

**Charles University, Faculty of Medicine in Hradec Králové**

**Dean's Directive No. 3/2025**

Ref. No. UKLFHK/176212/2025

Title: **Dean's Directive to Implement Certain Provisions of the Internal Wages Regulation of Charles University at the Faculty of Medicine in Hradec Králové**

The Directive comes into force and effect on the date of execution thereof by the Dean.

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**Article 1**

**Introductory Provision**

In the present Directive, the Dean stipulates detailed rules for the implementation of certain provisions of the Internal Wages Regulation of Charles University ("Internal Wages Regulation") and the Collective Agreement entered into between Charles University and the trade unions ("Collective Agreement") of the Faculty of Medicine of Charles University in Hradec Králové ("Faculty").

**Article 2**

**Assignment of Employees to Pay Bands, Basic Wage**

1. As of 1 April 2025, the basic wage in individual pay bands is determined as one specific amount for each pay band.
2. The amount of the basic wage in the individual pay bands is provided in Appendix 1 to the Internal Wages Regulation.
3. Employees performing pedagogical or creative activities who have the required qualifications for the given pay band set out in the Catalogue of Work Positions for Employees Performing Pedagogical or Creative Activities, i.e., they successfully completed their studies in a doctoral study programme and acquired a specialised qualification or a special professional qualification, may be assigned to the AP 2 pay band (assistant professor).
4. Employees performing pedagogical or creative activities who have the required qualifications for the given pay band set out in the Catalogue of Work Positions for Employees Performing Pedagogical or Creative Activities may be assigned to the AP 3 (associate professor) or AP 4 pay band (full professor).
5. The proposal to assign employees to a pay band is submitted to the Dean by their supervisor after the employees meet the required qualifications.

### **Article 3**

#### **Extra Pay for a Managerial Position**

1. The amount of extra pay for a managerial position is determined based on the employee's assignment to a group of managerial grades listed in Appendix 2 to the Internal Wages Regulation. The amount of extra pay for a managerial position must be determined within the brackets for extra pay set for the individual groups of employees in managerial positions in Appendix 2 to the Internal Wages Regulation.
2. Group C includes heads of departments, institutes, clinics, and independent units.
3. Group D includes deputy heads of departments, institutes, clinics, and independent units and heads of offices.
4. Group E includes guarantors of study programmes.
5. Group F includes guarantors of subject-areas (does not apply to specialised education).
6. Group G includes employees who are authorised to organise, manage, and check the work of other employees and give them binding instructions under Dean's Directive No. 9/2023, Rules for the Internal Governance of the Faculty of Medicine in Hradec Králové, as amended.
7. The amount of the extra pay for a managerial position for employees assigned to group C is determined based on the number of the approved standard positions (total FTEs) for employees in the given department (excluding the FTE of the head of department) as follows:

- Up to 5.99	CZK 6,000
- From 6.00 to 10.99	CZK 8,000
- From 11.00 to 15.99	CZK 10,000
- From 16.00 to 20.99	CZK 12,000
- More than 21.00	CZK 14,000
8. If the positions of a deputy head of department (group D) and secretary to the department (group G) exist and are filled in a given department, employees in these positions are entitled to extra pay for a managerial position in the total amount of  $\frac{1}{2}$  of the extra pay for a managerial position for their supervisor assigned to Group C. The amount of extra pay for a managerial position (division of the amount allocated to extra pay for a managerial position) for employees in individual positions is determined by the head of department.

### **Article 4**

#### **Personal Performance Bonus**

1. The Dean sets the limit for the total amount of the personal performance bonus for the employees of the individual departments of the Faculty, which corresponds to the number

of allocated standard positions for academics and non-academic employees of the department (excluding the position of the head of department). The above rule is also applied by the Dean to set the limit for the total amount of the personal performance bonus for the group of employees in managerial positions in all departments.

2. The personal performance bonus is set for the employees by the Dean on the basis of their supervisor's proposal, where the total for a department may not exceed the limit for the total amount of the personal performance bonus set for the given department.
3. The personal performance bonus for the heads of departments is set by the Dean.
4. The personal performance bonus is determined with regard to the type and difficulty of the work, work position, and the results of the regular evaluation of the employees.

## **Article 5**

### **Bonuses**

1. Employees may be awarded a bonus for their work performance in accordance with the applicable provisions of the Internal Wages Regulation. Under the Collective Agreement, a bonus to reward an employee's work performance and merits may be awarded, in particular, on the occasion of an anniversary of the employment relationship, an important birthday, or the first termination of employment after being granted disability pension or after becoming eligible for a retirement pension.
2. **Work Performance Bonuses, Bonus Fund of Heads of Departments and the Dean's Bonus Fund**
  - 2.1. Work performance bonuses are awarded to employees from a bonus fund.
  - 2.2. The limit of the financial means allocated to wages in the bonus fund of the heads of departments and the Dean's bonus fund for the given period is set by the Dean.
  - 2.3. The limit of the financial means allocated to wages in the bonus fund of the heads of departments for the bonuses awarded to the employees of a department is determined according to the financial situation in the given year and the number of the approved standard positions in the institutes, clinics, and departments, as well as the work positions actually filled in in the case of service and specialised departments, where the amount may not be lower than CZK 5,000 for a full-time position.
  - 2.4. The limit of financial means allocated to wages in the bonus fund of a head of department may be increased by a proportionate amount in the case of a new group of students joining the department in the given academic year.
  - 2.5. Work performance bonuses from the Dean's bonus fund are awarded by the Dean.
  - 2.6. Work performance bonuses from the bonus fund of a head of department are awarded by the head of department up to the limit of financial means allocated to wages in the bonus fund of the head of department.
  - 2.7. The written documents for awarding a bonus are submitted by the employee's supervisor to the Human Resources Office.

### **3. Bonuses Awarded on the Anniversary of the Employment Relationship**

3.1. The employer may reward the employee's work merits on the 20th anniversary of an uninterrupted employment relationship with LF HK (University) and then after every 10 years by awarding a bonus to the employee in the following amount:

- 20 years                      up to CZK 10,000
- 30 years                      up to CZK 15,000
- 40 years                      up to CZK 20,000

3.2. The request to award the bonus is submitted to the Dean by the employee's supervisor.

### **4. Bonuses Awarded on Important Birthdays and before Retirement**

4.1. The employer may reward an employee's work merits by awarding the following bonuses:

- Upon reaching the age of fifty years; and
- Upon the first termination of employment after being granted disability pension or after becoming eligible for a retirement pension.

4.2. The bonus may be awarded in the year of the given important birthday provided that the employee will have been employed at LF HK (University) for at least 5 uninterrupted years by the end of that calendar year.

4.3. The bonus may be awarded up to the amount of CZK 20,000.

4.4. The request to award the bonus is submitted to the Dean by the employee's supervisor.

4.5. Bonuses are paid together with the wage. All bonuses are a part of the gross wage and as such are subject to taxes.

## **Article 6**

### **Payment of Wage**

Wages are paid on one pay day, no later than on the 12<sup>th</sup> calendar day of the calendar month following the month in which the employee became entitled to the wage or a component thereof. If the pay day is not a working day, the payment is moved to the closest preceding working day.

## **Article 7**

### **Final Provisions**

1. The present Directive was discussed with the Faculty trade union on 26 March 2025.

2. This Directive comes into force and effect on the date of execution thereof.

Hradec Králové, 6 February 2025

prof. MUDr. Jiří Mandřák, Ph.D.

Dean