

INTERNAL SALARY REGULATION

of

Institute of Atmospheric Physics of the Czech Academy of Sciences

Institute of Atmospheric Physics of the Czech Academy of Sciences (hereinafter referred to as "IAP"), with its registered office in Praha 4, Boční II/1401, issues, in the meaning of Section 20 of Act No. 341/2005 Sb., on public research institutions, as amended, the following Internal Salary Regulation, which cancels the previous one:

Article 1

Introductory Provisions

- (1) This Internal Salary Regulation stipulates the conditions for the provision and the amount of salaries paid to the IAP employees, with the exception of the Director.
- (2) The Internal Salary Regulation is based on the following legal and internal regulations:
 - a) Act on public research institutions;
 - b) Act No. 262/2006 Sb., as amended;
 - c) Government Regulation No. 567/2006 Sb., on minimum salary, minimum level of guaranteed salary, on determination of hazardous work environments and on salary supplement for work in hazardous work environments;
 - d) the Statutes of the Czech Academy of Sciences;
 - e) the IAP Collective Agreement;
 - f) Guideline of the Academy Council No. 13/2006 (Career Development Rules of the Czech Academy of Sciences);
 - g) the IAP Employment Rules;
 - h) the IAP Organisation Rules.

Article 2

Scope of Applicability

- (1) The Internal Salary Regulation regulates the remuneration of employees who are in an employment relationship with IAP and whose place of work is in the territory of the Czech Republic (hereinafter referred to as the "Employee").
- (2) Remuneration under other than employment contracts are regulated by Sections 109-111 of the Labour Code. The IAP Director and the Employee shall determine the amount of the remuneration and the conditions of its provision by agreement.
- (3) The IAP Director's (hereinafter referred to as the "Director") salary shall be set by the Chairperson of the Czech Academy of Sciences.

Article 3

Decision Making on Salary Matters

The Internal Salary Regulation stipulates:

- a) qualification prerequisites, characteristics of pay grades and the catalogue of jobs;
- b) the manner of assigning the employees to pay grades;
- c) awarding basic salary;
- d) awarding the individual types of monetary performance in addition to the basic salary and determining their amount;
- e) application of the IAP internal regulations in the salary area.

Article 4

Salary

- (1) The Employee is entitled to receive salary for work done. Salary is monetary consideration provided by IAP to the Employee for work, specifically with regard to complexity, responsibility and strenuousness of the work performed, and with regard to the difficulty of working conditions, work efficiency and attained work results.
- (2) Remuneration payable in connection with the employment relationship, including, without limitation, salary compensation, redundancy payment, reimbursement of travel expenses and remuneration for being on call is not considered to be salary.
- (3) The Director shall determine the salary in a salary statement on the basis of this Internal Salary Regulation.
- (4) The salary must be agreed, set or determined before the start of the work for which this salary will be payable.
- (5) The Director shall give to his Employee a written salary statement on the day when the Employee commences to work; the salary statement shall include the details of the remuneration unless these details are stated in the employment contract or internal regulations. Where there is a change in any facts included in a salary statement, the Director shall communicate this fact to the Employee concerned in writing latest on the date when the change takes effect.
- (6) All the IAP Employees shall receive monthly salary. The monthly salary shall not be reduced due to any public holiday.

Article 5

Minimum Salary

- (1) Minimum salary is the lowest permissible amount of remuneration for work performed in an employment relationship and in a labour relationship established by an agreement other than employment contract. Salary or remuneration under such agreement must not be lower than the minimum salary. Salary for this purpose does not include any extra payment for overtime, work on public holidays, night work, work in arduous working environment and for work on Saturdays and Sundays.
- (2) The amount of minimum salary is determined by Government Regulation No. 567/2006 Sb.
- (3) Where salary, or remuneration pursuant to an agreement, does not attain the amount of minimum salary, IAP is obliged to pay his Employee the difference in accordance with the Labour Code.

Article 6

Guaranteed Salary

- (1) Guaranteed salary is such salary to which an employee is entitled in accordance with the Labour Code, this Internal Salary Regulation or a salary statement.

- (2) The level of the guaranteed salary and the conditions for its payment shall be governed by the provisions of Section 112 (2) of the Labour Code.

Article 7

Salary Components and Remuneration for Being on Call

IAP shall provide the Employees who are paid according to the pay grade system with the following monetary considerations:

- a) basic salary;
- b) personal extra pay;
- c) extra pay for management;
- d) overtime pay;
- e) salary or compensation for a public holiday;
- f) pay for night work;
- g) pay for work on Saturdays and Sundays;
- h) remuneration for being on call;
- i) bonuses.

Article 8

Basic Salary and Pay Grade

- 1) Basic salary is a basic part of salary the amount of which is determined by assigning to a certain pay grade.
- 2) By the type of activity, the Employees are divided into two groups:
 - a) university-educated workers of the IAP research divisions placed, according to the Career Development Rules of the Czech Academy of Sciences, in one of qualification grades 1, 2, 3a, 3b, 4 and 5 (Art. 22 of the Annex to the Statutes of the Czech Academy of Sciences);
 - b) other Employees.
- 3) The university-educated workers of the research divisions are placed, according to their awarded qualification grade (1, 2, 3a, 3b, 4, 5), to pay grades V1 to V6 with pay ranges stipulated in Annex No. 1 as follows:
 - a) research assistant (qualification grade 1) to V1 pay grade;
 - b) graduate student (qualification grade 2) to V2 pay grade;
 - c) postdoctoral fellow (qualification grade 3a) to V3 pay grade;
 - d) associated scientist/scholar (qualification grade 3b) to V4 pay grade
 - e) scientist/scholar (qualification grade 4) to V5 pay grade;
 - f) senior scientist/scholar (qualification grade 5) to V6 pay grade.

The Director shall determine the amount of basic salary within the pay range of the relevant pay grade, taking into consideration the results of evaluations, or possibly other special circumstances related to the Employee's qualification. The workers placed in qualification grades 3a, 3b, 4 and 5 are research workers. Other Employees are ranked, according to the most demanding type of work agreed in their employment contract and according to the catalogue of jobs attached as Annex No. 2, in pay grades O1 to O6. The Director shall place the Employees in a pay step of the respective pay grade on the basis of their qualification prerequisites and depending on their recognised professional or other experience according to the rules laid down in Annex No. 2. Pay steps for pay grades O1 to O6 are set in Annex No. 3.

- 4) Basic salary is based on the fixed weekly working hours of 40 hours a week; it shall be reduced in case of reduced weekly working hours, and always accordingly to the number of hours not worked.

Article 9

Personal Extra Pay

- (1) An Employee who receives basic salary may be granted personal extra pay.
- (2) The Director may provide an Employee who on a long-term basis achieves very good work results or efficiently performs a larger scope of work than other Employees with a personal extra pay upon a proposal of the immediate superior of that Employee, specifically up to the amount of
 - a) 100% of the upper boundary of the pay range in pay grades V1 – V6 in which the Employee has been placed;
 - b) 100% of the upper boundary of the pay range in pay grades O1 – O6 in which the Employee has been placed.

Such personal extra pay shall always be awarded for a fixed period of time, not longer than for one calendar year. Before the end of such period, the assessment must take place of the fulfillment of the criteria by which the personal extra pay was awarded.

- (3) An Employee who is working on research and development projects or is participating in the solution to them may receive, upon a proposal of the person responsible for the project (project manager), personal extra pay from the funds for such projects. The amount and the manner of payment of such personal extra pay must comply with the rules set in the agreement concluded between the provider of the funds for the project and the manager of the project.
- (4) The personal extra pays under paragraphs (2) and (3) shall be added up.
- (5) The awarded personal extra pay shall be set in the salary statement.
- (6) Personal extra pay shall be determined as a monthly amount based on the specified weekly working hours. It shall be awarded only for the time worked.
- (7) There is no legal entitlement to personal extra pay.

Article 10

Extra Pay for Management

- (1) Extra pay for management shall be awarded to managing employees who receive basic salary and who are, in accordance with the Organisation Rules of the workplace, authorised to establish and assign tasks to their subordinates, to organise, manage and control their work, and give them for this purpose binding instructions.
- (2) The amount of extra pay for management is laid down in Annex No. 4.
- (3) The awarded extra pay for management shall be set in the salary statement.
- (4) Extra pay for management shall be determined as a monthly amount based on the specified weekly working hours. It shall be awarded only for the time worked.
- (5) Extra pay for management shall also be awarded to:
 - a) an Employee who acts as a deputy of a managing employee at a higher level of management in the full scope of the management activity concerned for the period longer than 4 weeks, with this service not being part of the Employee's responsibilities resulting from his employment contract, specifically from the first day of such service. The extra pay shall be granted under the same conditions as for the managing employee concerned.

- b) an Employee who is not a managing employee, however, according to an organisation regulation, he is authorised to organise, manage and control the work of other Employees and give them for this purpose binding instructions.

Article 11

Salary or Compensatory Time Off for Overtime Work

- (1) Overtime work may be performed only exceptionally and the Director may order an Employee to work overtime only due to serious operational reasons. An Employee may not be ordered to do more than 8 hours of overtime work within one week and 150 hours of overtime work within one calendar year. The Director may only require from an Employee overtime work in excess of the scope mentioned if the Director and the Employee have so agreed.
- (2) Overtime work is work performed on the instruction of the Director which exceeds standard weekly working hours following from the predetermined schedule of working hours and above the pattern of shifts. Regarding part-timers, overtime work means any work exceeding their predetermined weekly working hours.
- (3) As regards overtime work, an Employee is entitled to his salary for work done within overtime (hereinafter referred to as the "attained salary") and to an extra pay of at least 25% of his average earnings unless the Director and the Employee have agreed that instead of the extra pay for overtime work the Employee will take compensatory time off in the scope of the hours when he worked overtime.
- (4) Where the Director does not provide his Employee with compensatory time off within a period of three months after the performance of overtime work, or within another agreed period, the Employee is entitled, in addition to his attained salary, to an extra pay pursuant to paragraph (3).

Article 12

Salary, Compensatory Time Off or Salary Compensation for Work on a Public Holiday

- (1) When an Employee works on a public holiday, he is entitled to his attained salary and compensatory time off in the scope of hours for which he worked on a public holiday; the Director shall grant the Employee compensatory time off latest by the end of the third calendar month after the Employee's performance of work on a public holiday, or within another agreed period. When the Employee takes such compensatory time off, he is entitled to salary compensation in the amount of his average earnings.
- (2) The Director may agree with the Employee to pay him, in addition to the attained salary, an extra pay instead of the Employee's taking compensatory time off; this extra pay shall be in the amount of the Employee's average earnings.
- (3) An Employee, who did not work because a public holiday fell on his usual working day, is entitled to salary compensation in the amount of his average earnings (or their part) for salary (or its part) lost due to such public holiday.

Article 13

Pay for Night Work

An Employee is entitled to the attained salary and an extra pay in the amount of 10% of his average earnings for his work at night.

Article 14

Salary and Extra Pay for Work in an Arduous Work Environment

An Employee is entitled to be paid, in addition to his attained salary, an extra pay for work done in an arduous work environment. The extra pay for work carried out in an arduous work environment shall be 10% of the applicable minimum salary.

Article 15

Pay for Work on Saturdays and Sundays

An Employee is entitled to the attained salary and an extra pay in the amount of 10% of his average earnings for his work on Saturdays and Sundays.

Article 16

Remuneration for Being on Call

- (1) The employer may only require his Employee to be on call if this has been agreed with this Employee.
- (2) The Employee is entitled to remuneration in the amount of 10% of his average earnings for being on call.
- (3) Where an Employee performs working activities while on call, he is entitled to salary. In such case the Employee is not entitled to remuneration pursuant to paragraph (2). Performance of work while on call above standard weekly working hours is overtime work.

Article 17

Bonuses

- (1) The Director may grant an Employee a bonus
 - a) for a successful solution to a research and development project or for business orders related to the secondary and other activities;
 - b) for accomplishing an extraordinary or particularly significant task;
 - c) for excellent results of systematic work, including, without limitation, publishing activity, guiding and training graduate students, lecturing etc.
 - d) for economic benefit for IAP;
 - e) for repair of damage to the employer's assets.
- (2) Bonuses pursuant to par. 1 (b) to (e) shall be awarded by the Director upon a proposal of the immediate superior, or at his own discretion.
- (3) The project manager shall decide whether to pay bonuses from grant funds pursuant to par. 1 (a) to the members of the research team. The Director shall decide whether to pay bonuses from grant funds to the project manager.
- (4) Bonuses resulting from business orders pursuant to par. 1 (a) shall be granted by the Director upon a proposal of the person responsible for the order concerned.

Article 18

Contractual Salary

- (1) In exceptional cases worthy of special consideration, the Director may conclude with an Employee who meets special qualification prerequisites or performs extremely demanding work tasks an agreement on individual salary conditions.
- (2) The agreement on individual salary conditions may only be concluded for a definite period of time and with the consent of the Institution's Board.
- (3) The Employee who receives a contractual salary shall be excluded from the pay grade system.

Article 19

Pay Days

- (1) Salary shall be payable after performance of work, specifically not later than in the calendar month following the month when an Employee's entitlement to his salary, or one of its components, arose.
- (2) Pay day shall be on the 6th day of each calendar month. If this day falls on a Saturday, Sunday, or public holiday, the salary shall be paid on the closest preceding working day.
- (3) Salary shall be paid in Czech crowns, during working hours and at the workplace. Salary shall be rounded up to whole crowns.
- (4) At the Employee's request, IAP shall transfer at own expense and risk the amount specified by this Employee, after relevant salary deductions are made pursuant to the Labour Code or special legislation, to one account with a bank, or savings or credit cooperative society, specifically not later than on a regular pay day.
- (5) Salary and its individual components, as set, agreed or determined for one working hour, shall be due to an Employee also for fractions of hours for which he worked in a period in respect of which his salary is provided.
- (6) At the Employee's request, IAP shall pay this Employee salary before the start of the Employee's annual leave if the pay day for such salary is due during the annual leave.
- (7) On termination of an employment relationship, IAP shall pay his Employee salary on the closest regular pay day following the date of termination of the employment relationship.

Article 20

Salary Deductions

Salary deductions may be done only in cases stipulated by the Labour Code or special legislation and in the manner provided for in the Labour Code.

Article 21

Average Earnings for Labour Purposes

On the basis of Sections 351-354 of the Labour Code, the reference period for calculation of average earnings shall be the previous calendar quarter.

Article 22

Final Provisions

- (1) This Internal Salary Regulation is binding for the employer and all its Employees.
- (2) Annexes to the Internal Salary Regulation are valid always for one calendar year.
- (3) The Director is obliged to acquaint the Employees with any modifications to the remuneration policy and any changes in the Internal Salary Regulation and the Annexes thereto not later than 15 days prior to their effect.
- (4) Managing employees are obliged to acquaint each direct subordinate employee with this Salary Regulation.
- (5) The Director is obliged to enable the Employees to inspect this Salary Regulation.
- (6) Issues relating to the remuneration of the Employees not regulated herein shall be governed by the provisions of the Labour Code.
- (7) Salary entitlements that arose before the effective day hereof shall be governed by the existing legislation.
- (8) This Salary Regulation was approved by the Board of the Workplace on 16 May 2020 and becomes effective on 1 June 2020.

In Prague, on 28 May 2020

Signature illegible

.....

Doc. RNDr. Zbyněk Sokol, CSc.

Director of Institute of Atmospheric Physics
of the Czech Academy of Sciences

Signature illegible

.....

Ing. Dalia Obrazová, CSc.

Board Chairwoman of Institute of Atmospheric
Physics of the Czech Academy of Sciences

Annex No. 1**Range of Pay Grades V1 – V6**

Pay grade	Qualification grade	Description of qualification grade	Salary range in CZK
V1	1	research assistants	24,000 – 37,000
V2	2	graduate students	24,000 – 27,000
V3	3a	postdoctoral fellows	27,000 – 31,000
V4	3b	associated scientists/scholars	25,000 – 39,000
V5	4	scientists/scholars	31,000 – 39,000
V6	5	senior scientists/scholars	35,000 – 46,500

Annex No. 2**Catalogue of Jobs and Their Placement in Pay Grades O1 – O6****Handling, operational and craftsman work**

Grade O1

- Auxiliary and simple work ensuring the operation of the Institute
- Manual handling of items with weight over 15 kg
- Normal regular cleaning, manual as well as mechanical cleaning of studies, laboratories, indoor and outdoor premises, including waste handling etc.

Grade O2

- Basic craftsman work learned on the job
- Manual handling of materials and products with weight over 50 kg

Grade O3

- Driving road motor vehicles with weight of 3.5 tons, including ordinary maintenance, provision of repairs and keeping a driver's report book
- Providing operation, maintenance, cleaning within maintenance (e.g. snow clearing) and minor repairs of the premises

Administrative, economic, and technical and operational work, specialised work (e.g. in observatories and in the library)

Grade O3

- Simple professional or specialised activities of routine nature according to established simple procedures

Grade O4

- Performing a specialised limited scope of responsibilities according to general procedures, comprehensive specialised work
- Preparation of research and development documents, simple data processing
- Observatory measurements and observations

A – ADMINISTRATION

- Performing routine cash transactions, cash handling
- Keeping stock records, supplying
- Performing a specialised limited scope of responsibilities according to general procedures, independent handling of simple administrations, e.g. keeping economic, financial, personnel, study, foreign (incl. customs procedure), scientific and research, asset records

TO (TP) – TECHNICAL AND OPERATIONAL

- Performing the comprehensive scope of responsibilities relating to OSH and FP

L (K) – LIBRARIANSHIP

- Performing professional librarian and information activities on the basis of modern technologies

Grade O5

- Independent performance of a specialised comprehensive scope of responsibilities, specialised professional activities, methodical and professional management of complex administrations in research departments

EC- ADMIN (EK – ADMIN)

- Independent handling of specialised comprehensive administrations, e.g. economic, financial, personnel, foreign, scientific and research, business administrations requiring knowledge of more complex economic and information systems

TO (TP) – TECHNICAL AND OPERATIONAL

- Comprehensive organisation, coordination and provision of constructions, reconstructions and repairs of assets
- Performing the administration of asset management
- Computer network administration and expert consultations to the network users

L (K) – LIBRARIANSHIP

- Management of the entire operation of libraries and information activities

Grade O6

- Management of the operation of independent specialised administrations, e.g. economic, financial, personnel, study, foreign, business and management administrations, including creation of internal guidelines, regulations, instructions and methodical guidance

Annex No. 3**Pay Grades O1 – O6 and Basic Salary Range for Other Workers**

Pay grade	Minimum qualification	Newly recruited worker	Worker with more than 1 year of experience in the Institute
O1	B	14,600 – 15,600	14,600 – 16,700
O2	SV	16,100 – 18,360	16,100 – 18,900
O3	SM	17,800 – 19,380	17,800 – 21,500
O4	SM	19,600 – 22,440	19,600 – 28,900
O5	SM	21,700 – 25,500	22,000 – 34,500
O6	U	24,000 – 33,150	24,500 – 39,000

B – basic education

SV – secondary education with VET certificate

SM – secondary education with “maturita” examination

U – university education (master study programme)

Annex No. 4**The Amount of Extra Pay for Management According to the Level of Management**

Level of management	The amount of extra pay for management in CZK
Observatory manager etc.	500 – 1,000
Head of department	2,000 – 4,000
Director's deputy	3,000 – 6,000
Employee pursuant to Art. 10 (5) (b)	500 – 2,500