



University of Hradec Králové

# **WAGES REGULATION OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

*Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), the Ministry of Education, Youth and Sports registered this Constitution of the University of Hradec Králové under ref. No. MSMT-43124/2020-1 on 20<sup>th</sup> November 2020.*

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*Mgr. Karolína Gondková*  
*Director, Higher Education Department*

## **WAGES REGULATION of the University of Hradec Králové**

### **Article 1**

#### **Extent of Validity**

1. The Wages Regulation of the University of Hradec Králové (hereinafter the Wages Regulation) is issued on the basis of section 17 (1) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended (hereinafter the Act).
2. The Wages Regulation regulates provision of wage to Employees of the University of Hradec Králové (hereinafter the UHK or the Employer). For the purposes of the Wages Regulation, an Employee means a natural person employed by the Employer. The Rector's wage is determined by the minister of education, youth and sports.
3. The Wages Regulation determines the wage tariffs, examples of work activities, qualification pre-requisites and way of the Employees' assignment to wage levels.
4. Work activities not specified in the UHK Work Catalogue shall be classified by the head of the UHK HR and Payroll Department upon the Dean's or Rector's proposal by comparing with comparable activities.
5. Employees who perform work on the basis of agreements on work performed outside employment shall be provided remuneration. The amount of the remuneration and conditions of its provision are agreed in such agreements.
6. If the wage is provided from assigned means (such as grants of grant agencies or EU structural funds), wage provision is determined and agreed individually.

### **Article 2**

#### **Wage**

1. The Employee is entitled to wage for the work performed.
2. "Wage" means monetary consideration provided by the Employer to the Employee for work. It consists of personal contractual wage or wage according to

the wage tariff, personal incentive bonus, performance of office bonus, premium for work in an arduous working environment work and night work, premium for work on Saturdays and Sundays and for shift work, premium for overtime work, additional payment for performance of alternative work, wage during sabbatical leave, and remunerations.

3. Wage for the relevant month may not be lower than the minimum wage determined by a special regulation and/or also than the lowest level of guaranteed wage if stipulated by a special legal regulation.<sup>1</sup>
4. Other performance provided in relation to employment, especially compensatory wage, redundancy payment, travel allowances and remuneration for on-call duty is not considered wage.

### **Article 3**

#### **Personal Contractual Wage**

1. The Rector or the Dean may, within the scope of their powers, grant personal contractual wage to the Employees.
2. Personal Contractual wage is granted even to the Employees whose wages are paid from means specified in Article 1 (6).
3. Articles 4 to 10 shall not apply to the determination of the personal contractual wage.
4. Principles for contractual wages negotiation may be determined by a Rector's decree discussed by the UHK Academic Senate.

### **Article 4**

#### **Wage Decision-Making**

1. The Employer shall provide the Employee with wage according to this Wages Regulation.
2. The wage is determined by a wage determination. The wage determination does not form a part of the employment contract. The Employer shall, on day of the employment commencement at the latest, give a written wage determination to the Employee. Such wage determination shall include information about the amount of individual wage components to which the Employee is entitled, i.e. particularly:
  - a) Wage tariff;

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<sup>1</sup> Sections 111 and 112 od Act No. 262/2006 Sb., the Labour Code, as amended (hereinafter the Labour Code), Government Order No. 567/2006 Sb., regulating the minimum wage, lowest guaranteed wage, definition of arduous working environment and premium for work in arduous working environment, as amended

- b) Personal incentive bonus;
  - c) Performance of office bonus;
  - d) Premium for shift work;
  - e) Special premium.
3. Wage elements and their changes specified in Article 4 (2) above shall be proposed by the immediate Employee's superior. Decisions are made by:
  4. The Rector – in matters relating the Vice-Rectors, Bursar, Deans and the Rectorate Employees (and, in matters relating the Bursar's Office, after discussion with the Bursar);
  5. The Dean – in matters relating the Employees working at the relevant faculty (all hereinafter individually the Responsible Official).

## **Article 5**

### **Wage Tariffs**

1. The Employees' remuneration is based on monthly wage tariffs for full-time work determined by a special legal regulation.<sup>2</sup>
2. If the Employee works part-time (less working hours than determined by a special legal regulation mentioned in Article 5 (1) above, he/she shall get a proportionate part of the wage.
3. Wage tariffs are determined by a fixed monthly amount corresponding to the work assignment to a wage level.

## **Article 6**

### **Work and Wage Levels**

1. Work performed at the UHK is classified in two categories and in relevant work groups within each category.
  - a) Category I – academic staff – wage levels A1-A4;
  - b) Category II – technical and administrative Employees (hereinafter TAE) – wage levels T1-T3, and labourers, auxiliary or servicing staff (hereinafter D) – wage levels D1-D2.
2. Scientists and research and development personnel employed by the UHK shall fall within:
  - a) Category I (academic staff) if they, in addition to their creative activity, participate in instruction at the UHK. Assignment to the relevant wage

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<sup>2</sup> Section 79 of the Labour Code

level depends on the qualification requirements valid for the academic staff;

- b) Category II if they do not participate in instruction.
- 3. The wage tariffs, i.e. the basic monthly wage specified for the given wage level, are shown in Annex 1.
- 4. Work and assignment to wage levels is specified in Annex 2.

## **Article 7**

### **Qualification Requirements**

- 1. The following qualification is required to perform activities within the Category I (academic staff):

#### **Qualification Requirements for Academic Staff**

| <b>Wage level</b> | <b>Class</b>               | <b>Required qualification</b>  |
|-------------------|----------------------------|--|
| A1                | <b>Lecturer</b>            | Graduate of a master degree programme in the relevant or related field (in fields of art, exceptionally, a graduate of a secondary school with a school-leaving examination (“maturita”) in the relevant or related field) |
| A2                | <b>Assistant Professor</b> | Graduate of a doctoral degree programme (Dr., Th.D., or Ph.D.) or holder of the scientific title CSc. (for the relevant or related field)  |
| A3                | <b>Associate Professor</b> | Appointment of an associate professor in the relevant or related field   |
| A4                | <b>(Full) Professor</b>    | Appointment of a full professor in the relevant or related field   |

- 2. If an associate professor or a full professor does not fulfil the duties related to the relevant wage level as specified in Annex 2 and/or has been appointed associate professor or professor in a field which is not related to his/her actual position, he/she may be given, upon the Dean’s proposal, lower wage tariff.
- 3. If the member of the academic staff has obtained an appointment of an associate professor or full professor abroad and the Czech Republic does not have a valid treaty on mutual recognition of education documents with the given foreign country, the member of the academic staff shall be considered as if not having met the required qualification.

4. The following minimum education is required to perform activities within the Category II. Higher than required education obtained is not taken into account when assigning to a wage tariff.

#### **Qualification Requirements for Category II Employees**

| <b>Wage level</b> | <b>Required minimum education</b>   |
|-------------------|---|
| D1                | Primary school  |
| D2                | Vocational or secondary school  |
| T1                | Secondary school with school-leaving examination (“maturita”)   |
| T2                | Higher education obtained by studies of a bachelor degree programme; college; exceptionally secondary education with school-leaving examination when performing highly professional/ independent work |
| T3                | Higher education obtained by studies in a master’s degree programme   |

5. The fact whether the field or education corresponds to performance of the agreed work shall be decided by the Responsible Official upon the immediate superior's proposal.

### **Article 8**

#### **Employee's Assignment to Wage Level**

1. A member of the academic staff shall be assigned to a wage level according to the specified work described in Annex 2 and shall meet the qualification prerequisites as specified in Article 7 (1). The validity of Article 7 (2) and (3) has not been affected by it.
2. The Employees assigned to Category II shall be assigned to a wage level on the basis of performed work activities described in Annex 2.
3. Assignment of the Employee to a wage level is subject to a short and apt description of work activities (based on Annex 2) that will be performed by the Employee at his/her worksite. Each Employee shall get an employment contract, job description and wage determination (specifying the wage tariff, amount of the personal incentive bonus, performance of office bonus and premium for shift work) signed by the Responsible Official. The Employee shall confirm the job description by his/her signature. The Employer shall inform the Employee in

writing about any change of the wage determination on the day of the change coming into effect at the latest.

## **Article 9**

### **Personal Incentive Bonus**

1. The Employee may be granted a personal incentive bonus to reward his/her individual knowledge, skills and long-term good work results.
2. The personal incentive bonus is determined in form of a fixed amount in Czech crowns.
3. The amount of the personal incentive bonus shall be decided by the Responsible Worker upon the Employee's immediate superior's proposal.
4. The amount of the personal incentive bonus depends on the extent and importance of job tasks, quality of their fulfilment and economic possibilities of the UHK and its units' budget. When determining the amount of the personal incentive bonus of the members of the academic staff, the extent and quality of their creative activities, instruction and related activities shall be taken into account.
5. The personal incentive bonus shall be granted based on an annual evaluation performed by the Employee's immediate superior; such evaluation shall take place at least once in an academic year. The Employee's immediate superior may, depending on fulfilment of conditions specified in Article 9 (4) above, propose the Responsible Worker to increase, decrease or withdraw the Employee's personal incentive bonus. The personal incentive bonus may be decreased or withdrawn with a written justification only. In such case, the wage determination shall be changed. The Employer shall inform the Employee about it in writing on the day of the change coming into effect at the latest. If the Employee's immediate superior does not find any reason for increase, decrease or withdrawal of the personal incentive bonus during the annual evaluation, the Employee's personal incentive bonus remains unchanged.
6. The Employee cannot demand the personal incentive bonus provision.

## **Article 10**

### **Performance of Office Bonus**

1. Managerial employees are entitled to performance of office bonus according to the level of management and complexity of managerial work.

| <b>Position</b>           | <b>Bonus (CZK)</b> |
|---------------------------|--------------------|
| Dean, Vice-Rector, Bursar | 8,000–20,000       |

|   |              |
|---|--------------|
| Vice-Dean, faculty secretary  | 4,000–15,000 |
| Director of the University Library and the University Halls of Residence, head of the Counselling Centre and the Centre of UHK Information Technologies | 3,000–10,000 |
| Head of department, head of worksite with faculty powers, head of the Rectorate   | 2,000–8,000  |
| Head of a department/institute unit, department secretary (department head's deputy)  | 1,000–4,000  |

2. The amount determined within the given range depends on the extent of powers, demands of the managerial work and/or the number of subordinates.

## **Article 11**

### **Remunerations**

1. The Employer can provide remuneration to the Employee:
  - a) For work tasks fulfilled beyond the Employee's common duties;
  - b) For successful meeting of an extraordinary work task or work task of particular importance;
  - c) For provision of personal help in emergency cases (fire, natural disaster, risk to the health or life of persons or to property).
2. The Employer shall grant remuneration to the Employees whose working time is 40 hours per week according to the Labour Code when they obtain the academic title Dr., Ph.D., Th.D., and/or are appointed associate professor or full professor in accordance with the Collective Bargaining Agreement.
3. Remuneration can be granted by the Rector to all UHK Employees and by the Dean to all UHK Employees working at the given faculty. Other Employees who dispose of money for remunerations can grant remunerations to their immediate subordinates only. The Dean may also propose remuneration granting to an Employee of another UHK unit; however, such remuneration must be approved by the Employee's immediate superior.
4. The Rector and the Deans may appoint Employees who will dispose of funds for provision of remunerations and may determine the amount of such funds for a calendar year. They may also determine more detailed conditions for remunerations granting.

## **Article 12**

### **Wage for Work in Arduous Working Environment and for Night Work**

1. The Employee is entitled to be paid, in addition to his/her attained wage (hereinafter the Attained Wage), a premium for work performed in an arduous work environment.<sup>3</sup> The wage premium is 10% of the determined minimum hour rate per 1 hour of work in such environment.
2. The Employee is entitled to the Attained Wage and a premium in the amount of 10% of the average earnings for his/her work at night.
3. Night work means work performed between 10 pm and 6 am.

### **Article 13**

#### **Premium for Work on Saturdays and Sundays and for Shift Work**

1. The Employee, except for the Employee with personal contractual wage, is entitled to the Attained Wage and to a premium of 30% of his/her average earnings for hours of mandatory work on Saturday and/or Sunday.
2. For constant shift work or continuous pattern work, the Employee shall get a premium of CZK 750.00 monthly. It is subject to regular shift changes according to a schedule determined in advance.

### **Article 14**

#### **Wage and Time off for Overtime Work**

For overtime work, the Employee is entitled to his/her Attained Wage and a premium of 25% of his/her average earnings, or of 50% in case of uninterrupted rest period in a week unless the Employer and the Employee have agreed time-off granting in the extent of the overtime work instead of the premium. If the Employer fails to grant time off to the Employee till the end of the third calendar month after the overtime work, the Employee shall get his/her Attained Wage and the premium specified in Sentence one above.

### **Article 15**

#### **Wage and Compensatory Wage for Public Holiday**

1. When the Employee works on a public holiday, he/she is entitled to his/her Attained Wage and compensatory time off in the scope of hours for which he/she worked on a public holiday; the Employer 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/she is entitled to compensatory wage in the amount of his/her average earnings. The Employer

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<sup>3</sup> Government Order No. 567/2006 Sb., regulating the minimum wage, lowest guaranteed wage, definition of arduous working environment and premium for work in arduous working environment, as amended

may agree with the Employee to pay him, in addition to the Attained Wage, a premium instead of the Employee's taking compensatory time off.

2. The Employee, who did not work because a public holiday fell on his usual working day, is entitled to compensatory wage in the amount of his average earnings (or their part) for wage (or its part) lost due to such public holiday.

#### **Article 16**

##### **Wage for Performance of Alternative Work**

Wage provision for performance of alternative work is regulated by section 139 of the Labour Code.

#### **Article 17**

##### **Wage during Sabbatical Leave**

1. When a member of the academic staff is on his/her sabbatical leave as per section 76 of Act No. 111/1998 Sb., he/she is entitled for wage corresponding to his/her wage tariff.
2. When the Employee with personal contractual wage is on his/her sabbatical leave, he/she is entitled to wage corresponding to the wage tariff granted to him/her according to this Wages Regulation.

#### **Article 18**

##### **Redundancy Payment**

The amount of redundancy payment and conditions for its granting are regulated by sections 67 and 68 of the Labour Code and by the Collective Bargaining Agreement.

#### **Article 19**

##### **On-Call Duty**

The Employee is entitled to 10% of his/her average hourly earnings for one hour of his call-on duty.

#### **Article 20**

##### **Maturity of Wage and Pay Days**

1. The wage is due after the work is performed, latest in the calendar month following the month in which the Employee has become entitled to the wage or to any of its components unless a shorter than one-month period of wage

payment has been agreed in the employment contract or the Collective Bargaining Agreement.

2. The Employer shall determine a regular pay day within the period given in Article 21 (1) above.
3. Wage is determined and paid to the Employee in legal tender. Employees working abroad according to their employment contract can be, if they consent so, paid their wage or its part in agreed foreign currency provided that the exchange rate for this currency is announced by the Czech National Bank.
4. The wage shall be rounded-off upwards to the nearest crown value. The preceding sentence shall similarly apply to the rounding of wage in a foreign currency.
5. The Employer shall give a payslip to the Employee every month, showing data about the individual wage components and deductions. Upon the Employee's request, the Employer shall provide his/her for inspection documents on the basis of which the wage was calculated.
6. The Employee may give a written power of attorney to another person to receive the wage. The wage may be paid to another person than to the Employee without a written power of attorney only if the Labour Code permits so.
7. On the basis of the Employee's request concerning payment of wage or salary or another monetary consideration to the Employee, after the relevant wage or salary deductions are made by the Employer pursuant to special legal regulations, the Employer shall transfer, at own expense and risk, the amount determined by the Employee to one account specified by this Employee at the latest on a regular pay-day unless a later date has been agreed with the Employee in writing.
8. Wage or its part shall be translated to a foreign currency at the exchange rate announced by the Czech National Bank on the date on which the Employer buys the foreign currency for the wage payment purpose.

## **Article 21**

### **Income from Employment and Deductions**

Deductions from the Employee's income are regulated by sections 145-150 of the Labour Code.

## **Article 22**

### **Average Earnings**

Average earnings are regulated by sections 351-362 of the Labour Code.

## **Article 23**

### **Common Provisions**

1. The wage must be agreed or set before the start of performance of work for which the Employee is entitled to his/her wage.
2. The Employer is obliged to allow the Employee to inspect the legal regulations regulating the wage provision.
3. Entitlements occurred before the day of this Wages Regulation coming into effect shall be assessed according to the existing regulations.
4. Employees specified in Article 4 (3) are responsible for compliance with this Wages Regulation.

## **Article 24**

### **Parts of the Wages Regulation**

The following documents form a part of this Wages Regulation:

- a) Annex 1 Wage Tariffs;
- b) Annex 2 Work and Assignment to Wage Level

## **Article 25**

### **Transitional Provisions**

1. The wage of Employees assigned to the A1 wage level according to this Wages Regulation, who were employed at the UHK on 31 January 2018 and attained more than 15 but less than 20 years of practice on such day, shall be CZK 19,300.
2. The wage of Employees assigned to the A1 wage level according to this Wages Regulation, who were employed at the UHK on 31 January 2018 and attained more than 20 years of practice on such day, shall be CZK 20,400.
3. The wage of Employees assigned to the D2 wage level according to this Wages Regulation, who were employed at the UHK on 31 January 2018 and attained more than 20 years of practice on such day, shall be CZK 15,400.
4. The wage of Employees assigned to the T1 wage level according to this Wages Regulation, who were employed at the UHK on 31 January 2018 and attained more than 20 years of practice on such day, shall be CZK 16,800.
5. The wage of Employees assigned to the T2 wage level according to this Wages Regulation, who were employed at the UHK on 31 January 2018 and attained more than 20 years of practice, shall be CZK 21,100.

6. The wage of Employees assigned to the T3 wage level according to this Wages Regulation, who were employed at the UHK on 31 January 2018 and attained more than 20 years of practice on such day, shall be CZK 23,800.

Recognized practice specified in Article 26 (1-6) shall include professional experience; studies of a doctoral degree programme; however, for maximum four years; period of other practice depending on the level of its use for successful performance of the required work; period of compulsory military (or substitute) service or civilian service; and period of maternal and parental leave or continuous care for a child or children; however, for maximum six years.

## **Article 26**

### **Final Provisions**

1. The Wages Regulation of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 11 January 2018 under No. MSMT-965/2018, as amended, is repealed hereby.
2. This Wages Regulation was discussed with the UHK Local Organisation of the Tertiary Education Trade Unions on 23 October 2020.
3. This Wages Regulation was approved by the UHK Academic Senate on 4 November 2020 under section 9 (1) (b) point 3 of the Act.
4. This Wages Regulation comes into force on the date of registration by the Ministry of Education, Youth and Sports under section 36 (4) of the Act.
5. This Wages Regulation comes into effect on 1 January 2021.

Prof. Ing. Kamil Kuča, Ph.D.

Rector

## WAGE TARIFFS

### Group I

#### Members of the Academic Staff

(Basic monthly wage, CZK)

| Wage level | A1       | A2                  | A3                  | A4        |
|------------|----------|---------------------|---------------------|-----------|
|            | Lecturer | Assistant Professor | Associate Professor | Professor |
| Wage       | 18,300   | 23,600              | 27,900              | 33,700    |

### Group II

#### Technical and administrative employees, labourers, auxiliary and servicing staff

(basic monthly wage, CZK)

| Wage level | D1     | D2     | T1     | T2     | T3     |
|------------|--------|--------|--------|--------|--------|
| Wage       | 14,600 | 15,000 | 15,400 | 19,000 | 21,700 |

**Annex 2 to the Wages Regulation**

**WORK AND ASSIGNMENT TO WAGE LEVELS**

**Group I**

**Members of the Academic Staff**

**Lecturer – A1 wage level**

- a) Prepares, organizes and runs seminars and tutorials including laboratory classes; runs camps in disciplines for which he/she was appointed, for example, physical education, languages, music and arts; observes the level of tutorials and checks the learning progress at them continuously;
- b) Performs some educational, professional and organizational functions (for example, the position of a laboratory head); such activity will be reflected in his/her personal incentive bonus or remuneration;
- c) Makes surveys of scientific literature and runs eventually the department library;
- d) Fulfils some duties of assistant professors with the Rector's or Dean's consent and according to instructions given to him/her by the head of the department or institute;
- e) Does preliminary works for instruction performed by associate professors and full professors;
- f) Participates in research tasks solutions, for example, in form of independent research work in laboratory and documentation keeping, and in publication activity.
- g) Recommended average weekly instruction duty in an academic year: 16 to 22 lessons per week.

**Assistant professor – A2 wage level**

- a) Prepares, organizes and runs seminars and tutorials comprehensively; runs camps, checks the learning progress continuously; provides consultations and grants credits;
- b) Fulfils, under the authority of the head of the department or institute, some duties of associate professors and full professors including giving lectures and examining, supervising master and bachelor degree theses and writing reviewer's reports on such theses;

- c) May be a guarantor of a bachelor programme of study;
- d) Is a member of examination committees for entrance examinations and eventually for state examinations;
- e) Solves independently partial scientific and research tasks and publishes.
- f) Recommended average weekly instruction duty in an academic year: 10 to 18 lessons per week, usually 14 lessons while lectures may reach maximum 6 lessons per week.

**Associate professor – A3 wage level**

- a) Gives lectures (and examines); runs seminars and, exceptionally, tutorials for all kinds of programmes of study;
- b) Is a guarantor of a programme of study, is a member of a subject area board of a doctoral degree programme;
- c) Mentors lecturers;
- d) Is a member of examination committees for state examinations, including the state rigorosum and doctoral examinations; is a member of examination committees for entrance examinations;
- e) Supervises term papers, bachelor, master, rigorosum and doctoral degree theses and writes reviewer's reports on such theses;
- f) Works in committees for procedures to attain associate and full professorship and writes reviewer's reports;
- g) Applies creative solutions to scientific, research and development tasks, particularly in terms of grants, including their application in practice; may lead scientific and research teams; applies the results of such work creatively to instruction, particularly in master and doctoral degree programmes; publishes the results of this activity and uses them when writing textbooks and teaching texts. Similar activity is required from associate professors of music and art disciplines.
- h) Recommended average weekly instruction duty in an academic year: 6 to 14 lessons per week, usually 10 lessons per week.

**Professor – A4 wage level**

- a) Gives lectures (and examines); runs exceptionally seminars for all kinds of programmes of study, particularly in master and doctoral degree programmes;
- b) Is a guarantor of a programme of study, particularly of a master or doctoral degree programme; is a member of a subject area board of a doctoral degree programme;

- c) Mentors lecturers and assistant professors;
- d) Is a member of examination committees for state examinations, state rigorosum and state doctoral examinations;
- e) Supervises master, rigorosum and doctoral degree theses; writes reviewer's reports on such theses;
- f) Works in committees for procedures to attain associate and full professorship and writes reviewer's reports;
- g) Monitors systematically prevailing trends of science, research and art development; performs scientific work, particularly within the scope of grants; applies the results of his activity creatively, particularly within the scope of grants, and applies them to instruction of students, particularly in master and doctoral programmes of study; publishes the results of scientific activity and uses them when writing textbooks and teaching texts;
- h) Creates conditions for development of the given field of science or art; leads scientific and research teams;
- i) Recommended average weekly instruction duty in an academic year: 4 to 12 lessons per week, usually 8 lessons per week.

In justified cases, the Dean may decide to change the instruction duty.

#### **Rector, Vice-Rector, Dean, Vice-Dean**

For the period of their office discharge, the Rector's, Vice-Rector's, Dean's and Vice-Dean's (hereinafter the Academic Official) instruction duty is reduced by at least one third of the lower limit of the instruction duty for the category of the academic staff to which the Academic Official pertains.

## **Group II**

### **Technical and Administrative Employees, Labourers, Auxiliary and Servicing Staff (Work Catalogue)**

#### **D1 wage level**

Performance of work consisting of simple and repeating tasks. Simple means and tools handling, small weight objects using in common work environment.

Includes particularly common cleaning, cloakrooms operation, door keeping during the working hours, other auxiliary manual tasks, simple devices operation, common caretaking works, and other similar activities.

#### **D2 wage level**

Performance of works not included in the wage level D1, putting higher demands on employees. Handling objects requiring special usage and performance of individual tasks that form a part of broader processes. Basic cash handling. Performance of work that load for the long-term the individual muscle groups and of work with a risk of occupational injury. Such works pose mildly increased mental requirements.

Includes particularly motor vehicles driving and maintenance, professional craft works (particularly plumbers, electricians, heating engineers, and maintenance engineers), basic library works and other similar activities.

#### **T1 wage level**

Performance of work of equal nature with precisely defined outputs and possibility to select a specific work procedure, associated also with other work processes. Work performed with a number related work tasks, forming a part of a certain unit. Work performed in individual specific teams, associated with liability for damage. Such work poses increased mental requirements resulting from independent solution of work tasks.

Includes particularly the basic administrative, economic and record-keeping activities, operation of simple equipment, performance of standard laboratory works and other similar activities.

#### **T2 wage level**

Specialized works requiring implementation of processes associated with systems composed of many elements and coordination of work in variable groups. Specialized work consisting of tasks related with integrated independent systems and/or with their partial sub-systems. Specialized work associated with responsibility for health of people and liability for other damage that can occur in relation with performance of such specialized work. Specialized work with an independent system which is composed of other aggregates, or with the most complex independent aggregates. Specialized work poses increased mental requirements.

Includes particularly specialized administrative, economic and record-keeping activities, performance of integrated specialized work, activities related to IT administration and technical support, and other similar activities.

### **T3 wage level**

Systemic work characterized by specific association with a broad range of processes and provision of related complex activities. Systemic specialized work in a field or fields with an extensive internal structure and external connections. Work includes also coordination and regulation of systemic work. Work activities characterized with unspecified inputs whose methods of solution is connected quite widely to other processes; creative developmental and conceptual activity and systemic coordination. Work activities including creative systemic work containing sets of mutually associated fields or of the most demanding fields of essential significance. Includes also activities with unspecified inputs, way of solution and outputs impacting other activities in individual fields of science and other most demanding systems. Performance of such work tasks poses high mental stress resulting from the demands on highly abstract creative thinking.

Includes particularly work consisting of management of Rectorate units, Bursar's Office unit and special-purpose UHK facilities, or of big faculty units. Includes further scientific work and work with great responsibility in the field of legal and internal control.



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education



MINISTRY OF EDUCATION,  
YOUTH AND SPORTS