lower than IT 8.
- Welding of steel of the quality class 15 and 17 including the required radiographic and ultrasonic testing of welds.
- Detection of failures, repairs and adjustment of gas heating generators; repairs of electronic and thermoelectric security devices.
- Installation and heating work such as individual connection of houses to gas pipelines including accessories, individual installation and repairs of pipes and fittings in boiler rooms, individual installation and repairs of central heating systems with boiler rooms, machine halls, including testing, installation and repairs of water pipes in houses with accessories including testing.
- Provision of restaurant and catering services including preparation of hot meals, operation of the administrative system.

- Making and building of functional models; making of moulds for casting of parts of models from epoxy resins and Dentacryl resins.

#### **Salary category 6**

- Establishment of technological processes and control of the same processes including calculations for an extensive food production including checking their observance, devising their own recipes and menus while observing their proper gastronomic composition.
- Independent laboratory work in research laboratories including documentation; use of the most complex instruments for analyses of non-standard substances.
- Control, maintenance and repairs of automatic equipment with measuring, control and signalling instruments containing applied microelectronics.
- Plumbing and heating engineering such as independent installation and repair of distribution systems and equipment in complex stepdown stations or in boiler rooms containing a combined distribution system of installations; testing including regulation and putting of the equipment into operation.
- Making of complex functional models with electronic equipment.
- Inspection of motor vehicles after repair or diagnostics of defects and testing of engines and of electrical and electronic vehicle accessories including repairs of defects occurring.

#### **Salary category 7**

- Making of product prototypes.
- Ensuring of work carried out during the construction and assembly of technically and artistically demanding functional models intended for development purposes while observing precise technical parameters and conditions including their industrial and visual design; determining of graphic arrangements and colour concept of the models and, if required, presentation of models at international trade fairs and exhibitions.
- Management of the installation of high-pressure central heating systems including testing, regulation and putting of the said systems into operation.
- Test control and activation of the most complex prototype systems in the operation.
- Carrying out of repairs of digital control systems.

## Appendix 4 to the Salary Regulations of TBU in Zlín

## Qualification Requirements

## 1. Academic and Research Staff

	<i>Academic staff</i>	<i>Research staff</i>
<i>Salary category</i>	<i>Required education and other qualifications</i>	<i>Required education and other qualifications</i>
<b><i>B1 to B4</i></b>	<i>Higher education<sup>18)</sup></i>	
<b><i>A1</i></b>	<i>Higher education</i>	
<b><i>A2a</i></b>	<i>Higher education 15 years of professional experience</i>	
<b><i>A2b</i></b>	<i>Higher education and scientific degree of DrSc., DSc., Dr., ArtD., ThD., Ph.D., CSc.</i>	<i>Higher education and scientific degree of DrSc., DSc., Dr., ArtD., ThD., Ph.D., CSc.</i>
<b><i>A3</i></b>	<i>Higher education and Associate Professor appointment</i>	<i>Higher education and Associate Professor appointment or higher education and scientific degree of DrSc., DSc., Dr., ArtD., ThD., Ph.D., CSc.</i>
<b><i>A4</i></b>	<i>Higher education and professorial appointment or higher education and appointment as Adjunct Professor at TBU</i>	<i>Higher education and professorial appointment or higher education and scientific degree of DrSc., DSc., Dr., ArtD., ThD., Ph.D., CSc.</i>

<sup>18)</sup> Higher education refers to studies duly completed by passing the state examination in compliance with § 19 of Act No. 172/1990 Coll., on Higher Education Institutions, as amended, or in compliance with § 46 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, or in the manner prescribed for due completion of higher education in other previously applicable regulations. In Table No. 1, higher education refers to higher education acquired by completing a Master's programme.



## 2. Other Staff

<i>Salary category</i>	<i>Education required</i>
<i>T1</i>	<i>Primary</i>
<i>T2</i>	<i>Primary</i>
<i>T3</i>	<i>Primary</i>
<i>T4</i>	<i>Secondary</i>
<i>T5</i>	<i>Secondary</i>
<i>T6</i>	<i>Secondary</i>
<i>T7</i>	<i>Complete secondary – completed with a school-leaving examination</i>
<i>T8</i>	<i>Complete secondary, tertiary technical – completed with a school-leaving examination</i>
<i>T9</i>	<i>Higher education (Bachelor's)</i>
<i>T10</i>	<i>Higher education (Bachelor's) higher education (Master's)</i>
<i>T11</i>	<i>Higher education (Master's)</i>
<i>T12</i>	<i>Higher education (Master's)</i>

***Appendix 5 to the Salary Regulations of TBU in Zlín***

**Bonus Payment for Management and for Discharge of Office**

(1) Academic officials (Article 40 Paragraph 2 of the TBU Statute) holding the office of Vice-Rectors are entitled to a bonus for the discharge of office of up to CZK 20,000 per month.

(2) Academic officials (Article 40 Paragraph 2 of the TBU Statute) holding the office of Deans are entitled to a bonus for the discharge of office of up to CZK 20,000 per month.

(3) Academic officials (Article 40 Paragraph 2 of the TBU Statute) holding the office of Vice-Deans are entitled to a bonus for the discharge of office of up to CZK 12,000 per month.

(4) The Chairperson and members of Academic Senates are entitled to a bonus for the discharge of office in the amount as listed below (CZK/month):

- a) Members of the Academic Senate are entitled to receive up to CZK 1,500,
- b) Chairperson of the Academic Senate of a Faculty, Chairperson of the Economic Committee of the TBU Academic Senate and Chairperson of the Legislation Committee of the TBU Academic Senate are entitled to up to a double of the amount of the bonus specified in compliance with Letter a),
- c) Chairperson of the TBU Academic Senate is entitled to up to a triple of the amount of the bonus specified in compliance with Letter a).

(5) Senior executive appointed by the employer is entitled to a bonus for the discharge of the office of Bursar of up to CZK 20,000.

(6) Senior executive appointed by the employer is entitled to a bonus for the discharge of the office of Head of a university department of up to CZK 20,000.

(7) Senior executives appointed by the employer are entitled to a bonus for management in the amount as listed below (CZK/month):

- a) Director of a component part, Secretary to a component part, Director of a regional research centre, Head of constituent part (for example: Section, department, institute) who is in charge of management of several units or Head of a constituent part with university-wide competence up to 12,000,
- b) Head of department, Head of studio, Head of constituent part, Head of office up to 8,000,
- c) An employee who is not specified under Letter a) and b) but is, in compliance with the Organizational Regulations or a written decision taken by a senior executive specified in Article 1 Paragraph 4 of the Salary Regulations, authorized to organize, manage and control the work of other employees and give them binding instructions for this purpose is entitled to an extra pay of up to 4,000 depending on the level of difficulty of management.

(8) The amount of the bonus for management/discharge of office shall be specified by the employer within the given range. The bonus payment may be increased or reduced by the employer. The employee must be informed about this change in advance.

(9) A proportionate part of the bonus payment for management/discharge of office belongs to a senior executive.

- a) whose number of working hours per week agreed upon is lower than the prescribed number,
- b) whose employment commenced in the course of the relevant month,
- c) who performed the relevant activities only during a part of month (during the remaining part

of the month he/she received a compensatory salary or sickness insurance benefits, etc.).

(10) The bonus for the discharge of office pertaining to the Chairperson of the TBU Academic Senate shall be specified by the Rector. The bonus for the discharge of office pertaining to the members of the TBU Academic Senate shall be specified by the Rector upon proposal by the Chairperson of the Academic Senate. The bonus for the discharge of office pertaining to the Chairperson of the Academic Senate of a Faculty shall be specified by the Dean; bonuses for the discharge of office to be granted to members of the Academic Senate of a Faculty shall be specified by the Dean upon proposal by the Chairperson of the Academic Senate of the Faculty. Paragraphs 8 and 9 apply accordingly to the specification of the bonus for the discharge of office.

(11) An employee is entitled to only one of the bonus payments specified in Paragraphs 1 to 3 and 5 to 7. The amount of the bonus payment belonging to the employee shall be specified by the employer within the range which is more convenient for the employee upon fulfilment of the requirements set out.

(12) An extra pay for methodological supervision shall not be granted.

(13) Senior executives are those employees who, at the individual management levels at the institution, are authorized to specify and give tasks to subordinate employees working at the same institution, organize, manage and supervise their work and to give them binding instructions for this purpose<sup>19)</sup>. The position of the senior executive, the scope of his/her competences and responsibility must ensue from the relevant regulations issued by the employer (Statute, these Salary Regulations, organizational rules, or, if applicable, another document).

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<sup>19)</sup> § 11 of the Labour Code