

# MUNI | RECETOX SCI

DIRECTOR'S DIRECTIVE 01/2020 -  
RECETOX REMUNERATION POLICY

The RECETOX Remuneration Policy (hereinafter, RECETOX is referred to as the “Centre”) sets the compensation of the Centre's employees in compliance with the RECETOX Organisational Rules, the Dean’s Instruction – Wages of Employees of the Faculty of Science, the Collective Agreement of MU, and other applicable MU regulations.

The goal of the Remuneration Policy is to support the achievement of the short-term and long-term strategic goals of the Centre through transparent policies regarding wage and wage components, bonuses, and other employee benefits.

The rules for salary and remuneration of doctoral students at the Centre are regulated in the Director's Measure 02/2020 - Financial conditions for students of the Ph.D. program of the RECETOX Centre.

## **Part I**

### **WAGE PAYMENT**

The wage, its components, and any other changes are determined primarily by the Dean’s Instruction – Wages of Employees of the Faculty of Science and related regulations in compliance with the MU Faculty of Science Directives - System of Positions and Job Titles at the Faculty of Science MU, Career Code at the Faculty of Science MU, and Process of Employee Evaluation at the Faculty of Science MU<sup>1)</sup>.

#### **Section 1**

##### **Wage Ranges**

Following the wage policy of the Centre, the wage within the system of job positions and job roles is determined by the wage ranges set for specific tariff grades. The wage ranges include the wage rate, the performance premium (personal appraisal) and the function premium (supplemental pay).

#### **Section 2**

##### **Annual Wage Review**

- (1) The wage for the current staff at the Centre is annually reviewed for wage raises and cuts each April and May following the staff evaluation<sup>1)</sup> (hereinafter referred to as EVAK). Any changes to the pay will take place from 1 July of the given year.
- (2) Any changes to an employee’s wage during the annual wage review are proposed by the employee’s immediate superior no later than May 30th.
- (3) A staff member’s wage may be reviewed outside of the period defined in the preceding paragraph when:
  - a) the employee switches job positions or job roles;
  - b) the change was planned as a part of the job offer or the adaptation plan for a new employee; or
  - c) the change is caused by a revision of the compensation system in the MU internal regulations.

**Section 3**  
**Function premium**

- (1) The function premium (supplemental pay) is awarded as follows:
  - a) the Director of the Centre who implements the top level of the Centre's line management receives a function premium of 30,000 CZK per month;
  - b) managers on the middle level of the Centre's line management who have other managers reporting to them or who manage several organisational units receive a function premium of 15,000 CZK per month. To be eligible for the premium, the manager must be the immediate superior of no fewer than two other managers;
  - c) managers on the first level of the Centre's line management who have employees reporting to them receive a function premium of 5,000 CZK per month. To be eligible for the allowance, the manager must be the immediate superior of no fewer than two employees.
- (2) Managers who meet more than one of the premium eligibility requirements set out under sections 3, (1) a) to c) only receive the premium that is the highest.
- (3) Managers who are not RECETOX core employees are not entitled to the function premium under this section if they are entitled to a function premium in the same or higher category at the unit which is their core employer.

**Part II**  
**BONUSES**

**Section 4**  
**General Provisions**

- (1) Bonuses for the staff of the Centre are based on the performance of the Centre.
- (2) The maximum amount of funds allocated to bonuses shall not exceed 15 % of the total annual salary costs of the Centre.
- (3) To ensure effective support for the fulfillment of the set objectives, the funds earmarked for bonuses are entrusted for redistribution to the managers of the Centre.
- (4) Performance and extraordinary bonuses are paid at the Centre in the following categories:
  - a) management bonus;
  - b) academic and research staff bonus;
  - c) other staff bonus;
  - d) extraordinary Director's Fund Bonus.
- (5) The Director of the Centre proposes bonuses to the Director of Operations, the Heads of the Office of the Director and the National Centre, the Heads of the Research Programmes, and the Head of the Research Infrastructure.
- (6) The relevant supervisor proposes bonuses for the other managers and staff.
- (7) Bonuses based on economic activities, are proposed by the person responsible for the order and subject to approval by the immediate superior of the employee. The maximum annual amount payable to an employee from one source is 10,000 CZK.
- (8) Bonuses are processed electronically and entered centrally into the Inet muni.cz system by the head of the Centre's Human Resources Department, who must receive the documents no later than the 15th day of the month.

- (9) Bonuses are then paid out on the following payday. Exceptionally, a bonus may be paid outside of the set schedule if it is not paid in the scheduled month.

### **Section 5**

#### **Bonus Schedule**

- (1) Payment and entry of bonuses are set according to the following schedule:
- a) bonuses under section 4 (4) (a) to (c) - January, April, July, October,
  - b) extraordinary bonuses from the Director's Fund - continuously as required.

In any one pay period, the manager concerned may pay no more than 50 % of his allocation for the bonuses described in Articles 7 to 10.

### **Section 6**

#### **Management Bonus**

The Management Bonuses are awarded to the managers of the Centre according to the performance of the activities, tasks or objectives and the performance of their teams, and are divided into categories according to paragraphs (1) and (2) of this Article.

- (1) 40% of the annual gross salary is allocated to the bonuses of the Director of the Centre, the Heads of Research Programmes, the Head of Research Infrastructure and the Director of Operations.
- (2) 20% of the annual gross salary is allocated to the bonuses of other managers of the Centre.

### **Section 7**

#### **Academic and Research Staff Bonus**

- (1) The bonuses for academic and research staff of the Centre are proposed by the relevant supervisor following the EVAK<sup>1</sup> and interim evaluations so that their total amount does not exceed the amount allocated for the group in question. In awarding the bonuses, the supervisor regularly assesses individually the performance of the specified activities that are relevant to the staff member and his/her position:
  - a) scientific activities - quality and a number of scientific and scholarly outputs, projects, and grants, including contract research and other activities (e.g., presentations at conferences, international cooperation, etc.);
  - b) pedagogical activities - contact teaching (lectures, seminars, exercises), guidance, mentoring and opposing students and their thesis, innovations according to the student survey, etc.;
  - c) Organisational activities - management of project teams, guaranteeing study programs and related activities, etc.;
  - d) Development of competencies and expertise (initiative, independence, reliability, professionalism, etc.). Completing assigned tasks on time and to the required quality.
- (2) The managers of the Centre who receive bonuses under section 6 of this Directive are not eligible for bonuses under this section.

- (3) 8 % of the annual gross salary is allocated to the bonuses of the academic and research staff of the Centre. This amount is allocated to the individual groups by a combination of qualitative (e.g., quality and number of scientific and other outputs) and quantitative (e.g., number of employees) parameters.

**Section 8**  
**Other Staff Bonus**

- (1) The bonuses for other staff of the Centre are proposed by the relevant supervisor following the EVAK <sup>1)</sup> and interim evaluations so that their total amount does not exceed the amount allocated for the group in question. In awarding bonuses, the supervisor regularly assesses individually the performance of the specified activities, tasks or objectives, the quality of work, and the performance of each employee, observing indicators from employee evaluation that are relevant to the employee and his or her position.
- (2) The managers of the Centre who receive bonuses under sections 6 and 7 of this Directive are not eligible for bonuses under this section.
- (3) 8 % of the annual gross salary is allocated to the bonuses of other staff

**Section 9**  
**Director's Fund Bonus**

- (1) The Director of the Centre has an annual bonus fund at their disposal to recognise the performance of the Centre's employees. The bonus fund amounts to 5% of the total bonus budget. This bonus fund is used for extraordinary bonuses and to reward performance not rewarded according to the preceding sections.
- (2) The amount available in the Director's fund may increase by using funds not distributed for other types of bonuses, subject to section 4 (2).
- (3) The bonuses are proposed by any manager of the Centre and are subject to approval by the Director of the Centre.
- (4) The Head of the Director's Office and the Director of the National Centre may propose a bonus to employees of the Centre who participate in the activities of the Director's Office or the National Centre, provided that this participation is based on a prior agreement. These bonuses are subject to approval by the Director of the Centre and the immediate superior of the employee in question.
- (5) The Director's fund may also be used to award a job performance bonus to employees of other MU departments who support the activities of the Centre, based on the proposal of any manager of the Centre and subject to approval by the Director of the Centre.

**Section 10**  
**Final Provisions**

- (1) The interpretation and periodic updates of this Directive are the responsibility of the Operations Director.
- (2) Suggested updates to this Directive are subject to approval by the Director of the Centre, who presents them to the Council of the Centre.
- (3) The implementation of this Directive is supervised by the head of the HR Department of the Centre.
- (4) This Directive comes into force on the date of its publication and takes effect on 1 November 2023.

Brno, 23 October 2023

  
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Director of RECETOX

<sup>1)</sup> In compliance with the MU Faculty of Science Directive 5/2019 <https://is.muni.cz/auth/do/sci/normy/SM/SM19-05/>