

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-30144/2025-2 on the date of signing the registration.

Mgr. Vojtěch Tomášek
Director of the Higher Education Department

SALARY REGULATIONS of Tomas Bata University in Zlín

*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 Application

- (1) The Salary Regulations of Tomas Bata University in Zlín (hereinafter referred to as the “Salary Regulations”) are issued on the basis of the provisions of § 17 Paragraph 1 Letter d) of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts, as amended (hereinafter referred to as the “Higher Education Act”, and the provisions of § 109 et seq., § 113 Paragraph 1 and § 305 of Act No. 262/2006 Coll., Labour Code, as amended (hereinafter referred to as the “Labour Code”). Where these Salary Regulations do not expressly define terms otherwise, they have the meaning attributed to them by the legal regulations mentioned in this paragraph. In cases concerning remuneration for work and the provision of other monetary benefits from the basic employment relationship that are not regulated by these Salary Regulations, the Labour Code and legal regulations issued for its implementation shall apply.
- (2) The Salary Regulations govern the provision of:
 - I. Salaries:
 - a) to academic staff, and
 - b) non-academic staff,

who have an employment relationship with Tomas Bata University in Zlín (hereinafter referred to as the “employer” or “TBU”),

- II. Remuneration to natural persons performing work for TBU on the basis of the agreements on work performed outside of an employment relationship (hereinafter referred to as the “agreement”).
- (3) An academic employee is an employee as specified in the relevant provisions of the Higher Education Act¹.
- (4) A non-academic employee is:
- a) a scientific, research, or development employee (hereinafter referred to as a “researcher”), which means an employee who is not an academic employee and who performs R&D and creative work in their basic employment relationship according to the type of work²,
 - b) other employees, meaning employees who perform administrative, economic, technical, manual, and commercial operations (hereinafter referred to as “other employees”).
- (5) The Salary Regulations collectively refer to all categories of workers under the preceding paragraphs as “employees” or “employee”.
- (6) The group of managerial employees authorised to act on behalf of the employer in labour relations (hereinafter referred to collectively as “head of the component part” and, in the case of the position of Rector, also as “Rector”) is defined by the Higher Education Act and the Statute of Tomas Bata University in Zlín.
- (7) The Salary Regulations set out basic salaries, characteristics of salary grades, qualification requirements and prerequisites, and the method of classification into salary grades and salary steps.
- (8) The Salary Regulations do not apply to the Rector, whose salary is set by the Minister of Education, Youth and Sports.
- (9) These Salary Regulations do not preclude the possibility of a Collective Agreement providing for more favourable salary rights for employees than those set out in these Salary Regulations. If the employer agrees with the trade union on a different adjustment of basic salary rates, the employer shall ensure that the adjustment is reflected in these Salary Regulations so that the currently valid adjustment of salary rates is always stated in these regulations.

Article 2

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

- (1) For the work performed, an employee is entitled to receive a salary or remuneration under an agreement outside the employment relationship.

¹ § 70 of the Higher Education Act

² § 2 Paragraph 4 of the Higher Education Act

- (2) Salary is a monetary payment provided by the employer to an employee for work performed under an employment relationship in accordance with the relevant legal regulations. The salary includes the basic salary at the rate applicable to the relevant salary grade and salary step, as well as personal performance bonus, managerial allowance, special responsibility allowance, extra pay for acting as a substitute, bonuses for working in arduous working conditions, extra pay for overtime, for working on public holidays, for night work, and for working on Saturdays and Sundays. The salary also includes bonuses provided in connection with the employee's work, with the exception of bonuses for standby duty.
- (3) Remuneration under an agreement is a monetary payment provided by the employer to an employee for work performed on the basis of a Contract for Services or a Subcontract Agreement. The amount of remuneration and the conditions for its provision are agreed directly in the agreement, always before the start of work. Further conditions relating to agreements are set out in the Work Regulations of Tomas Bata University in Zlín (hereinafter referred to as the "Work Regulations") or other relevant internal regulations of TBU.
- (4) The salary or remuneration under the agreement shall be paid to the employee at least in the amount and under the conditions specified in the Labour Code and these Salary Regulations, and shall not be lower than the minimum salary or other minimum salary rates (hereinafter referred to as the "minimum salary").
- (5) All TBU employees are entitled to equal pay or remuneration for equal work or work of equal value in accordance with the Labour Code³ and the Salary Regulations, further in accordance with the overall salary level at TBU and, in justified cases, also taking into account the salary level for a specific job position on the relevant labour market. Therefore, managers, the Human Resources staff, and other persons involved in the process of negotiating and determining salaries communicate with each other and exchange the necessary information. Employees are entitled to salaries or remuneration for their work regardless of their race or ethnic origin, nationality, gender, sexual orientation, age, disability, trade union activity, religion, or belief.
- (6) The amount of salary components, in particular tariff salary, personal performance bonus, extra pay for acting as a substitute, managerial allowance and special responsibility allowance is determined by a salary assessment statement, or the salary is agreed as an individual contractual salary. Information on the amount of the salary or any changes thereto in the form of a salary assessment statement is always provided to the employee before the start of the work for which the salary is to be paid, or in the event of a change, no later than before the start of the work on the day on which the change takes effect. Unless otherwise specified, the employee's salary shall be determined by a written salary assessment statement issued by the head of the component part, always on the basis of a proposal submitted by the employee's immediate superior (in accordance with the Work Regulations), using a form template prepared by the Human Resources of the Rectorate of Tomas Bata University in Zlín. The salary of a head of a component part shall be determined by the Rector.

³ § 110 Labour Code

Article 3

Minimum Salary

Other monetary benefits provided in connection with employment that are not provided to employees for the performance of work, in particular salary compensation, severance pay, travel allowances, bonuses for life and work anniversaries, etc., are not considered salaries. For the purposes of comparison with the minimum salary, these benefits are not included in the salaries provided. For the purposes of comparison with the minimum salary, the assessment of the amount of the salary provided does not include salary and extra pay for overtime, for working on public holidays, for night work, for working in arduous working conditions and for working on Saturdays and Sundays. For the purposes of comparison with the minimum salary, the salary provided under these Salary Regulations includes, in addition to the salary according to the basic salary rate, personal performance bonus, bonuses, managerial allowance, special responsibility allowance, and extra pay for acting as a substitute.

Article 4

Salary Rate

- (1) At TBU, a system of monthly salary rates applies to all categories of employees with a fixed weekly working time of 40 hours in accordance with a special regulation⁴.
- (2) Employees who have agreed to shorter working hours and employees who have not worked the fixed number of hours in a month are entitled to a basic salary corresponding to the time worked.
- (3) Academic staff are entitled to a basic salary set for the salary grade to which they are assigned. Basic salaries for academic staff are set out in Appendix 1.
- (4) Research staff are entitled to a basic salary set for the salary grade to which they are assigned. The basic salaries for research staff are specified in Appendix 2.
- (5) Other employees are entitled to a basic salary set for the salary grade and salary step to which they are assigned. The basic salaries are specified in Appendix 3.
- (6) The basic salary in a higher salary grade or, where applicable, in a higher salary step, shall be payable to the employee from the first day of the month following the month in which the event decisive for the award of a higher salary grade or, where applicable, salary step, occurred.

Article 5

Salary Grades and Salary Steps

- (1) Salary grades are graded according to the complexity, mental and physical demands of the work performed, the degree of responsibility, independence, qualifications, and

⁴ § 79 Labour Code

expertise required of the employee to perform the work. Higher education alone does not entitle an employee to be transferred to a higher salary grade.

- (2) Salary grades A1 to A4 and B1 to B4 are used for the classification of academic staff.
- (3) Salary grades R1 to R4 are used for the classification of research staff.
- (4) Eight salary grades, DZ1 to DZ8, are used for other employees. Within a salary grade, employees are classified into salary steps depending on the length of professional experience credited by the employer in accordance with Article 8.
- (5) The characteristics of salary grades for other employees are contained in Appendix 4. This serves to classify employees according to the most demanding work they predominantly perform.

Article 6

Qualification Requirements and Prerequisites

- (1) The qualification requirements necessary for the performance of work classified in individual salary grades are set out in Appendix 1, Appendix 2, and Appendix 3 to the Salary Regulations.
- (2) The head of the component part shall decide whether the field or focus of the employee's degree is suitable for the performance of the agreed work and is therefore relevant for the employee's classification in the given salary grade.
- (3) For the purposes of these Salary Regulations, qualification requirements are understood to be the conditions set out in special regulations, these Salary Regulations, internal regulations of TBU and internal regulations of component parts, which an employee must meet in order to perform the type of work agreed upon in the employment contract or agreements.⁵

Article 7

Classification of Employees into Salary Grade

- (1) The prerequisite for classifying an employee into a salary grade is a job description that must correspond to the type of work agreed in the employment contract (standard job position) and which the employee will perform at the workplace. Job descriptions are defined by a separate internal regulation of TBU.
- (2) Academic staff shall be classified by the head of the relevant component part into a salary grade corresponding to their scientific qualifications, academic staff with the job title of assistant lecturer according to their eligible experience and the position held by the academic staff member under their employment contract.

⁵ *E.g. Act No. 372/2011 Coll., on Health Services and Conditions of Their Provision, as amended, Act No. 250/2021 Coll., on Occupational Safety in Connection with the Operation of Designated Technical Equipment*

- (3) The head of the component part shall assign a researcher to a salary grade corresponding to their scientific qualifications and relevant experience in the field of R&D and creative activity that the researcher will perform at the workplace under their employment contract.
- (4) Based on the type of work agreed in the employment contract and within its scope according to the most demanding work predominantly performed (hereinafter referred to as the “agreed type of work”) and the fulfilment of qualification requirements, or prerequisites, other employees are classified by the head of the component part into a salary grade according to the characteristics of the salary grades contained in Appendix 4. Occasional or exceptional work activities are not taken into account when assigning an employee to a salary grade.
- (5) A change in an employee’s salary grade classification may only be made in the event of a corresponding change in the agreed type of work in the employment contract, these Salary Regulations, or relevant legal rules and regulations of TBU. In such a case, the employee will be classified into a salary grade in accordance with Paragraph 1.

Article 8

Period Decisive for the Classification of an Employee into a Salary Step or Salary Grade

- (1) The employer shall classify the employees referred to in Paragraph 2 into a salary step or salary grade, depending on the length of their qualifying professional experience.
- (2) The employer shall include the following periods in the period decisive for the classification of other employees into a specific salary step of the relevant salary grade and, in the case of academic staff with the job classification of assistant lecturer, into salary grades B1 to B4 (hereinafter referred to as “qualifying professional experience”):
 - a) Relevant professional experience gained after completing the level of education specified in Appendix 1 and Appendix 3;
 - b) Relevant professional experience gained before completing the level of education specified in Appendix 3, to the extent of four-fifths;
 - c) Other experience, depending on the extent to which it is useful for the successful performance of the required work, but not exceeding two-thirds;
 - d) Performance of military service in accordance with special regulations⁶ and
 - e) Maternity and parental leave or permanent care for a child or children to an extent corresponding to the length of maternity or parental leave valid at the time of such care in accordance with a special regulation⁷, or the period of personal care for a person dependent on the assistance of another natural person in a state of severe

⁶ *E.g. Act No. 585/2004 Coll., on Military Service and Its Provisions (Military Service Act), as amended*

⁷ *E.g. Labour Code*

dependence or complete dependence according to a special legal regulation⁸, if this person is a minor child or a close person according to special legal regulation⁹, but not exceeding a total of three years.

- (3) For the purposes of these Salary Regulations, relevant professional experience shall mean the performance of work requiring knowledge of the same or a similar field as that required for the performance of the position in question.
- (4) Where periods of qualifying professional experience overlap, the duration of the overlapping period shall be counted only once, in the manner most favourable to the employee.

Article 9 Individual Contractual Salary

- (1) Individual contractual salary (hereinafter referred to as “contractual salary”) shall be agreed on with international experts working at TBU constituent parts, with excellent non-academic experts, specialists or employees with a high degree of responsibility for the operation and development of TBU, or in other justified cases. The amount of the contractual salary cannot be lower than the amount of the basic salary according to the salary grade in which the employee would be classified in accordance with Article 7. The contractual salary already includes personal performance bonus and, where applicable, managerial allowance, if agreed with the managerial employee. When negotiating a contractual salary, Articles 4 to 8 shall not apply.
- (2) An employee with whom a contractual salary has been agreed shall not be entitled to any allowances or bonuses, with the exception of:
 - a) Additional salary,
 - b) Salary for work on public holidays, Saturday and Sunday,
 - c) Salary for work in difficult and unhealthy working conditions and for night work,
 - d) Bonuses pursuant to Article 11 Paragraph 2 and 3,
 - e) Bonuses for standby duty,
 - g) Extra pay for overtime (unless the salary has already been agreed taking into account overtime work).
- (3) The conditions for agreeing a contractual salary must be consulted in advance with and approved by the Rector. The agreement of a contractual salary must always be duly justified in writing.

⁸ *Social Services Act*

⁹ § 22 Paragraph 1 of the Civil Code

Article 10
Personal Performance Bonus

- (1) A personal performance bonus is an individually determined component of salary. An employee shall have no legal entitlement to being granted a personal performance bonus.
- (2) The employer may grant a monthly personal performance bonus to other employees who meet the conditions specified in Paragraph 6. Unless otherwise provided below, the employee's immediate superior and the head of the relevant component part shall, when proposing and deciding on a personal performance bonus, primarily base their assessment on a comparison of the work activities actually performed by the individual employee with the work activities agreed with the same employee, as well as those set out in the job descriptions of other employees, and with the activities actually performed by other employees in the same position.
- (3) In determining the amount of a personal performance bonus for other employees, decisive factors shall be the quality of the work performed by the employee and the recognition of the employee's stable long-term performance. Due regard shall also be given to managerial and organisational abilities, knowledge, skills, experience, professional and personal development, ability to work in a team, and the employee's overall work performance. In the case of new employees, account shall be taken of their potential to perform the agreed work activities.
- (4) The employer may grant a personal performance bonus to an employee in an amount of up to 250% of the basic salary to which the employee is entitled.
- (5) When determining the amount of a personal performance bonus for academic staff and research staff, the results of the regular employee evaluation shall be assessed, based on the applicable internal regulation of TBU and the internal regulation of the relevant component part concerning the evaluation of teaching, R&D and creative, managerial and other activities, including the assessment of the employee's personal contribution to teaching and research activities and to other professional activities performed at TBU.
- (6) When determining the amount of a personal performance bonus for other employees, compliance with the criteria set out below shall be assessed. A personal performance bonus may be granted to other employees for:
 - a) very good work results,
 - b) long-term reliable work performance,
 - c) performance of a broader scope of work tasks,
 - d) demonstrated potential to perform demanding and complex work tasks,
 - e) demonstrated potential for the immediate applicability of the employee's specific knowledge, skills and experience.
- (7) A personal performance bonus granted to an employee in the salary assessment statement (or in a notice of its amendment) shall, upon being granted, become an entitlement-based component of the employee's salary. A further condition for the

establishment and continuation of the entitlement to a personal performance bonus is that, in addition to the work results or work tasks justifying the granting of the personal performance bonus, the employee also fulfils all other work duties at least to the standard legitimately required by the employer for such a position.

- (8) The personal performance bonus of other employees may be increased for the reasons set out in Paragraph 6 and, furthermore, if,
 - a) there has been an improvement in the results of the employee's work activities which constituted the basis for the determination of the personal performance bonus;
 - b) there has been an expansion of the scope of the employee's work activities on the basis of which the personal performance bonus was determined.
- (9) The personal performance bonus of other employees may be reduced or withdrawn for the following reasons:
 - a) deterioration in the results of the employee's work activities which justified the granting of the personal performance bonus at its original level;
 - b) reduction in the scope of the employee's work activities which justified the granting of the personal performance bonus at its original level;
 - c) where the employee achieves unsatisfactory work results in the performance of their duties.
- (10) The granting of a personal performance bonus, as well as any change to or withdrawal of such bonus, must be specifically justified in writing, unless otherwise provided below. The justification shall be stated in the salary assessment statement (or in a notice of its amendment), which shall subsequently be delivered to the employee.
- (11) The granting of a personal performance bonus shall cease to be effective upon the expiry of the period for which it was granted. Thereafter, the employee's immediate superior shall be obliged to:
 - a) propose to the employee, in accordance with the procedure set out in Paragraph 14, the granting of a personal performance bonus for a further period in accordance with the preceding paragraph, so that it is granted as of the day following the expiry of the effectiveness of the previous granting; or
 - b) provide justification for its non-granting.
- (12) A personal performance bonus shall be granted for a fixed period, usually for a period of one year. The granting of a personal performance bonus for one period shall not give rise to an entitlement to its repeated granting in the future.

In the case of academic and research staff, a personal performance bonus shall always be granted for the relevant evaluation period, in accordance with the currently applicable internal regulation of TBU and the internal regulation of the relevant component part concerning the evaluation of teaching, R&D and creative, managerial and other activities.

The employee's immediate superior shall be obliged to continuously review the grounds for the granting of a personal performance bonus; where such bonus is granted for a period exceeding one year, the review shall be carried out at least once a year, always on the anniversary of the granting of the personal performance bonus. If, in the interim, the grounds which led to the granting of the personal performance bonus have changed, the employer may increase, reduce or withdraw the personal performance bonus. The employee must be informed of such change in advance, no later than on the date on which the change takes effect.

- (13) Employees who have not worked the prescribed monthly working time shall be entitled to the granted personal performance bonus in an amount corresponding to the time actually worked.
- (14) A proposal for the granting, change or withdrawal of a personal performance bonus, including specific justification, shall be submitted by the employee's immediate superior to the relevant head of the component part.
- (15) In the case of an employee's participation in project implementation, the following special arrangement shall apply: a proposal for the granting of a personal performance bonus may be submitted by the principal investigator of the project, as the person responsible for the implementation of the project, to the head of the component part at which the principal investigator is employed; the head of the component part shall inform the immediate superior of the remunerated employee of such proposal. Upon termination of the employee's participation in the project, the granting of the personal performance bonus shall lapse without the need for justification.
- (16) Personal performance bonuses of all employees may be reassessed and subsequently amended in the event of an amendment to these Salary Regulations or to relevant legal regulations, or to internal rules and regulations of TBU. With the exception of responses to changes in legal regulations, the implementation of such measure shall be subject to consultation with the trade union organisation.¹⁰

Article 11 Bonuses

- (1) A bonus is a non-entitlement component of salary which may be granted to an employee provided that the conditions set out in the following paragraphs of these Salary Regulations are met. An employee may be granted a performance bonus or an extraordinary bonus.
- (2) A performance bonus may be granted for:
 - a) the successful completion of an extraordinary or particularly significant work task or for a significant contribution to the employer;
 - b) work associated with the fulfilment of increased job demands consisting in a broader scope of work tasks, greater complexity of work, organisational or

¹⁰ § 287 Paragraph 2 Letter a) and d) of the Labour Code

- managerial demands, responsibility, or psychological or physical demands, which are not of a permanent nature;
- c) active participation in the achievement of the employer's results;
 - d) the one-off performance of a specific activity;
 - e) the successful fulfilment of tasks performed beyond the scope of standard work duties;
 - f) securing or obtaining financial resources for TBU beyond the state contribution or subsidy;
 - g) work and activities carried out in the implementation of grants, research and development tasks and other projects, including international ones (hereinafter referred to as "grants"), within the principal activities of TBU and related work that was not financed from funds provided by the grant providers;
 - h) the performance of work in substitution for an absent colleague, i.e. increased workload during the assumption of part of the duties of another employee who is on long-term sick leave, or the assumption of work following an employee's departure (termination of employment or commencement of maternity/parental leave), where the position remains vacant for a longer period.
- (3) An extraordinary bonus may be granted for:
- a) providing assistance in preventing fires or natural disasters, in their suppression or in the removal of their consequences, or in other extraordinary events where property, health or life may be at risk;
 - b) significant and extraordinary representation of TBU, a faculty, or another component part;
 - c) the achievement of a milestone anniversary or work anniversary, if so provided by a Collective Agreement or internal regulation of TBU.
- (4) The granting of a bonus to an employee shall be decided by the head of the component part on the basis of a written and justified proposal submitted by the employee's immediate superior. An employee may not propose or grant a bonus to themselves.
- (5) In the case of an employee's participation in project implementation, the following special arrangement shall apply: a proposal for the granting of a bonus may be submitted by the principal investigator of the project, as the person responsible for the implementation of the project, to the head of the component part at which the principal investigator is employed.
- (6) A bonus may also be granted, on a justified proposal by an employee (hereinafter referred to as the "proposer"), to an employee of another component part. The proposal shall be decided upon by the head of the component part where the proposer is employed. At the same time, the conditions for granting a bonus under these Salary Regulations must be complied with.

Article 12
Managerial and Special Responsibility Allowance

- (1) A managerial allowance shall be granted to a managerial employee in accordance with the level of management, the scope of responsibility and the complexity of managerial duties, as further specified in Appendix 5.
- (2) A special responsibility allowance shall be granted to the employee specified in Appendix 5, Paragraphs 1, 2, 3 and 4.
- (3) The amount of the managerial allowance and special responsibility allowance, as well as the conditions governing their award, are set out in Appendix 5.
- (4) The award of the managerial allowance shall be decided by the head of the relevant component part.
- (5) The award of the special responsibility allowance shall be decided by the persons specified in Appendix 5 Paragraph 10.
- (6) Entitlement to the managerial allowance shall cease upon the termination of the circumstances giving rise to that entitlement.

Article 13
Extra Pay for Acting as a Substitute

An employee who acts as a substitute for a superior employee by assuming the full scope of their managerial duties on a continuous basis for a period exceeding four weeks, where such substitution does not form part of the employee's contractual duties, shall be entitled, from the first day of substitution, to an extra pay for acting as a substitute in an amount determined by the employer within the range of the managerial allowance established for the substituted managerial employee.

Article 14
Salary for Work in Arduous Working Conditions and Night Work

- (1) An employee who works in arduous working conditions 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 conditions 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.¹¹

¹¹ § 116 and 117 of the Labour Code.

Article 15

Extra Pay

An employee whose working hours are scheduled by the employer under a shift system in such a way that the employee alternately performs work on morning, afternoon or night shifts shall be paid an extra pay at the rate laid down 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 shifts divided into two or more parts 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 divided in such a manner. This amount shall apply even where the Collective Agreement does not specify the amount of the extra pay for split shift. For the purposes of granting this extra pay, a split shift shall be understood as a division of working time which totals at least two hours, where during the interruption of work the employee does not have access to their usual social environment and social facilities, or where such access is significantly restricted, or where protection of the place in which the employee is required to spend the interruption period against climatic or other adverse conditions is limited.

Article 18

Extra Pay and Compensatory Time Off for Overtime Work

- (1) For overtime work, an employee shall be entitled to the salary to which they are entitled for the time worked and to an extra pay for overtime work at the statutory rate (unless otherwise agreed in a Collective Agreement), unless the employer and the employee have agreed that compensatory time off equivalent to the overtime worked shall be provided in lieu of the extra pay. Where the employer fails to grant compensatory time off by the end of the third calendar month following the performance of overtime work, or within another period agreed, the employee shall be entitled to the extra pay for overtime work in addition to the salary earned, in accordance with the first sentence.
- (2) The conditions governing the performance of overtime work shall be subject to the Labour Code and the Work Regulations.
- (3) Where, under the conditions laid down in the Labour Code, the employee's salary has been expressly agreed with due regard to potential overtime work, the employee shall not be entitled to overtime pay, an extra pay for overtime work, or compensatory time off for overtime work.

Article 19

Salary and Compensatory Salary for Work on a Public Holiday

- (1) For work performed on a public holiday¹², an employee shall be entitled to the salary earned and to compensatory time off equivalent to the time worked on the public holiday. Such compensatory time off shall be granted no later than by the end of the third calendar month following the performance of work on the public holiday, or within another period agreed. For the duration of the compensatory time off taken, the employee shall be entitled to salary compensation in the amount of their average earnings. The employer may agree with the employee to grant, instead of compensatory time off, an allowance in addition to the salary earned amounting to 100% of the employee's average earnings.
- (2) 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.

Article 20

Additional Salary

- (1) Additional salary may be granted by the employer depending on the economic results and financial capacity of TBU. No legal entitlement to additional salary shall arise.
- (2) The frequency and the amount of additional salary shall be approved by the TBU Academic Senate (hereinafter referred to as "TBU AS") uniformly for all TBU component parts upon proposal by the Rector. The basic conditions for granting additional salary are set out in Paragraph 4. The TBU AS may approve conditions for the payment of additional salary that differ from those defined in Paragraph 4.
- (3) Salary funds allocated for additional salary shall be distributed among individual constituent parts and employees in proportion to the total gross salary earned during the reference period specified in Paragraph 4. For the purposes of additional salary, gross salary shall not include salary compensation, bonuses granted to employees under Article 11, additional salary, or the salaries of employees referred to in Paragraph 5.
- (4) Additional salary may be granted to an employee, subject to the conditions set out in Paragraph 1, provided that their 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 the "reference period"). Additional salary shall be payable together with the salary for the month of May (thirteenth salary) and together with the salary for the month of November (fourteenth salary). Where it is decided that only the fourteenth salary shall be paid, the reference period shall be the period from 1 December of the preceding year to 30 November of the current

¹² *Act No. 245/2000 Coll., on Public Holidays, Commemorative Days, and Non-Working Days.*

year, provided that the employee's employment relationship lasted throughout that period.

- (5) 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 Performing Different Work

- (1) Where TBU temporarily assigns an employee, with their agreement, to perform an activity classified in a higher salary grade, or to a position classified in a higher salary grade than that specified in their employment contract, the employee shall be entitled for this period to a salary supplement equal to the difference between the basic salary of the higher salary grade and the employee's own basic salary.
- (2) Where an employee is temporarily assigned to work in an activity classified in a lower salary grade, or to a position classified in a lower salary grade than that specified in their employment contract, the employee's basic salary shall remain unchanged.
- (3) The assignment to different work shall not include the partial performance of duties during the temporary absence of another employee within the type of work agreed in the employment contract, where the employee simultaneously performs their own regular duties.

Article 22

Standby

- (1) If the remuneration for standby¹³ has not been agreed upon in the Collective Agreement or the employment contract, the employees are entitled to a bonus for an hour of standby outside their regular workplace and outside their working hours, in the amount of 10 % of the average salary per hour.
- (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.

¹³ § 78 Paragraph 1 Letter b) and § 95 and 140 of the Labour Code.

Article 23

Due Date and Payment of Salary or Remuneration under Agreements

- (1) Salary shall become due upon the performance of work, no later than in the calendar month following the month in which the employee became entitled to the salary or any of its components.
- (2) The regular pay date shall be set as the fourteenth calendar day of the following calendar month, unless otherwise stipulated in the Collective Agreement or in an individual agreement.
- (3) Where agreed between the employee and the employer, the employer shall pay the employee an appropriate advance on salary due during annual leave prior to the commencement of such leave, provided that the employee submits a written request at least one week before the start of the annual leave. The amount of the appropriate advance shall be determined by a decree issued by the Bursar of TBU.
- (4) Upon termination of employment, the employer shall, at the employee's request (submitted at least five working days prior to the termination of employment), pay the salary due for the monthly period in respect of which the entitlement arose on the date of termination of employment. Where this is not technically feasible due to payroll processing, the employer shall pay the salary no later than on the next regular salary payment date following the termination of employment.
- (5) Salary shall be paid in Czech crowns (CZK), unless otherwise agreed between the employee and the employer. (Where such an arrangement is agreed by an amendment to the employment contract or agreement, it shall be subject to the approval of the Rector.)
- (6) Salary shall be transferred to the payment account designated by the employee. Employees who have not given written consent, who have not provided the necessary cooperation, or who do not have a payment account established shall be paid their salary in cash at the Cash Office of TBU during its opening hours.
- (7) Detailed information regarding the salary due dates and salary payments may be determined in the Collective Agreement.

Article 24

Deductions from Salary and Remuneration under Agreements

- (1) The employer shall make deductions from salary in accordance with the provisions of § 145 et seq. of the Labour Code.
- (2) Without the employee's consent, the Payroll Office staff may make only such deductions from the employee's salary as are provided for in the Labour Code or in a special statute¹⁴. Other deductions from salary may be made only:

¹⁴ E.g. Act No. 586/1992 Coll., on Income Taxes; Act No. 187/2006 Coll., on Sickness Insurance; Act No. 589/1992 Coll., on Social Security Premiums and State Employment Policy Contribution; Act No. 48/1997 Coll., on Public Health Insurance and on Amendments and Additions to Certain Related Acts; Act No. 99/1963 Coll., on Civil Procedures; Act No. 120/2001 Coll., the Enforcement Code.

- a) on the basis of a written agreement on salary deductions concluded between the employee and the employer,
 - b) for the payment of membership contributions of an employee who is a member of a trade union, in accordance with the provisions of the Collective Agreement and on the basis of the employee's written consent.
- (3) An employee requesting deductions pursuant to Paragraph 2 Letter b) shall submit such request to the Payroll Office.
 - (4) The Payroll Office shall inform the relevant trade union of deductions pursuant to Paragraph 2 Letter b) upon request.
 - (5) The employer shall not permit deductions from salary based on security agreements concluded pursuant to § 2045 of Act No. 89/2012 Coll., the Civil Code, between the employee as debtor and their creditor.

Article 25

Remuneration under Agreements

- (1) Unless these Salary Regulations expressly provide otherwise, the provisions of these Salary Regulations applicable to salary shall also apply to remuneration paid under agreements at TBU, including the method and criteria for determining its amount. Remuneration for work performed under an agreement shall be determined with due regard to the nature of the work performed, its complexity, responsibility and demands, to an extent corresponding to the salary grade established for comparable work performed within an employment relationship.
- (2) The employer shall not allow remuneration under an agreement to be agreed taking into account potential night work, work in arduous working conditions, or work performed on Saturdays and Sundays. The employer shall be obliged to grant and pay the employee the relevant allowance to which they are entitled in accordance with the Labour Code.
- (3) Further conditions governing agreements shall be laid down in the relevant internal regulation of TBU.¹⁵

Article 26

Appendices to the Regulations

The following appendices form part of these Salary Regulations:

- a) Appendix 1 – Basic Salary – Academic Staff
- b) Appendix 2 – Basic Salary – Research Staff
- c) Appendix 3 – Basic Salary – Other Employees
- d) Appendix 4 – Characteristics of Salary Grades
- e) Appendix 5 – Managerial and Special Responsibility Allowance

¹⁵ E.g. Bursar's Directive on agreements for work performed outside the employment relationship.

Article 27

Common, Transitional and Final Provisions

- (1) Participation in professional training, other forms of preparation or education for the purpose of deepening qualifications, including examinations, as required by TBU, shall be considered the performance of work for which the employee shall be entitled to salary.
- (2) Detailed rules for determining average earnings shall be governed by the Labour Code¹⁶.
- (3) In deciding on salary under these Salary Regulations, it shall be necessary to proceed in an economical, efficient and effective manner, while at the same time comply with the provisions of legal regulations, internal rules and regulations of TBU and its component parts, in particular those relating to conflicts of interest.
- (4) Entitlements arising prior to the effective date of these Salary Regulations shall be assessed in accordance with the regulations in force at that time.
- (5) Where it is necessary, in view of these Salary Regulations, to change an employee's classification to a different salary grade, such change shall be made no later than on the day preceding the effective date of these Salary Regulations.
- (6) These Salary Regulations were discussed with the relevant trade union organisations on 3 December 2025.
- (7) These Salary Regulations were approved in compliance with § 9 Paragraph 1 Letter b) Clause 3 of the Higher Education Act by the TBU AS on 9 December 2025.
- (8) In compliance with § 36 Paragraph 4 of the Higher Education Act, these Salary Regulations shall come into force on the date of their registration by the Ministry of Education, Youth and Sports.
- (9) These Salary Regulations shall take effect on 1 April 2026.
- (10) The Salary Regulations of Tomas Bata University in Zlín, registered with the Ministry of Education, Youth and Sports on 23 January 2017 under Ref. No. MSMT-2223/2017 are hereby repealed.

doc. Ing. Martin Sysel, Ph.D. m. p.
Chairman of the TBU AS

Prof. Mgr. Milan Adámek, Ph.D. m. p.
Rector of TBU

¹⁶ § 351 et seq. of the Labour Code.

Appendix 1
to the Salary Regulations of TBU in Zlín

Basic Salary – Academic Staff

| Salary grade | | A1 | A2 | A3 | A4 | B1 | B2 | B3 | B4 |
|--|--|---------------|---------------------|---------------------|---------------|--------------------|--------------------|--------------------|--------------------|
| European Classification – Terminology | | Lecturer | Assistant Professor | Associate Professor | Professor | Assistant Lecturer | Assistant Lecturer | Assistant Lecturer | Assistant Lecturer |
| EQF European Qualifications Framework | | 7 | 8 | 8 | 8 | 7 | 7 | 7 | 7 |
| Classification according to CZ-ISCO | | 23105 | 23104 | 23103 | 23102 | 23106 | 23106 | 23106 | 23106 |
| Job position | Academic employee | Lecturer | Assistant Professor | Associate Professor | Professor | Assistant Lecturer | Assistant Lecturer | Assistant Lecturer | Assistant Lecturer |
| | Required qualification / Academic degree | Ing./Mgr.* | Ph.D. | Assoc. Prof. | Prof. | Ing./Mgr.* | Ing./Mgr.* | Ing./Mgr.* | Ing./Mgr.* |
| | Length of professional experience | | | | | Up to 3 years | From 3 to 8 years | From 8 to 20 years | Over 20 years |
| Basic salary (CZK) | | 31,000 | 36,400 | 42,300 | 50,000 | 30,000 | 31,500 | 33,000 | 34,500 |

* Completed higher education at Master's level (or equivalent)

Appendix 2
to the Salary Regulations of TBU in Zlín

Basic Salary – Research Staff

| Research Profile Desc. | R1 | R2 | R3 | R4 |
|--|---|---|---|---|
| Salary grade | | | | |
| Required qualification / Academic degree | Ing./Mgr. (completed higher education at Master's level or equivalent) | Ph.D. (completed higher education at doctoral level or equivalent) | Ph.D. (completed higher education at doctoral level or equivalent) | Ph.D. (completed higher education at doctoral level or equivalent) |
| Basic salary (CZK) | 28,000 | 36,400 | 42,300 | 50,000 |

R1 – Early-Career Researcher: Doctoral students or researchers without a Ph.D. degree or its equivalent, working under the professional supervision of more experienced colleagues. They participate in the execution of research tasks within projects, acquire research methods and publication standards, actively engage in training and education, and attend seminars, workshops, and participate in mobility programmes.

R2 – Independent Researcher: Researchers holding a Ph.D. degree or its equivalent, who carry out research tasks independently and publish their results. They collaborate on grant proposals, develop their professional specialisation, and build their network of professional contacts.

R3 – Senior Researcher: Researchers with a Ph.D. degree or its equivalent, capable of developing their own research, securing funding, and leading a research team. They manage research projects, including financial and personnel aspects, actively publish in prestigious journals, develop international collaborations, participate in conferences, and contribute to the strategic development of the institution's research directions.

R4 – Leading Researcher: Researchers with a Ph.D. degree or its equivalent, recognised by their peers as leading experts in their research field. They strategically manage research programmes and teams, acquire and coordinate large-scale research projects (including international projects), lead and develop research teams, mentor junior colleagues, support knowledge transfer into practice, and collaborate with industry and application-oriented partners.

Note: The procedure for assignment to categories R1–R4 is defined in an internal regulation of TBU in Zlín.

Appendix 3
to the Salary Regulations of TBU in Zlín
Basic Salary – Other Employees

| Qualification requirements | | Primary education | Secondary education with vocational/ apprenticeship certificate | Secondary education with school-leaving certificate (maturita) or long-term professional experience* | Tertiary technical education (DiS.) or Bachelor's degree (Bc.) or long-term professional experience* | Tertiary technical education (DiS.) or Bachelor's degree (Bc.) or long-term professional experience* | Master's degree (Mgr., Ing.) | Master's degree (Mgr., Ing.) | Master's degree (Mgr., Ing.) |
|----------------------------|-------------------------|-------------------|---|--|--|--|------------------------------|------------------------------|------------------------------|
| Salary grade | | DZ 1 (CZK) | DZ 2 (CZK) | DZ 3 (CZK) | DZ 4 (CZK) | DZ 5 (CZK) | DZ 6 (CZK) | DZ 7 (CZK) | DZ 8 (CZK) |
| Salary step | Professional experience | | | | | | | | |
| 1 | Up to 3 years | 23,000 | 23,500 | 24,100 | 24,800 | 25,700 | 27,200 | 30,000 | 33,000 |
| 2 | From 3 to 8 years | 23,500 | 24,100 | 24,800 | 25,700 | 27,200 | 30,000 | 33,000 | 37,000 |
| 3 | From 8 to 20 years | 24,000 | 24,700 | 25,500 | 26,600 | 28,700 | 32,800 | 36,000 | 41,000 |
| 4 | Over 20 years | 24,500 | 25,300 | 26,200 | 27,500 | 30,200 | 35,600 | 39,000 | 45,000 |

* Long-term professional experience shall mean professional experience of a duration of at least three years.

Appendix 4
to the Salary Regulations of TBU in Zlín

Characteristics of Salary Grades – Other Employees

DZ 1 Simple routine work

General characteristics of the work

Simple routine tasks performed according to established procedures and instructions, under direct supervision, with ordinary physical demands and no links to other activities. Individual tasks are mostly of the same type, executed according to precise instructions, with clearly defined outputs and well-defined links to subsequent processes.

DZ 2 Routine work requiring basic judgement

General characteristics of the work

Tasks of the same type, with general instructions and clearly defined outputs, limited scope to choose alternative procedures, and activities with generally defined links to subsequent processes. Work is performed according to instructions, requiring basic assessment of situations. Repetitive operational or administrative tasks.

DZ 3 Skilled technical and operational work

General characteristics of the work

Varied tasks with broadly defined parameters, executed according to standard procedures, with defined outputs, processes, and links to other processes. Coordination of work in changing teams. Supervision and guidance of simple routine and manual tasks and processes. Work involves responsibility for damages that cannot be remedied independently in a short time. Increased mental demands arising from independently solving tasks involving varied specific events and processes, requiring imagination, foresight, comparison, attention, and adaptability. In administrative, economic/management or operational/technical work, this includes tasks with higher material responsibility and sensory load.

DZ 4 Professional work with responsibility

General characteristics of the work

Professional tasks involving comprehensive independent systems, possibly divided into subsystems and/or linked to other systems. Ensuring a broad set of professional tasks with generally defined inputs, methods of execution, and defined outputs that are an integral part of wider processes. Independent professional work according to methodological guidelines. Work requiring application skills, adaptability to different conditions, logical thinking, and a degree of creativity. Performance of complex

professional tasks in administrative, economic/management, or operational/technical areas, including independent handling of professional agendas with higher responsibility for damages incurred.

DZ 5 Specialised professional work involving complex administrative tasks

General characteristics of the work

Specialised professional tasks involving a complex, independent system composed of several related units, or the most complex independent units. Coordination and management of professional work. Execution of a set of tasks with generally defined inputs, broadly defined outputs, significant variability in approaches and procedures, and specific links to a wide range of processes. Performing systematic professional work of an administrative, economic/management, or operational/technical nature; independently handling complex professional administrative tasks that overlap with other fields and entail a high degree of responsibility for damages. Organisational management of larger units and independent leadership of professional agendas. Coordination and supervision of specialised professional tasks.

DZ 6 Specialised professional or methodological work, leadership of small teams

General characteristics of the work

System-based work focusing on specific fields of activity with a broad scope. A complex set of systematic activities with variable general inputs, broadly defined outputs, and methods and procedures not specified in advance, with extensive links to other processes. The work concerns fields composed of systems with wide-ranging internal and external interconnections. Performance of specialised conceptual tasks of an administrative, economic/management, or operational/technical nature, including the independent handling of complex professional administrative tasks across multiple fields, with a high degree of responsibility. Drafting proposals for internal documents, procedural rules, and supporting materials for the management of TBU.

DZ 7 Conceptual, analytical and methodological work with high responsibility

General characteristics of the work

Systemic and conceptual work focusing on a group of fields or on a field with an extensive internal structure and external links. Ensuring comprehensive coordination, regulation and methodological guidance of professional activities within TBU or its component parts. Activities with unspecified inputs, methods of solution and broadly defined outputs, with extensive links to other processes, including creative developmental and conceptual work and system-wide coordination. Performance of professional tasks where the subject matter is a sector understood as a set of interconnected fields, or the most demanding fields of fundamental importance with

deep interdisciplinary links. Comprehensive coordination and guidance of professional activities with a wide range of solution approaches and broadly defined outputs, with extensive links to other processes.

DZ 8 Strategic, legally responsible activities with an impact on the operation of TBU

General characteristics of the work

Top-level systemic and strategic activities with an impact on the overall operation of TBU. Formulation and implementation of strategic decisions with a high degree of autonomy and professional and legal accountability. The subject of the work is a sector understood as a set of interconnected fields, or the most demanding fields of fundamental importance. Activities with unspecified inputs, methods of solution, and outputs with potential links across the full spectrum of other activities, where the subject matter comprises individual academic fields and disciplines as well as other broad and highly complex systems. High mental demands arising from substantial requirements for creative thinking at a highly abstract level, significant variability in the combinability of processes and phenomena, and the ability to apply unconventional systemic thinking in the broadest contexts.

Appendix 5
to the Salary Regulations of TBU in Zlín

Managerial and Special Responsibility Allowance

Managerial and Special Responsibility Allowance

- (1) Academic officials (Article 40 Paragraph 2 of the TBU Statute) holding the office of Vice-Rectors are entitled to a special responsibility allowance of up to CZK 30,000 per month.
- (2) Academic officials (Article 40 Paragraph 2 of the TBU Statute) holding the office of Deans are entitled to a special responsibility allowance of up to CZK 30,000 per month.
- (3) Academic officials (Article 40 Paragraph 2 of the TBU Statute) holding the office of Vice-Deans are entitled to a special responsibility allowance of up to CZK 20,000 per month.
- (4) The Chairperson and members of Academic Senates are entitled to a special responsibility allowance in the amount as listed below (CZK/month):
 - a) Members of the Academic Senate of TBU are entitled to receive up to CZK 2,500.
 - b) Chairperson of the TBU Academic Senate is entitled to up to a triple of the amount of the allowance specified in compliance with Letter a).
 - c) Chairperson of the Economic Committee of the Academic Senate of TBU and Chairperson of the Legislative Committee of the Academic Senate of TBU shall be entitled to an allowance of up to twice the amount of the allowance specified under Letter a).
 - d) Members of the Academic Senate of a Faculty are entitled to receive up to CZK 2,000.
 - e) Chairperson of the Academic Senate of a Faculty is entitled to up to a triple of the amount of the allowance specified in compliance with Letter d).
 - f) Chairperson of the Economic Committee of a Faculty Academic Senate and Chairperson of the Legislative Committee of a Faculty Academic Senate shall be entitled to an allowance of up to twice the amount of the allowance specified under Letter d).
- (5) Managerial employee appointed by the employer to the office of Bursar is entitled to a managerial allowance of up to CZK 30,000 per month.
- (6) Managerial employee appointed by the employer to the office of the head of department is entitled to a managerial allowance of up to CZK 30,000 per month.
- (7) Managerial employees appointed by the employer are entitled to a managerial allowance in the amount as listed below (CZK/month):
 - a) Head of a component part, Secretary, or an equivalent position within a component part (financial manager), director of a regional research centre are entitled to CZK 18,000 to CZK 22,000.
 - b) Head /of a Rectorate department or a Rectorate unit with university-wide responsibility is entitled to CZK 10,000 to CZK 14,000.

- c) Managerial employee (up to 10 subordinate employees inclusive) is entitled to CZK 6,000 to CZK 9,000.
 - d) Managerial employee (11 to 20 subordinate employees inclusive) is entitled to CZK 8,000 to CZK 11,000.
 - e) Managerial employee (more than 20 subordinate employees) is entitled to CZK 10,000 to CZK 12,000.
 - f) An employee who is not specified under Letter a) and e) but is, in compliance with the Organisational Regulations or a written decision taken by a managerial employee in accordance with the Salary Regulations of TBU authorised to organise, manage and control the work of other employees and give them binding instructions for this purpose is entitled to an extra pay of CZK 3,000 to CZK 6,000.
- (8) The amount of the managerial and special responsibility allowance shall be specified by the employer within the given range. The allowance may be increased or reduced by the employer. The employee must be informed about this change in advance.
- (9) A proportionate part of the managerial/special responsibility allowance belongs to a managerial employee:
- 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 the managerial employee received a compensatory salary or sickness insurance benefits, etc.).
- (10) The special responsibility allowance pertaining to the Chairperson of the TBU Academic Senate shall be specified by the Rector. The special responsibility allowance 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 special responsibility allowance pertaining to the Chairperson of the Academic Senate of a Faculty shall be specified by the Dean; special responsibility allowance 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 special responsibility allowance.
- (11) An employee is entitled to only one of the allowances specified in Paragraphs 1 to 3 and 5 to 7. The amount of the allowance 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) Managerial employees are those employees who, at the individual management levels at the institution, are authorised 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 purpose¹⁷. The position of the managerial employee, the scope of their competences and responsibility must ensue from the relevant regulations issued by the employer (Statute, these Salary Regulations, Organisational Regulations, or, if applicable, another document).

¹⁷ § 11 of the Labour Code.