



Collective Bargaining Agreement 2026–2028

- 1) **University of Hradec Králové**
(hereinafter referred to as “UHK”)
with its registered office at Rokitanského 62, 500 03 Hradec Králové,
Company ID No. 62690094
represented by the Rector, Assoc. Prof. RNDr. Jan Kříž, Ph.D.
(hereinafter referred to as “the Employer”)

and

- 2) **Local Organisation of the Tertiary Education Trade Union**
at the University of Hradec Králové,
Company ID No. 42228263
(hereinafter referred to as the “ZO VOS”)
represented by the ZO VOS Board and its Chair,
Mgr. Josef Lounek, Ph.D.

have entered into the following Collective Bargaining Agreement
for the period 2026-2028:



Part I

Introductory Provisions

- 1) This Collective Bargaining Agreement (hereinafter referred to as "*the Agreement*") governs the working conditions and terms of employment of employees of the University of Hradec Králové (hereinafter referred to as "*the Employees*"), their rights and entitlements arising from employment relationships under Act No. 262/2006 Coll., the Labour Code, as amended, and related legislation (hereinafter referred to as "*the Labour Code*"), as well as the relations between the Employer and the Employees and between the Employer and the Trade Union.
- 2) This Agreement is concluded for the period from 1 January 2026 to 31 December 2028. However, the obligations giving rise to individual Employees' entitlements shall remain in force until the effective date of the subsequent collective bargaining agreement, but no later than 31 March 2029.
- 3) If, during the term of this Agreement, generally binding legal regulations affecting its content are amended, the Agreement shall be brought into conformity with such amendments by means of a written amendment agreed by both contracting parties. The contracting parties undertake to negotiate any written proposal for an amendment to this Agreement within 14 days of its submission.

The contracting parties further undertake to maintain social stability throughout the term of this Agreement and to provide each other with the necessary social and economic information.

Part II

Relations between the Employer and the Trade Union

- 1) The Employer undertakes to comply with the statutory prohibition of unequal treatment and discrimination, in particular discrimination on the grounds of sex, sexual orientation, racial or ethnic origin, nationality, citizenship, social origin, family status, language, health, age, religion or belief, property, marital or family status, family relationships or responsibilities, political or other opinions, membership of and activities in political parties or political movements, and membership of or office held in a trade union.
- 2) The Local Organisation of the Tertiary Education Trade Union at the University of Hradec Králové represents UHK employees in dealings with the Employer and has the status of a party to labour relations. Every UHK employee has the right to information and consultation under the conditions and in the manner laid down, in particular, in Sections 276–280 of the Labour Code. For the purposes of this Agreement, "*information*" means the provision of the data necessary to enable the Trade Union to ascertain the status of the matter concerned or, where appropriate, to form an opinion on it. The Employer shall provide such information sufficiently in advance and in an appropriate manner to enable the Trade Union, without undue

delay and in cooperation with the Employer, to assess the information, prepare for consultation where required, and express its opinion before the relevant measure is implemented. “*Consultation*” means discussions between the Employer and the Trade Union, including the exchange of views and explanations with the aim of reaching agreement. The Employer shall ensure that consultation takes place sufficiently in advance and in an appropriate manner so that the Trade Union may express its views on the basis of the information provided and the Employer may take those views into account before implementing the relevant measure. During the consultation process, the Trade Union shall have the right to receive a reasoned response to its views.

- 3) The Employer undertakes, in accordance with Section 280 of the Labour Code, to inform the Trade Union sufficiently in advance of any proposed structural changes, rationalisation measures or organisational changes affecting the UHK, its organizational units, departments or workplaces, and, upon request, to provide information on anticipated developments in employment. The Employer shall consult the Trade Union on measures relating to collective redundancies and on matters concerning occupational health and safety to the extent required by the Labour Code.
- 4) When discussing a reduction in the number of full-time staff due to organisational changes, the Employer shall provide the Trade Union with a written explanation of the reasons for the organisational changes and of the possibilities for the continued employment of the affected Employees at the UHK.
- 5) The Employer shall allow ZO VOS officials, section representatives and designated members of ZO VOS committees, where exceptionally necessary, to perform duties arising under this Agreement during working hours, provided that they fulfil their work duties in accordance with the instructions of their immediate superior.
- 6) Officials of the ZO VOS and members of its committees shall be permitted to use office equipment, computers, photocopying facilities and communication facilities, including the UHK’s postal services, to the extent strictly necessary for the performance of their duties. The Employer shall, in accordance with its operational capabilities, provide, to the agreed extent and from the Rectorate’s operational funds, materials (including printing materials) and a room with the necessary equipment for the activities of the Trade Union bodies and for meetings.
- 7) The Employer shall not require compensation for wages in respect of activities undertaken by Trade Union officials that are directly connected with the performance of Trade Union duties, including participation in VOS meetings, provided that the condition set out in paragraph 4 is fulfilled.
- 8) Upon request, the Employer shall inform the ZO VOS of the total number of UHK employees, including their organisational structure, and shall do the same with regard to any changes, no more than once per academic year. The Employer shall also provide specific supporting documents for the ZO VOS Board’s meetings or decision-making activities.

- 9) The Employer shall deduct membership fees from members of the ZO VOS in accordance with the instructions of the ZO VOS treasurer once a month when processing payroll, and shall transfer them without delay to the Trade Union's account **1080060349/0800**, following authorisation by the responsible payroll officer. The Trade Union shall ensure that they obtain written consent from their members for the deduction of membership fees. The Employer shall send a written monthly statement for Employees from whom the membership fees have been deducted by the 15th day of the following month to the attention of the chair of the ZO VOS. Furthermore, the Employer undertakes to provide the authorised representative of the ZO VOS Board, in accordance with these agreements, with the information necessary to verify the accuracy of the amounts of these contributions, provided that the Employees concerned have given their written consent to these measures.
- 10) The Employer shall, by mutual agreement, permit officials of the ZO VOS, as well as officials and employees of higher-level Trade Union bodies, to enter the workplace if they are carrying out an inspection of compliance with labour law and pay regulations, employment regulations, catering regulations, or an inspection of compliance with the obligations arising from this Agreement. The employer shall permit the aforementioned staff to carry out inspections of health and safety at work regulations and to enter the workplace even without prior agreement.
- 11) The Employer shall allow the ZO VOS to use the agreed resources to inform its members and all UHK staff; these resources consist of designated noticeboards and managed by the ZO VOS in UHK buildings. The Trade Union also have the right to host their websites on the Employer's server. A link to the Trade Union's website will be placed in the relevant section of the University's website.
- 12) Upon request, the Rector shall allow an authorised representative of the ZO VOS to discuss, within the Rector's Board, those matters in which the ZO VOS is interested. Furthermore, either party shall have the right at any time to request the other party to convene a meeting of representatives to discuss matters which are or are to be regulated by this Agreement. The other party undertakes to attend the meeting. The Trade Union have the right to invite to the meeting a representative of the Trade Union of which they are members, or an independent expert. Any person authorised by the Employer to attend the meeting may do so on behalf of the Employer.
- 13) The ZO VOS will respect the Employer's operational needs, safeguard the Employer's good name both in the workplace and in public, and allow the Employer (or designated Employees) to discuss matters of interest to the Employer at ZO VOS meetings. The ZO VOS will inform the Employer of the dates of its meetings.
- 14) Where necessary, the Employer and the ZO VOS shall keep each other informed of their key negotiations – in particular with state administrative bodies – concerning the interests of Employees, and of any initiatives they take in this regard.
- 15) The ZO VOS undertakes, together with the Employer, to participate in negotiations and to remedy any deficiencies identified by state supervisory authorities where they challenge the agreed provisions of the Agreement, including its annexes.

- 16) The Employer undertakes to inform the Trade Union of developments in wages and their individual components, broken down by professional group, both at the University level and at the level of individual organisational units (up to the level of faculties and the Rectorate), in accordance with Section 287(1)(a) of the Labour Code. The Employer shall provide this information to the Trade Union in writing once per calendar year. The information shall be presented in the form of average wages paid.
- 17) For the purpose of discussing matters under Section 280(1) and Section 287(2) of the Labour Code, the Employer shall, at the Trade Union' request, provide them with supporting documents setting out the proposed measures and the reasons for them, by email to the email addresses of the chair and vice-chair of the ZO VOS Board, well in advance of the date of the discussion. The Trade Union undertake to provide the Employer with their opinion, and where applicable, proposals for appropriate measures regarding the matters submitted, electronically, sufficiently in advance before the scheduled consultation.
- 18) If either contracting party submits a proposal or opinion to the other party by electronic means and requests that it be discussed or responded to, the receiving party shall provide an electronic response, including reasons, without undue delay and no later than 10 days after receipt.

Part III

Procedure for Handling Employee Suggestions and Complaints

- 1) Written suggestions and complaints submitted by Employees concerning labour-law and social matters arising from their employment at UHK shall first be considered by the Employee's immediate supervisor, with the possible participation of a representative of the ZO VOS Board, if requested by either the Employee or the Employer. Where a representative of the ZO VOS Board attends the meeting, minutes shall be prepared and signed by all persons present.
- 2) If no agreement is reached at this stage, the Employee shall submit the minutes to the ZO VOS Board and University management, which shall deal with the matter within five working days. The ZO VOS Board and University management shall issue their position within 30 days and inform the Employee accordingly.
- 3) The Employer shall allow a representative of the ZO VOS Board, or where appropriate, a representative of a higher-level Trade Union body, to attend the meeting referred to in paragraph 1.
- 4) Labour disputes concerning the rights and obligations of employees arising from labour law or related legislation, as well as disputes concerning the fulfilment of obligations under this Agreement which give rise to claims by individual employees, shall be decided by the competent court.

Part IV

Employment-Related Rights and Working Conditions

- 1) Where appropriate, and unless the matter has already been considered by the Rector's Board in the presence of a representative of the ZO VOS, the Employer shall discuss with the ZO VOS Board significant matters relating to the welfare of UHK Employees, the creation of working conditions conducive to the proper performance of duties by all Employees – particularly those caring for close relatives or dependent children, and Employees with disabilities – and compliance with occupational health and safety requirements and workplace hygiene standards.
- 2) When granting annual leave, the Employer shall take into account the legitimate interests of Employees, in particular where an Employee can demonstrate that they are caring for a close relative or a dependent child.
- 3) The Employer shall grant full-time non-academic Employees an additional two weeks of annual leave beyond the statutory entitlement (see Section 213(1) of the Labour Code). However, the total annual leave entitlement shall not exceed the maximum limit of six weeks.
- 4) The Employer shall schedule annual leave entitlement in July and August for academic staff at 4 weeks and for full-time non-academic staff at 3 weeks.
- 5) Justified exceptions may be granted by the Rector, the Dean or their direct subordinates.
- 6) Any Employee who can provide evidence that they are caring for a child under the age of 15 or a close relative may request their workplace head for one day of unpaid leave per month. The workplace head shall grant the leave subject to operational requirements. If the leave is not taken, it cannot be carried over to the following month.
- 7) Any Employee who can provide evidence that they are caring for a child under the age of 15 or a close relative may apply for up to 10 days' unpaid leave during the summer school holidays. This entitlement is subject to the requirement that the Employee has first taken a proportionate amount of their annual leave. The request may be granted by agreement with the workplace head.
- 8) Any UHK Employee who is the primary carer of at least one school-age child under the age of 15 may, by agreement with their workplace head and subject to operational requirements, take annual leave during the spring school holidays.

- 9) Working hours at the UHK are organised into a five-day working week, with a 40-hour week for single-shift operations and a 37.5-hour week for three-shift and round-the-clock operations. The Employer shall allow working parents, particularly parents of children under the age of 15, to adjust their working hours within the scope of each workplace's capabilities. The Employer may also authorise adjustments to working hours for other Employees, for example on account of commuting, disability, caring responsibilities, or the specific operational needs of the workplace, including arrangements for remote working. Pursuant to Section 24 of Act No. 111/1998 Coll. on Higher Education Institutions, adjustments to the working hours of faculty staff are approved by the deans of the respective faculties, and those of the Rectorate staff by the Rector of the UHK.
- 10) The working hours of all Employees are governed by the relevant provisions of the Labour Code and the UHK's regulatory acts.
- 11) The total amount of overtime ordered must not exceed an average of 8 hours per week over the course of a calendar year and must not exceed 150 hours in a calendar year.
- 12) Employees on unpaid leave are required to pay their health insurance contributions in full. In exceptional and unavoidable circumstances beyond their control, Employees may apply to the Dean or the Bursar for the Employer to cover these contributions.
- 13) The recording of working hours is governed by the Labour Code and UHK's regulatory acts.
- 14) The Employer undertakes to inform the individual, during negotiations before the commencement of employment, of the applicable Collective Bargaining Agreement, in addition to the information specified in Section 31 of the Labour Code.
- 15) If a new post is created or an existing post becomes vacant, the Employer shall offer it, in the first instance, to Employees whose employment is to be terminated for organisational reasons (e.g. their notice period is currently running or an agreement has been concluded to terminate their employment with a later termination date). This obligation is subject to the Employee being suitably qualified for the new post. This provision does not apply where the post is filled on the basis of a selection procedure.
- 16) The Employer, in agreement with the ZO VOS Board, shall (in accordance with Section 224(1) of the Labour Code) provide Employees with appropriate conditions for carrying out their work tasks and for the proper and safe performance of their duties, as set out in their employment contract.
- 17) The Employer shall provide Employees with a break for meals and rest lasting at least 30 minutes after a maximum of 6 hours of continuous work, in accordance with Section 88 of the Labour Code.
- 18) The Employer shall respect the protection of personal rights and copyright.
- 19) The Employer shall allocate adequate resources to ensure that up-to-date academic literature is made available to academic staff for research and teaching purposes.

- 20) The Employer shall ensure equal opportunities for academic staff in carrying out and being assessed in respect of their research and teaching activities.
- 21) The Employer shall make every reasonable effort to keep Employees informed about developments in the workplace.

Part V

Employment Security

- 1) The Employer shall submit any proposed organisational changes under Section 52 of the Labour Code to the ZO VOS Board for consultation in writing at least 30 working days before their adoption. Where such organisational changes are to be adopted between 1 July and 31 August, they shall be submitted at least 45 working days in advance. Consultation between the Employer and the ZO VOS Board shall take place without undue delay at the Employer's request. The Employer shall discuss the proposed organisational change with the Employee in advance so that the ZO VOS Board may be informed of the agreed solution. In exceptional cases, the Employer may discuss the proposed organisational change with the ZO VOS Board before reaching agreement with the Employee. Minutes of the consultation shall be prepared. The ZO VOS Board undertakes to maintain confidentiality regarding all matters relating to the proposed organisational changes until they become effective.
- 2) The previous paragraph does not apply to the termination of an employment contract concluded for a fixed term. The Employer undertakes to notify the Employee with whom a fixed-term employment contract has been concluded, and which the Employer does not intend to renew, of this fact no later than 3 months before the expiry of the contract. This does not affect the expiry of a fixed-term employment contract.
- 3) Employees who request it will, subject to the approval of their workplace head, be permitted (including adjustments to working hours) to attend specialist courses organised by departments (e.g. language classes, computer courses, professional training) and to make use of available facilities at the UHK's sports centres. Such courses are free of charge for Employees, or may be subject only to a fee covering the direct costs of organising the course.
- 4) In accordance with Sections 227–233 of the Labour Code, the Employer's management shall create favourable working conditions to enhance the professional skills of Employees.
- 5) The Employer may enter into an agreement with an Employee regarding further training in accordance with Section 234 of the Labour Code.
- 6) The Employer shall identify Employees' training needs.

- 7) The Employer shall ensure that all Employees are assigned work tasks and activities corresponding to the relevant job category to which the Employee is assigned (Article 6 and Annex 2 of the UHK Internal Wages Regulations, hereinafter referred to as the IWR). Tasks assigned beyond the scope of the relevant category shall be discussed individually with the Employee in advance, including the remuneration for such work.
- 8) Where an Employee is reclassified into a lower category or pay grade, this matter will be discussed with the Employee on an individual basis (at the Employee's request, a Trade Union representative may also be present).
- 9) The Employer shall discuss in advance with the Trade Union the termination of an Employee's employment by notice or by immediate termination (Section 61(1) of the Labour Code).
- 10) In the case of members of a Trade Union body (chair of the ZO, member of the ZO Board, etc.) during their term of office and for one year thereafter, the Employer is obliged to seek the prior written consent of the ZO before giving notice of termination or terminating the employment with immediate effect. Prior consent is also deemed to have been granted if the ZO has not refused in writing to grant the Employer such consent within 15 days of the date on which the Employer requested it (Section 61(2) of the Labour Code).
- 11) The Employer may pay an Employee, who has been given notice of termination by the Employer on the grounds set out in Section 52(a) to (c) of the Labour Code or whose employment has been terminated by mutual agreement on the same grounds, severance pay of up to five times the Employee's average monthly earnings following the termination of the employment.
- 12) Written notice of termination of employment during the probationary period shall, as a rule, be delivered to the Employee at least five working days in advance.

Part VI

Wages and Wage Conditions

- 1) Employees are entitled to remuneration for work performed in accordance with the Internal Wages Regulations (IWR), together with all statutory monetary entitlements and any additional remuneration provided under the Employee's employment contract, the University's internal regulations, faculty decrees or this Agreement.
- 2) Employees are entitled to the tariff wage set for the wage level to which they are assigned in accordance with the Internal Wages Regulations. The Employer shall classify Employees into wage levels on the basis of the characteristics of the work performed within the agreed type of work, taking into account the level of professional and specialised requirements, the minimum educational qualifications required, and, where applicable, academic qualifications or academic degrees, and other factors, in accordance with the University's Job Catalogue.

- 3) The Employer undertakes to inform the Trade Union, upon prior request, of developments in average wages and their individual components, including a breakdown by occupational group. It shall provide this information in writing by the deadlines agreed with the ZO VOS. (This is set out in detail in Part II, paragraph 16.)
- 4) Pay dates are set annually in the payroll calendar. Payday shall fall no later than the 14th calendar day of the following month. Pay dates may vary for bank transfers and cash payments, depending on operational requirements for payroll processing and payment. If this date falls on a Friday, Saturday or Sunday, the pay date is Thursday.
- 5) On the first day of employment, each Employee shall receive an employment contract, including a job description, together with a Wage Determination specifying the tariff wage (pay grade and wage level), the amount of any personal incentive bonus, any office allowance and any shift premium, signed by the authorised representative of the Employee. The Employer shall notify the Employee in writing of any change to their pay grade within 30 days of the decision, but no later than the date on which the change takes effect.
- 6) The payment of wages to employees is governed by the IWR. Any amendments to the IWR shall be made by the Employer in accordance with Section 287 of the Labour Code, following consultation with the Trade Union.
- 7) Employees receiving personal incentive bonuses or other bonuses shall be informed of the reasons for granting such bonuses in accordance with the applicable published rules.
- 8) The Employer shall, to the best of its ability, create the necessary time, organisational and financial conditions to support the proper completion of doctoral studies, habilitation and professorial appointment procedures. An Employee working a full-time (1.0) position shall receive a one-off bonus of at least CZK 15,000 upon obtaining a Ph.D., CZK 30,000 upon completion of the habilitation process, and CZK 45,000 upon appointment as a professor, paid from the wage budget of their parent department.
- 9) The Employer undertakes to hold discussions with the ZO VOS Board once per calendar year regarding adjustments to tariff wages, with the aim of increasing the total wage bill in line with wage trends and inflation in the Czech Republic.
- 10) The Employer undertakes to comply, in respect of all UHK Employees, with the relevant statutory and implementing legislation governing the minimum wage, the definition of a difficult working environment, and the amount of the wage supplement for work in a difficult working environment.

Part VII

Health and Safety at Work

- 1) The Employer shall implement all measures to ensure health and safety at work in cooperation with the Trade Union. Upon request, the Trade Union shall be provided with information on all operational accidents and on accidents occurring at work or during teaching. Pursuant to Section 108(5) of the Labour Code, the Employer shall organise annual health and safety inspections at all workplaces, with the participation of an authorised representative of the VOS. The Employer undertakes to review, within two months of the inspection, the implementation of the measures adopted, in consultation with the ZO VOS Board.
- 2) The Employer shall provide Employees with personal protective equipment and basic hygiene supplies in accordance with Section 104 of the Labour Code. The list is set out in the Bursar's guidelines.
- 3) Employees shall participate in addressing issues relating to health and safety at work through the Trade Union (Section 108(1) of the Labour Code).
- 4) The Employer is obliged to make available to the Trade Union, amongst other things, records of and reports on work-related accidents and recognised occupational diseases.
- 5) The Employer shall
 - a) on the basis of justified requests, carry out or arrange for measurements of the intensity of harmful factors in the working environment; inform the ZO VOS Board of the results of the measurements and, where necessary, arrange for corrective action;
 - b) give continuous attention to the implementation of measures to reduce adverse effects on the working and living environment and on staff safety;
 - c) regularly check and replenish the contents of first-aid kits with the prescribed first-aid supplies;
 - d) install, regularly inspect and replace fire extinguishers in the workplace.

Part VIII.

Employees' Social Conditions

- 1) The Employer shall provide meals and rest breaks in accordance with the Labour Code.
- 2) The Employer shall fully cover the material and personnel costs of one main meal for all UHK Employees in full-time employment whilst they are at work. The meal allowance is provided in the form of a flat-rate meal voucher, paid into employees' bank accounts on paydays.

- 3) Where necessary, a representative of the Employer appointed by the Rector shall negotiate the placement of Employees' children in pre-school facilities; the ZO VOS Board shall initiate these negotiations and delegate a representative to take part in them. The Employer may provide a contribution from its operating funds towards the cost of the children's attendance at these facilities.
- 4) The Employer and the ZO VOS shall maintain contact with retired employees who left UHK (formerly the Faculty of Education in Hradec Králové and subsequently the University of Education in Hradec Králové) upon retirement, and, subject to organisational possibilities, invite them to social events organized by UHK.
- 5) Throughout the year, sporting events shall be organised (exercise sessions for Employees and their family members).
- 6) The Employer, in cooperation with the ZO VOS Board, shall organise an annual celebratory gathering for Employees to mark their personal or professional milestones. On this occasion, they shall be awarded a financial or non-monetary reward.
- 7) In recognition of the professional contribution of a full-time Employee who has become eligible for a retirement pension, that Employee shall be awarded a bonus at the workplace, upon the recommendation of their immediate superior, prior to the termination of their employment, drawn from the financial resources of the individual UHK departments.

Part IX.

Social Fund

- 1) The University of Hradec Králové has established a social fund in accordance with Act No. 111/1998 Coll., on Higher Education Institutions.
- 2) The fund shall be used in accordance with the rules governing its use. The rules for providing contributions to Employees' retirement savings schemes are set out in the Employer's internal regulations, which are brought to the attention of the ZO VOS Board in advance.
- 3) The Employer shall provide a contribution towards supplementary pension insurance or life insurance for Employees in full-time employment with a working time of 1.0, in accordance with the specified conditions.
- 4) The use of the social fund is governed by the UHK Constitution.

Part X

Final Provisions

- 1) Employees' involvement in Trade Union bodies shall not constitute grounds for disciplinary action against those Employees, provided that their activities are in accordance with applicable laws and related regulations and in accordance with this Agreement.
- 2) In the event of a breach of this Agreement, the matter shall be dealt with in accordance with the Labour Code and other applicable regulations.
- 3) During the term of this Agreement, written amendments may be added to it with the consent of both contracting parties. These shall be issued in the form of numbered written amendments to this Agreement, signed by both parties.
- 4) The Employer shall ensure that this Agreement is also discussed at the level of the faculties and other constituent parts of the UHK.
- 5) This Agreement shall enter into force on the date of its approval by the UHK Rector's Board and ZO VOS Board.
- 6) This Agreement shall take effect on the date of signature.
- 7) The Employer shall arrange for the final layout and, following its approval by both parties, the printing of this Agreement, including its annexes and any amendments.
- 8) The contracting parties have signed this Agreement in confirmation of their agreement with its contents.

In Hradec Králové on 10 December 2025.

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On behalf of UHK
Assoc. Prof. RNDr. Jan Kříž, Ph.D.
Rector

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On behalf of ZO VOS
Mgr. Josef Lounek, Ph.D.
Chair