

On 17 May 2021, the Ministry of Education, Youth and Sports registered the Internal Wage Regulation of the University of Pardubice under Section 36(2) of Act No.111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-13439/2021-1.

Subsequent amendments to the Internal Wage Regulations of the University of Pardubice were registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Higher Education Act on 17 January 2022 under Ref. No. MSMT-1354/2022-1, on 4 May 2023 under Ref. No. MSMT-12493/2023, on 12 March 2024 under Ref. No. MSMT-4587/2024-3, on 2 July 2024 under Ref. No. MSMT-10837/2024-2, and on 10 December 2024 under Ref. No. MSMT-22056/2024-2.

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Mgr. Karolína Gondková
Head of Higher Education

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FULL TEXT OF THE INTERNAL WAGE REGULATIONS
OF THE UNIVERSITY OF PARDUBICE
OF 1 JANUARY 2025

Article 1
Introductory Provisions

1. The Internal Wage Regulations of the University of Pardubice ("Internal Wage Regulations") constitute an internal regulation of the University of Pardubice ("University" or "employer") issued pursuant to Section 17(1)(d) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Institutions Act), as amended ("Act").
2. These Internal Wage Regulations establish uniform procedures (conditions) for providing fixed wages and remuneration for on-call time and the amount of all these monetary benefits to University employees for work performed for the University under basic employment relationships in accordance with Act No. 262/2006 Sb., the Labour Code, as amended ("LC"). Additionally, these Internal Wage Regulations outline the fundamental conditions for negotiating remuneration for employees working for the University under agreements to perform work outside the employment relationship.

Article 2
Scope

1. These Internal Wage Regulations shall apply to the provision of all components of the fixed pay and remuneration for on-call time and the conditions for negotiating remuneration under the agreement with the University employees ("employees").
2. These Internal Wage Regulations also govern remuneration for work performed as part of ancillary activities in accordance with Section 20(2) of the Act, as well as for work on grants, projects, and

other programmes undertaken by faculties and other University departments in compliance with applicable legal regulations.¹

3. The Rector's remuneration is determined by the Minister of Education, Youth, and Sports; thus, these Internal Wage Regulations do not apply.
4. The Internal Wage Regulations further establish conditions for negotiating contractual wages with University employees who are exempted from the wage band system during the period in which the contractual wage is provided.
5. If employees hold multiple employment relationships with the University, each relationship shall be assessed separately and independently, unless explicitly stated otherwise.

Article 3

Payroll Decisions and Responsibilities of Senior Staff

1. In accordance with the Statutes of the University and its organisational structure, the following individuals shall have the authority to make decisions on all payroll matters, in compliance with the legal and internal regulations of the University:
 - a) the Rector,
 - b) the Deans.
2. The senior staff members listed in Subsection 1, Clauses (a) and (b) of this Article may delegate their authority to make payroll decisions, to the extent specified in a written authorisation, to the Vice-Rectors, the Bursar, or the Vice-Deans, as applicable.

Article 4

Wages and Remuneration under Agreements

1. Employees are entitled to wages or remuneration under agreements for duly performed work in an employment relationship.
2. Wages refer to monetary compensation provided by the employer to employees for their work, granted when the employment relationship is established through an employment contract or, in cases defined by law, by appointment to a managerial position.
3. Other benefits associated with the basic employment relationship, such as remuneration under agreements, wage compensation, severance pay, reimbursement of work-related expenses (e.g., travel allowances), and remuneration for on-call time, are not considered wages.
4. Remuneration under agreements refers to monetary compensation for work performed based on agreements outside the employment relationship, such as an agreement to complete a job or an agreement to perform work. The amount of remuneration for work and the conditions for the provision thereof shall be specified in the agreement to complete a job or in the agreement to perform work.
5. Wages or remuneration under agreements shall meet at least the minimum requirements and conditions stipulated by the Labour Code and the implementing regulation.²
6. In accordance with these Internal Wage Regulations, wages (including all components) or remuneration under agreements shall be determined based on the complexity, responsibility, and strenuousness of the work. Other factors include working conditions, the employee's education, work performance, and results, as outlined in the Labour Code. Employees are classified into three

¹ For example, Act No. 130/2002 Sb., on Support for Research, Experimental Development, and Innovation from Public Funds and on Amendments to Certain Related Acts (Act on Support for Research, Experimental Development and Innovation), as amended.

² Government Regulation No. 567/2006 Sb., on Minimum Wage, the Lowest Levels of Guaranteed Wage, Definition of Extraordinary Working Conditions, and the Level of Compensation for Work in Such Conditions, as amended.

groups of work activities and corresponding wage band classes, as specified in Annexes No. 1 and 3 and Directive No. 2/2021 Job Catalogue ("Directive").

7. The conditions for remuneration and the provision of monetary or pecuniary-value benefits are subject to the prohibition of discrimination and the principle of equal treatment. As stipulated in Section 16(2) and Section 110 of the Labour Code, all employees performing the same work or work of equal value are entitled to equal wages or remuneration under agreements.
8. Wages must be determined or, if applicable, negotiated (as per Article 5) before the commencement of the work for which the wages are due. The designated senior staff member (as outlined in Article 3) shall communicate the wage (including regular components) to the employee through a wage assessment, provided no later than the first day of work. If any changes occur to the wage assessment, the senior staff member must notify the employee of the updated wage assessment no later than the effective date of the change. The new wage assessment replaces the original in its entirety. Changes may include, but are not limited to, modifications in the regular monthly components of pay as listed in Article 7(1)(a)–(d).
9. All University employees working in an employment relationship are entitled to a time-based monthly wage. Monthly wages shall not be reduced due to holidays, which include public or other holidays as defined by applicable legislation.
10. The wage band under Article 7.1, along with other wage components (collectively referred to as "wages"), is provided for work performed during the standard weekly working hours as stipulated in Section 79 of the Labour Code. If shorter working hours are agreed upon, wages shall be proportionately reduced. Similarly, wages shall be proportionately reduced for employees who do not fulfil the working hours specified in the monthly shift schedule, whether for standard weekly hours or shorter hours as agreed with the employee.

Article 5 Contractual Wages

1. A contractual wage is an individually negotiated wage that includes all wage components specified herein, except for bonuses, compensation for work in a difficult working environment, overtime pay, holiday premium pay, night work premium pay and premium pay for work on Saturdays and Sundays and except for those components of wages which are expressly provided for herein (e.g. deputising bonuses). Employees receiving a contractual wage are excluded from the wage band system for the duration of the contractual wage, except in cases of remuneration.
2. The Rector is responsible for negotiating contractual wages with the Bursar, Vice-Rectors, and Deans. Additionally, the Rector may negotiate a contractual wage with other employees upon the recommendation of the Dean or the Bursar. Deans may negotiate contractual wages with Extraordinary Professors after consulting with the Rector.
3. The contractual wage is established through a wage agreement, which does not adhere to the annexes of these Internal Wage Regulations. The parties involved are not bound by other rules governing the provision of the specified wage during the negotiation process.
4. If the provision of a contractual wage ceases due to the termination of the wage agreement and the employee's employment at the University continues, the employee shall be reintegrated into the wage band system. Subsequently, a written wage assessment will be issued to inform the employee of the regularly provided components of their fixed pay.
5. For employees receiving a contractual wage, the wage agreement may specify that the wage accounts for any overtime work, up to the maximum amount defined in the second sentence of Section 114(3) of the Labour Code for a calendar year. In such cases, the employee shall not be entitled to additional wage components or other rights related to overtime work as outlined in Article 9.

Article 6
Qualification Requirements

1. The qualification requirements for selected work activities are outlined in Annexe 2.
2. If education was obtained abroad and no certification³ has been provided, compliance with the qualification requirements for assessing competence to perform the specified work activities shall be determined by the senior staff member authorised to make wage-related decisions. This individual will evaluate the equivalence of the foreign education to the corresponding level in the Czech Republic.
3. The primary criterion for wage band classification is the nature of the work performed by the employee. Therefore, a higher level of education attained does not automatically qualify an employee for inclusion in a higher wage band class or for determining the wage band level.

Article 7
Wage Components

1. At the University, the following components of fixed wages may be granted to employees under the existing wage band system:
 - a) wage bands by occupational groups and wage band classes,
 - b) management bonus, responsibility bonus, and study programme supervision bonus,
 - c) deputising bonus,
 - d) personal remuneration,
 - e) bonuses,
 - f) wage components as specified in Sections 114 to 118 of the Labour Code.

7.1 Wage Bands by Occupational Groups and Wage Band Classes

1. Work activities at the University are classified into three occupational groups, which are further divided into wage band classes as specified in Annexes 1 and 3 and the Directive.
2. The occupational groups at the University are:
 - a) Group 1 – academic staff, research and development staff, and technical staff involved in teaching and research (Wage Band Classes 1 to 6),
 - b) Group 2 – technical-economic and administrative staff (Wage Band Classes 16 to 21),
 - c) Group 3 – manual workers, service staff, and auxiliary staff (Wage Band Classes 33 to 37).
3. Employees are classified into the relevant occupational group and wage band class based on the most demanding type of work specified in their employment contract and job description. Within the scope of the type of work, employees are classified according to the activity they primarily perform. Occasional or exceptional work activities are not considered in assigning an employee to a wage band class.
4. Employees in Group 1 are classified into wage band classes in accordance with Annexe 1. Employees in Groups 2 and 3 are classified in accordance with the Directive.
5. If an employee cannot be classified within a defined group because their role does not correspond to any job specified in the Directive, the employee shall be classified into the wage band class and wage

³ Section 89 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended.

band that most closely corresponds to the complexity, responsibility, and physical demands of their work.

6. The Rector, after consulting with the Vice-Rectors, the Bursar, the Deans, and a trade union representative, shall submit a proposal to adjust wage bands for approval by the Academic Senate of the University.
7. An employee may submit a written objection regarding their classification into an occupational group or wage band to the immediate senior staff member who proposed the classification. The objection must be resolved within 15 days of receipt. If dissatisfied with the decision, the employee may appeal to the Rector within seven days of being notified. The Rector shall issue a final decision within 15 days.

7.2 Management Bonus, Responsibility Bonus, and Study Programme Supervision Bonus

1. Employees listed in Annexe 4 are entitled to a management bonus, responsibility bonus, and study programme supervision (SP supervision) bonus in the amounts specified therein.
2. A responsibility bonus is granted to staff employees unless they hold a senior staff position. The monthly management bonus or responsibility bonus is specified as a fixed amount in CZK for a standard weekly working schedule. If an employee qualifies for more than one of these wage components, only the most advantageous one for the employee shall be granted.
3. The SP supervision bonus is provided to academic staff members who coordinate the content preparation of a study programme, oversee the quality of its implementation, and evaluate and develop it.
4. Management bonuses, responsibility bonuses, and SP supervision bonuses may be reassessed as necessary based on the scope of activities of the organisational unit being managed, the scope of the position, or the level of supervision. Entitlement to these bonuses arises and ceases with the circumstances that establish the eligibility.

7.3 Deputising Bonus

1. A staff member who deputises for a senior employee at a higher management level, covering the full scope of their management responsibilities for a continuous period of more than four weeks, is entitled to a deputising bonus starting from the first day of deputising, provided that deputising is not part of their contractual duties.
2. The deputising bonus is determined by the manager of the deputised staff member, within the range of the management bonus set for the senior employee being deputised. In cases where the deputised senior staff member is on a contractual wage, the Rector determines the amount of the deputising bonus.
3. While receiving the deputising bonus, the deputising staff member is not entitled to their original management bonus.
4. A deputising bonus is also granted to employees temporarily entrusted with managerial responsibilities pursuant to Article 4.3 of the University's Rules of Procedure, ensuring the management of a part or organisational unit of the University in urgent situations. This temporary assignment involves a change in the type of work during a vacancy in the managerial position. The deputising bonus in such cases is determined in accordance with the wage component range specified for the managerial position in Annexe 4.

7.4 Personal Remuneration

1. Personal remuneration is a non-claimable component of wages. It may be granted to employees who fulfil all obligations arising from legal regulations related to their work and demonstrate outstanding

performance. The determination of personal remuneration is based on factors such as the quality and quantity of work, effort, and self-education activities.

2. Personal remuneration may be awarded for an indefinite period. Any increase, reduction, or withdrawal of personal remuneration must be proposed in writing by the employee's direct superior and approved by the senior staff referred to in Article 3, subject to available financial resources and performance appraisals.
3. Personal remuneration is linked to the employee's evaluation by their direct superior. The frequency of remuneration shall be determined by the nature of the work performed by the employee. Adjustments to personal remuneration, including increases, reductions, or withdrawals, can be made at any time if the justifying circumstances change, such as a decline in the employee's performance, a reduction in work scope, unsatisfactory performance, or a change in the University's economic conditions. Employees must be informed of any changes in personal remuneration no later than the last day of the month preceding the effective date of the change.
4. Employees have no legal entitlement to personal remuneration or to any subsequent decision to grant personal remuneration. Granting personal remuneration does not create an entitlement to other wage components or future personal remuneration.
5. The employer may award personal remuneration of up to 100% of the employee's wage band for outstanding work results or a broader range of work tasks. Personal remuneration exceeding 100% of the wage band may be awarded by decision of the Rector or Dean.

7.5 Merit-Based Awards

1. Employees may be granted merit-based awards:
 - a) for outstanding performance and work quality, subject to financial availability,
 - b) for contributions to grants, scientific research tasks, and other projects, including international projects,
 - c) for work and activities performed as ancillary tasks.
2. Proposals to grant an award must be submitted in writing by the direct superior to the senior staff member authorised to decide on payroll matters.
3. In exceptional cases, proposals may also be submitted by another senior staff member or project leader, who must inform the direct superior of the proposal.
4. Employees may not propose or grant merit-based awards under Paragraph 1 to themselves.
5. Merit-based awards under Paragraph 1 are decided upon by senior staff members specified in Article 3.
6. The merit-based award and its payment under this Article are contingent upon a decision made as outlined in the previous paragraph, and only if the individual in question meets any of the criteria specified in Paragraph 1. Meeting these conditions is a prerequisite for the employer (acting through the designated person mentioned in Paragraph 5) to determine the merit-based award and its payment. However, fulfilling these conditions does not confer a legal right to the award or its payment. Additionally, the granting and payment of this award do not establish any legal entitlement to similar awards in future cases.
7. Merit-based awards are non-entitlement components of the employee's monthly wage and will be paid during the next payroll period following the employer's decision to grant the award.

Article 8
Remuneration for On-Call Duty

1. The employer may request the employee to be on call only with the employee's consent. On-call duty must be performed at a location agreed upon with the employer, excluding University facilities. During on-call time, the employee is entitled to 10% of their average earnings.
2. If the employee performs work during on-call time, they are entitled to wages for the work performed during that period. However, remuneration for on-call duty does not apply during the time spent performing work. Work performed during on-call duty that exceeds the fixed weekly working hours constitutes overtime and is subject to the provisions outlined in Article 9.

Article 9
Wages or Compensatory Leave for Overtime Work

1. Employees shall be entitled to their regular wages for the period of overtime work ("wages earned"), plus a supplement of 25% of average earnings, unless it is agreed with the employer to compensate the overtime with a corresponding amount of compensatory leave. If the employer fails to provide the compensatory leave within three calendar months of the overtime work being performed or within an otherwise agreed period, the employee shall be entitled to an additional 25% of average earnings on top of the wages earned.
2. Overtime work may only be performed in exceptional circumstances and must be ordered by the employer due to serious operational needs. The maximum overtime that may be ordered is eight hours per week and 150 hours per calendar year. Additional overtime beyond these limits can only occur with the employee's agreement and within the maximum limits defined in Section 93, Subsection 4 of the Labour Code.
3. Overtime work refers to work performed at the order or with the consent of the employee's superior that exceeds the fixed weekly working hours resulting from a predetermined schedule and is performed outside the regular shift schedule. For employees with shorter working hours, overtime work refers to work performed beyond the fixed weekly working hours.
4. For academic staff, overtime work refers to work performed outside the regular shift schedule and beyond the fixed weekly working hours, as well as beyond the portion of working time scheduled by the employer (Section 70a, Subsection 2 of the Act), if it is performed at the order or with the consent of the employer.

Article 10
Wages, Compensatory Leave, or Holiday Pay

1. Employees shall be entitled to their regular wages and compensatory leave for work performed on a public holiday. This compensatory leave must be granted by the employer no later than the end of the third calendar month following the holiday work or within a mutually agreed period. During the compensatory leave, the employee shall receive wage compensation equal to their average earnings. Additionally, the employer and the employee may agree to provide a bonus equal to at least the average earnings in place of the compensatory leave.
2. Employees who do not work because a public holiday falls on their usual working day are entitled to wage compensation equal to their average earnings or a proportional amount for the wages lost due to the holiday.

Article 11
Saturday and Sunday Pay

1. Employees performing work on Saturdays and Sundays are entitled to wages earned for the work performed, and a bonus amounting to 25% of their average earnings.

Article 12
Nightwork Pay

1. For nightwork, defined as work performed between 10:00 p.m. and 6:00 a.m., employees are entitled to wages earned for the work performed, and a bonus amounting to 10% of their average earnings.

Article 13
Wages and Bonus for Work in a Difficult Working Environment

1. Employees performing work in a difficult working environment are entitled to wages earned for the work performed, and a bonus. The criteria for defining a difficult working environment and the bonus amount are specified by government regulation. The bonus for work in such environments is calculated at 10% of the basic rate of the minimum wage established by the Labour Code for each aggravating factor.

Article 14
Sabbatical Leave Wages

1. Academic staff members (employees meeting the requirements specified in Section 70, Subsection 1 of the Act) are entitled to wages during sabbatical leave. The composition and amount of the wages are determined by the Dean or Rector in agreement with the employee.

Article 15
Average Earnings

1. Average earnings are determined in accordance with the Labour Code. They include benefits classified as gross wages paid to the employee during the decisive period and for the time worked within that period, as specified in Section 353, Subsection 1 of the Labour Code.
2. Unless otherwise stated, the decisive period for calculating average earnings is the preceding calendar quarter. Average earnings are determined as of the first day of the calendar month following this period. If the basic employment relationship was established during the preceding calendar quarter, the decisive period shall extend from the commencement of the employment relationship to the end of that calendar quarter (Section 354, Subsections 1 to 3 of the Labour Code).
3. If the employee has not worked at least 21 days during the decisive period, probable earnings shall be applied. Probable earnings are calculated based on gross wages earned by the employee from the start of the decisive period. If the employee worked less than 21 days or not at all, the gross wage they could reasonably have earned is used (Section 355 of the Labour Code). In determining probable earnings, the University considers the work the employee was expected to perform during the decisive period, the typical components of the employee's wages, the remuneration provided for the work performed during the decisive period, wage entitlements outlined in these Internal Wage Regulations or individual agreements, available University resources for staff remuneration during the period, and the earnings of the employee's colleagues for similar work or other staff performing work of equal value.

Article 16
Deductions from Wages and Other Income

1. Deductions from wages and other income under an employment relationship shall be made in accordance with the Labour Code and as outlined in Act No. 99/1963 Sb., the Rules of Civil Procedure, as amended.

2. "Other income" includes remuneration, wage compensation, on-call pay, severance pay upon termination of employment, and, where applicable, other benefits as specified in Section 145, Subsection 2 of the Labour Code.

Article 17

Payday and Maturity of Wages and Remuneration under Agreement

1. Wages and remuneration under the agreement shall be paid after the completion of work, no later than during the calendar month following the month in which the employee became entitled to the wages or any of their components. The standard payday (regular payment date for wages and remuneration) shall be the 13th day of the calendar month following the entitlement period. If the payday falls on a public holiday, wages shall be paid on the last working day before the holiday.
2. For wages not covered in Paragraph 1, the general provisions of the Labour Code regarding due dates and payment (payday) shall apply.
3. Regular advances on wages or any components thereof shall not be provided. However, extraordinary advances may be granted in the following cases:
 - a) if the payday coincides with the employee's leave, they may submit a written request for the advance at least five days prior to their leave,
 - b) in exceptional circumstances, an advance may be approved with the written consent of the employee's direct superior.
4. Wages, after lawful deductions in accordance with the Labour Code or applicable legal regulations, shall be paid in Czech korunas into a bank account specified by the employee, no later than the standard payday.
5. Upon the termination of employment, any outstanding wages and other payments arising from the termination shall be paid on the next regular payday.

Article 18

Minimum Wage

1. The minimum wage is the lowest allowable remuneration for work performed under employment or agreements outside of an employment relationship. Its amount is determined by Section 111 of the Labour Code and Government Regulation No. 567/2006 Sb. ("Government Regulation") specifying the minimum wage. For part-time work or incomplete months of employment, the minimum monthly wage shall be proportionally reduced as outlined in the Government Regulation.
2. The wage or (gross) remuneration under the agreement must not be less than the minimum wage. For this calculation, the following are excluded from the wage or remuneration under the agreement: overtime pay, holiday pay, nightwork pay, bonus for work in a difficult working environment, Saturday and Sunday pay, and any benefits not directly tied to work performance.
3. If an employee's wage or remuneration under the agreement for work in the basic employment relationship does not meet the minimum wage amount, the employer is obliged to provide the employee with a supplement to the wage or to remuneration under the agreement under the conditions stipulated in Section 111, Subsection 2 of the Labour Code.
4. According to Section 111, Subsection 2, Clause a) of the Labour Code, the employer stipulates by these Internal Wage Regulations that the current amount of monthly minimum pay set by the Government Regulation shall be applied concerning the supplement to the wage for employees working in an employment relationship, as referred to in the previous paragraph.
5. In the case of supplementary remuneration under the agreement, the current level of the hourly minimum wage set by the Government Regulation shall be applied in accordance with Section 111, Subsection 2, Clause b) of the Labour Code.

**Article 19
Severance Pay**

1. The employer shall provide severance pay to the employee in accordance with the provisions of the Labour Code and the applicable collective agreement.

**Article 20
Final Provisions**

1. The Internal Wage Regulations of the University of Pardubice, registered by the Ministry of Education, Youth and Sports on 3 May 2007, Ref. No. 12 355/2007-30, as amended ("existing Internal Wage Regulations"), are hereby repealed.
2. These Internal Wage Regulations were approved by the Academic Senate of the University on 27 April 2021, in accordance with Section 9, Subsection 1, Clause b), Subclause 3 of the Act.
3. Under Section 36, Subsection 4 of the Act, these Internal Wage Regulations shall come into force on the date of their registration by the Ministry of Education, Youth and Sports.
4. These Internal Wage Regulations take effect on the date of registration by the Ministry of Education, Youth and Sports, except for Annexe 3, which becomes effective on the first day of the month following the month of registration.

prof. Ing. Jiří Málek, DrSc.

Rector

1. Amendments to the Internal Wage Regulations of the University of Pardubice were approved pursuant to Section 9(1)(b)(3) of Act No. 111/1998 Sb., on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Pardubice on 11 January 2022, 25 April 2023, 27 February 2024, 25 June 2024, and on 26 November 2024.
2. This Amendment to the Internal Wage Regulations of the University of Pardubice shall enter into force pursuant to Section 36(4) of the Higher Education Act on the date of its registration by the Ministry of Education, Youth and Sports.
3. The Amendment to the Internal Wage Regulations of the University of Pardubice registered by the Ministry of Education, Youth and Sports on 17 January 2022 under Ref. No. MSMT-1354/2022-1 shall take effect on 1 February 2022 (Amendment No. 1), Amendment registered on 4 May 2023 under Ref. No. MSMT-12493/2023 shall take effect on the date of registration, with the exception of Points 5 and 6, which take effect on 1 July 2023 (Amendment No. 2), Amendment registered on 12 March 2024 under Ref. No. MSMT-4587/2024-3 shall take effect on the date of registration (Amendment No. 3), Amendment registered on 2 July 2024 under Ref. No. MSMT-10837/2024-2 shall take effect on the first day of the month following its registration by the Ministry of Education, Youth and Sports (Amendment No. 4), and Amendment registered on 10 December 2024 under Ref. No. MSMT-22056/2024-2 shall take effect on 1 January 2025 (Amendment No. 5).

Annexe 1 to the Internal Wage Regulations of the University of Pardubice

OCCUPATIONAL GROUP 1

CHARACTERISTICS OF THE WORK ACTIVITIES AND RELATED CLASSIFICATION

Wage Band Class	Characteristics of the Work Activity	Job Classification
1	Preparing chemical compounds, performing analytical analyses, and testing various materials. Conducting comprehensive laboratory determinations of the chemical, physical, mechanical, and electrical properties of substances using standard methods and basic laboratory instruments. Maintaining laboratory operations.	Laboratory Assistant
	Providing methodological, technical, and operational supervision for students during laboratory assignments, course projects, and master's theses under the guidance of an academic staff member.	Instructor
2	Conducting professional tasks using complex instrumentation and performing non-standard laboratory and technical work. Operating pilot and experimental technological equipment.	Senior Laboratory Assistant
	Independently overseeing methodological, technical, and operational supervision for students during laboratory assignments, course projects, and master's theses.	Senior Instructor
3	Teaching seminars, tutorials, and laboratory sessions in foundational subjects. Occasionally delivering lectures approved by the Scientific Board. Supervising and externally examining bachelor's theses. Contributing to research and development tasks as assigned. Engaging in self-education and publishing activities.	Lecturer / Foreign Language Lecturer (Native Speaker) / Lecturer of Art Study Courses
	Participating in research and development tasks and conducting independent research and development work with specified objectives and defined outcomes within a broader research initiative. Managing research and development activities in their field and publishing results. May contribute to teaching and supervising bachelor's theses.	Research Fellow
4	Teaching seminars, tutorials, and laboratory sessions in both foundational and specialised subjects. Delivering lectures approved by the Scientific Board. Supervising and externally examining bachelor's and master's theses. Independently managing research and development tasks aligned with defined objectives. Participating in the preparation of research, scientific, and teaching projects. Engaging in publishing and self-education activities. May supervise undergraduate study programmes.	Senior Lecturer
	Conducting complex and demanding research and development work, including managing and implementing tasks related to scientific and technological advancements. Overseeing research and development activities with defined objectives and parameters. Contributing to research project proposals. Engaging in publishing and self-education activities. May supervise bachelor's and master's theses and contribute to teaching.	Researcher
5	Performing specialised and creative work within their field of expertise, encompassing scientific, research, and pedagogical activities. Teaching primarily through lectures in undergraduate, postgraduate, and doctoral programmes, as well as seminars and tutorials. Supervising and externally examining qualification theses. Overseeing scientific and research programmes, undergraduate and postgraduate study programmes, and developing research, scientific, and teaching projects. Supervising the professional content and activities of state examination boards. Independently managing scientific tasks in basic and applied research. Engaging in publishing and self-education activities.	Associate Professor

5	Independently managing complex scientific, research, development, or artistic tasks within their field, focusing on basic and applied research. Collaborating in research teams, including with international researchers. May supervise and externally examine qualification theses and contribute to teaching.	Senior Researcher
6	Performing specialised and creative work within their field of expertise, encompassing scientific, research, and pedagogical activities. Primarily teaching lectures in undergraduate, postgraduate, and doctoral programmes, along with seminars and tutorials. Supervising and externally examining qualification theses. Overseeing scientific and research programmes, undergraduate and postgraduate study programmes, and leading the development of scientific, research, and pedagogical projects. Creatively coordinating scientific projects and engaging in original publishing activities.	Professor
	Pioneering new scientific and research areas. Leading basic and applied research initiatives and conducting scientific exploration crucial for advancing their field. Managing scientific research teams, including international collaborations. Creatively coordinating the most complex scientific, research, and development projects. Engaging in extensive publishing and self-education activities. May supervise and externally examine qualification theses and contribute to teaching.	Leading Researcher

Annexe 2 to the Internal Wage Regulations of the University of Pardubice

**QUALIFICATION REQUIREMENTS
FOR THE PERFORMANCE OF CERTAIN WORK ACTIVITIES**

Occupational Group 1

Job Classification	Requirements for Completed Education
Laboratory Assistant, Instructor	Secondary education with a general secondary education exam*)
Senior Laboratory Assistant, Senior Instructor	Secondary education with a general secondary education exam*) Higher vocational education**) Bachelor's degree***)
Foreign Language Lecturer – Native Speaker	Education obtained at an international university corresponding at least to the level of an undergraduate programme completed at a university in the Czech Republic.
Lecturer of Art Study Courses	Bachelor's degree in art
Lecturer	Master's degree****)
Senior Lecturer	Doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
Associate Professor	Academic title of Associate Professor in a professional activity
Professor	Academic title of Professor in a professional activity
Research Fellow	Master's degree****)
Researcher	Doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
Senior Researcher	Doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.
Leading Researcher	Doctoral study programme – academic degree of Ph.D., Th.D., or previously awarded academic degree of Dr., or a scientific degree of CSc.

Notes:

*) Secondary education with a general secondary education exam is awarded after completing a six-year or eight-year secondary school programme providing general secondary education, a four-year full-time educational programme, a two-year full-time follow-up educational programme, or a shortened educational programme for receiving secondary education with a general secondary education exam (per Section 58 (4) of Act No. 561/2004 Sb., on Pre-School, Basic, Secondary, Tertiary Professional, and Other Education (Education Act), as amended. Alternatively, it includes complete secondary education or complete secondary professional education as defined under Act No. 29/1984 Sb., on the Network of Primary and Secondary Schools (Education Act), as amended.

**) Higher vocational education is obtained by completing an accredited educational programme that ends with a graduate examination and awarding the degree "DiS" (per Section 101 of the Act No. 561/2004 Sb., the Education Act, or Section 8 of the Act No. 29/1984 Sb., the Education Act).

***) A bachelor's degree is awarded upon the completion of an undergraduate study programme within the meaning of Section 45, Subsection 3 of the Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Additions to Other Acts (Higher Education Act), or the completion of a comprehensive part of higher education studies within the meaning of Section 21, Subsection 1 of the Act No. 172/1990 Sb., on Higher Education Institutions, as amended.

****) A master's degree is awarded upon the completion of a postgraduate study programme within the meaning of Section 46, Subsection 3 of the Higher Education Act or within the meaning of Section 19 of the Act No. 172/1990 Sb., on Higher Education Institutions, as amended, or under the provisions of earlier legislation governing higher education.

Annexe 3 to the Internal Wage Regulations of the University of Pardubice

WAGE BANDS
BY OCCUPATIONAL GROUPS AND WAGE BAND CLASSES

Occupational Group 1 (academic staff, research and development staff, and technical staff involved in teaching and research)

Wage Band Class	Wage Band in CZK	Wage Band Class	Wage Band in CZK
1	20 800	4	37 400
2	22 300	5	44 700
3	31 900	6	55 600

Occupational Group 2 (technical-economic and administration staff)

Wage Band Class	Wage Band in CZK	Wage Band Class	Wage Band in CZK
16	20 800	19	30 300
17	22 400	20	36 100
18	25 900	21	41 900

Occupational Group 3 (manual workers, service staff, and auxiliary staff)

Wage Band Class	Wage Band in CZK	Wage Band Class	Wage Band in CZK
33	20 800	36	22 200
34	21 100	37	24 300
35	21 600		

Annexe 4 to the Internal Wage Regulations of the University of Pardubice

**MANAGEMENT BONUS, RESPONSIBILITY BONUS, AND
STUDY PROGRAMME SUPERVISION BONUS**

Specification of the Bonus	Range in CZK
1. Vice-Dean, Head of Clinic	2 000 – 8 000
2. Faculty Secretary, Head of Rector's Office, Head of the Centre for Information Technology and Services, Head of the Halls of Residence and Catering Service	2 000 – 7 000
3. Senior managers overseeing multiple organisational units reporting directly to employees listed in Points 1 and 2, and Article 3, Paragraph 1 of the Internal Wage Regulations.	1 500 – 6 000
4. Senior managers reporting directly to employees listed in Points 1 and 2, and Article 3, Paragraph 1 of the Internal Wage Regulations.	1 000 – 5 000
5. Other senior managers	500 – 2 000
6. Study programme supervisors	2 000 – 5 000