

Title: **Provision of Wage Supplements for Working in an Adverse Working Environment**

Validity and effectiveness: On the day of the Dean's signature

**Article 1
Initial Provisions**

This Dean's measure lays down the procedure for granting wage supplements for work in an adverse working environment at the Faculty of Medicine in Hradec Králové (hereinafter also 'the Faculty').

**Article 2
Purpose**

The purpose of this Measure is to implement the employee's right to a wage supplement for work in an adverse working environment pursuant to Article 117 of Act No. 262/2006 Coll., Labour Code, as amended (hereinafter 'the Labour Code').

**Article 3
Scope of Validity**

This Measure shall be binding on all staff members of the Faculty to the extent of their function and responsibility.

**Article 4
Supplement for Working in an Adverse Working Environment**

1. For work in an adverse working environment, employees are entitled to their wage and a wage supplement for working in an adverse working environment (hereinafter also 'the wage supplement').
2. The adverse working environment is an environment in which the performance of work is associated with particular difficulties arising from exposure to effects of an adverse influence and from the measures to reduce or eliminate such effects.
3. The adverse effects are those set out in Article 6(2) of Government Regulation No. 567/2006 Coll. on minimum wages, on the minimum rates of guaranteed wages, on the definition of an adverse working environment and on the amount of wage supplement in an adverse working environment, as amended (hereinafter 'the Government Regulation').
4. A wage supplement for working in an adverse working environment is provided at a rate and under the conditions set out in the Annex to the Charles University Collective Agreement (collectively referred to as 'the Collective Agreement') and the internal Wage Code in accordance with the Labour Code and the Government Regulation.

5. The supplement may be granted, changed or withdrawn on the basis of the A Proposal to Grant, Change and Withdraw the Wage Supplement for Working in an Adverse Working Environment (hereinafter ‘the Proposal’) annexed to this Measure.

Article 5 Responsibility

1. The manager is responsible for the assessment of the adverse effects and preparation of the Proposal.
2. The grant, change or withdrawal of the wage supplement according to the Proposal is approved by the Dean of the Faculty.
3. The HR and Payroll clerks are responsible for paying or terminating the wage supplement in cooperation with payroll accounting.

Article 6 Procedure for Granting, Changing and Withdrawing the Supplement

1. The manager will assess whether the employee is involved in the adverse effect with which the entitlement to the supplement is connected before any of the following:
 - a. the recruitment of a new employee,
 - b. the change in the job classification, change in the work environment, or change in the job content (hereinafter ‘the change in job title of the employee’).
2. On the basis of this assessment, the manager shall prepare a proposal for:
 - a. the granting of the wage supplement
 - i. in the case of a new employee, in the event of one or more of the more adverse effects,
 - ii. if the employee is to work in an adverse working environment (and has not worked in it yet) by changing the job content,
 - b. a change in the wage supplement if the change in the job content has caused a change in the adverse effects and the extent of the work in these adverse effects,
 - c. withdrawing the wage supplement if a change in the job content will end the work in an adverse work environment.
3. Immediately after the assessment of the adverse effects, the manager shall submit the Proposal to the HR and Payroll clerks, who, in the case of a proposal for granting and changing the wage supplement, shall determine the amount of the wage supplement for a full-time employment in accordance with Article 7 of the Government Regulation and the Collective Agreement. On the basis of the Proposal approved by the Dean and in cooperation with payroll accounting, they will carry out additional tasks, leading to the payment of the wage supplement to the employee.

Article 7 Final Provisions

This Measure shall be valid and take effect on the date of the Dean's signature.

Appendix: A Proposal to Grant, Change and Withdraw the Wage Supplement for Working in
an Adverse Working Environment

In Hradec Králové on 22nd March 2019

prof. MUDr. Jiří Mand'ák, Ph.D.



UNIVERZITA KARLOVA
Lékařská fakulta
v Hradci Králové

**A Proposal to Grant, Change and Withdraw the Wage Supplement
for Working in an Adverse Working Environment**

Employer: Charles University, Faculty of Medicine in Hradec Králové,
Šimkova 870, 500 03 Hradec Králové

Employee:
d.o.b.
home address

Department:
Job Title

Proposal for
 (A) grant (B) change (C) withdrawal
of wage supplement for working in an adverse working environment (*mark with a cross*)

A) Proposal to grant a wage supplement for working in an adverse working environment
The stated employee carries out work in an adverse working environment since....., in particular with adverse effect **according to Government Regulation No. 567/2006, Coll. and its**

Article 6(2)(d) work processes with a risk of chemical carcinogenicity specifies in the relevant legislation (i.e. chemicals labelled with hazard statement H350, H350i, H351).



In particular, it concerns

to the extent of hours per month

or

Article 2(h) conscious treatment of biological agents or their sources or transmission agents, such as Guanarito, Lassa fever virus, Junin virus (Argentine disease), Machupo virus, Amapari, Sabia, Crimean-Congo haemorrhagic fever virus, Ebola virus, Marburg fever virus, all types of variola viruses, Equine morbilli virus, Brucella abortus, Brucella melitensis, Brucella suis, Mycobacterium leprae, Burkholderia pseudomallei (Pseudomonas pseudomallei), Burkholderia mallei (Pseudomonas mallei), Rickettsia prowazekii, Rickettsia rickettsii, Rickettsia tsutsugamushi, Rickettsia typhi (Rickettsia mooseri), Yersinia pestis, Monkeypox virus, or human immunodeficiency virus, Avia Influenza virus of type A, subtype H 5 or H7 and its genetic mutations, Mycobacterium tuberculosis.

In particular, it concerns

to the extent of hours per month.



B) Change in the wage supplement for working in an adverse working environment

I declare that on the employee concerned had experienced a change in adverse conditions for which they were entitled to a wage supplement for working in an adverse working environment. The conditions for setting a new amount of the wage supplement are set out in section A) of the Proposal.

C) Withdrawal of wage supplement for working in an adverse working environment

I declare that on the employee concerned had ceased working in an adverse working environment, for which they were entitled to a wage supplement for working in an adverse working environment.

On the basis of the above, I propose that the employee mentioned is

- (A) granted (B) changed (C) withdrawn

a wage supplement for working in an adverse working environment. (*mark with a cross*)

In Hradec Králové on

Submitted by:

.....

First name and last name of the manager

Signature of the manager

According to the above-mentioned documents, in accordance with Articles 6, 7 of Government Regulation No. 567/2006 Coll. on minimum wages, on the minimum rates of guaranteed wages, on the definition of an adverse working environment and on the amount of wage supplement in an adverse working environment, as amended and in accordance with the addendum to the Collective Agreement of Charles University

A) I grant the stated employee a wage supplement for working in an adverse working environment of _____ CZK per month/full time employment starting on

B) I change (and keep) the stated employee's wage supplement for working in an adverse working environment of _____ CZK per month/full time employment starting on

C) I withdraw the stated employee's wage supplement for working in an adverse working environment starting on

Processed by:

First name and last name of the HR and Payroll clerk Signature of the HR and Payroll clerk

I agree/disagree

.....

Signature of the Dean of the Faculty

In Hradec Králové on.....