

MUNI | RECETOX
SCI

Director's Directive 01/2019 - RECETOX
Bonus Scheme

The **RECETOX Bonus Scheme** (hereinafter, RECETOX is referred to as the “Centre”) is issued in accordance with the RECETOX Organisational Rules and the Dean’s Instruction – Wages of employees of the Faculty of Science. The Bonus Scheme represents a more detailed version of Article 7 of the Dean’s Instruction for the purposes of rewarding the employees of the Centre.

The purpose of the Bonus Scheme of the Centre is to support the achievement of the short-term and long-term strategic goals of the Centre through transparent policies regarding wages and wage components, bonuses, and other benefits for the Centre’s employees.

Section 1

Bonus Amounts and Sources

- (1) To ensure efficient support for achieving the Centre’s goals, the bonus budget is centralised and entrusted for distribution to the Centre’s management as part of their departmental budgets. The maximum amount of bonuses paid each year must not exceed 15% of the overall wage costs of the¹ Centre.
- (2) The centralised bonus budget does not include any project funds to be distributed as bonuses. Such bonuses are proposed by the principal investigator after informing the immediate superior of the employee involved and are subject to approval by the Director of the Centre.

Section 2

Bonus Types

- (1) To support the activities of all units of the Centre, the Centre may award the following types of performance and extraordinary bonuses:
 - a. Publication Bonus
 - b. Student Supervision Bonus
 - c. Management Bonus
 - d. Support Functions Employee and Management Bonus
 - e. Research Infrastructure Employee Bonus
 - f. Director’s Office Bonus
 - g. Director’s Fund Bonus
 - h. National Centre Bonus

Section 3

Bonus Payment Schedule

- (1) Bonuses are calculated according to the following schedule:

¹ The basis for the centralised bonus budget for each year is calculated as twelve times the wage costs (account number 521 011 within unit 313060 or 3180*) in December of the preceding year. The budget is then adjusted based on actual wage costs (account number 521 011 within unit 313060 or 3180*) in the preceding months (January to July). The remaining six months are calculated as six times the wage costs in May.

- a. Publication Bonus – May, November
 - b. Student Supervision Bonus – February, August
 - c. Management Bonus – January, April, July, October
 - d. Support Functions Employee and Management Bonus – January, April, July, October
 - e. Research Infrastructure Employee Bonus – January, April, July, October
 - f. Director’s Office Bonus – January, April, July and October under clause 2(a) of section 9 and periodically (as required) under clause 2(b) of section 9
 - g. Director’s Fund Bonus – periodically as required
 - h. National Centre Bonus – periodically as required
- (2) Bonus amounts are calculated and determined centrally in the months indicated in the schedule to be paid on the following payday.
 - (3) If a bonus is not paid in the scheduled month, it may be paid outside of the set schedule.

Section 4 Publication Bonus

- (1) The Centre’s employees who contribute to publications receive a semi-annual bonus in the overall amount of up to 30% of the total bonus budget. These bonuses are based on each employee’s publication performance during the given period. This bonus is calculated using the following formula:

$$P_i = \frac{p_i}{\sum_{j=1}^n p_j} \times M_p$$

Where:

- P_i is the bonus paid to the i th researcher
- n is the overall number of the Centre’s employees
- p_i is the achieved publication performance of the i th researcher
- M_p is the amount of the bonus budget to be distributed in the given year among the Centre’s researchers

- (2) The publication performance (p_i) of the i th researcher (who is an employee of the Centre) is calculated based on all the publications by the i th researcher during the given period where the Centre was listed as the researcher’s affiliation and in proportion to the degree of affiliation to the Centre.
The points for any given publication are based on the publication’s quartile ranking and are awarded as follows: 32 points for a publication ranked in the top 5%, 16 points for a publication in the first quartile, 8 points for a publication in the second quartile, 4 points for a publication in the third quartile, and 2 points for a publication in the lowest quartile. The first author and the corresponding author receive 50% of these points. The number of points awarded to the other authors is calculated by dividing the total number of points by the number of co-authors of the publication.
- (3) All the employees of the Centre who are not concurrently students of the Centre receive bonuses according to this section 4. Students of the Centre receive rewards calculated using the same mechanism as a one-time scholarship for creative results achieved as co-authors of research. The amount distributed in this way shall not exceed 400,000 CZK.

Section 5 Student Supervision Bonus

- (1) Employees who are involved in teaching at the Centre receive a semi-annual bonus in the overall amount of up to 5% of the total bonus budget. These bonuses are based on the number of points awarded for students' theses successfully defended in the previous semester and written under the given employee's supervision as a part of the Centre's degree programmes.

$$V_i = \frac{M_v}{\sum_{j=1}^n v_j} \times v_i$$

Where: V_i is the bonus paid to the i th teacher
 n is the overall number of the Centre's employees
 M_v is the amount of the bonus budget to be distributed in the given year among the Centre's employees involved in teaching at the Centre
 v_i is the number of points awarded to the i th teacher

Points awarded for successful thesis defence: 100 points for a doctoral dissertation, 20 points for a master's thesis, 10 points for a bachelor's thesis.

Section 6 Management Bonus

Bonuses for the Centre's management are divided into the following categories:

- (1) The bonus for the Centre's Director is based on the economic performance of the Centre. The bonus amounts to 5% of the total bonus budget for the given year.
- (2) The bonus for the Operations Director as the head of the Support Functions is based on the economic results of the Centre. The bonus amounts to up to 5% of the total bonus budget for the given year. The actual amount of the bonus is determined by the Director of the Centre.
- (3) The bonus for the Research Infrastructure Director is based on the economic performance of the Centre. The bonus amounts to up to 2% of the total bonus budget for the given year. The actual amount of the bonus is determined by the Director of the Centre.
- (4) The bonus for the Director of the National Centre is based on the economic performance of the Centre. The bonus amounts to up to 2% of the total bonus budget for the given year. The actual amount of the bonus is determined by the Director of the Centre.
- (5) Other managers of the Centre (with the exception of the Support Functions managers) receive bonuses based on completed activities, tasks, and goals and based on the performance of their teams. Bonuses for the individual managers are awarded by the Director of the Centre.
- (6) Overall, the bonuses paid to the management according to this section 6 amount to up to 34% of the total bonus budget for the given year.

Section 7
Support Functions Employee and Management Bonus

- (1) Employees of Support Functions (with the exception of managers) receive bonuses based on completed activities, tasks, and goals.
- (2) Bonuses for individual employees are awarded by their immediate superior, who receives a proportionate part of the administrative employee bonus budget for this purpose, which is calculated based on the number of team members and the nature of their agenda.
- (3) Support Functions managers (with the exception of the Operations Director) receive bonuses based on completed activities, tasks, and goals and based on the performance of their teams. Bonuses for individual managers are awarded by the Operations Director.
- (4) Overall, the bonuses paid to administrative employees amount to up to 10% of the total bonus budget for the given year.

Section 8
Research Infrastructure Employee Bonus

- (1) Research Infrastructure (RI) employees (with the exception of RI managers) receive bonuses based on completed activities, tasks, and goals.
- (2) Bonuses for individual RI employees are awarded by their immediate superior, who receives a proportionate part of the RI employee bonus budget for this purpose, which is calculated based on the number of team members and the nature of their agenda.
- (3) Programme leaders receive 0.5% per programme each year for bonuses awarded to employees who perform infrastructure-related activities within the research programmes or groups.
- (4) Overall, the bonuses paid to employees of the Research Infrastructure amount to up to 12.5% of the total bonus budget for the given year.

Section 9
Director's Office Bonus

- (1) Bonuses for the Director's Office are paid from the Director's fund. Overall, the bonuses amount to up to 1% of the total bonus budget for the given year.
- (2) The Director's Office Bonuses are awarded to:
 - a. The employees of the Director's Office (with the exception of the Head of the Director's Office) based on the completed activities, tasks, or goals. Bonuses for individual employees are recommended by the Head of the Director's Office and are subject to approval by the Director of the Centre.
 - b. Other employees of the Centre whose activities contribute to the activities of the Director's Office based on a previous agreement. Bonuses for these employees are recommended by the Head of the Director's Office after informing the immediate superior of the employee involved and are subject to approval by the Director of the Centre.

Section 10
Director's Fund Bonus

- (1) The Director of the Centre has an annual bonus fund at his or her disposal to recognise the performance of the Centre's employees. The bonus fund amounts to 8.5% of the total bonus budget. These bonuses are used to reward extraordinary performance or 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 1.1.
- (3) The bonuses are awarded by the Director of the Centre, or otherwise recommended by any manager of the Centre and subject to approval by the Director of the Centre.
- (4) The Director's fund is also used to pay bonuses on anniversaries according to MU regulations.
- (5) The Director's fund may also be used to award a performance bonus to employees of other departments of MU who support the activities of the Centre, based on the recommendation of any manager of the Centre and subject to approval by the Director of the Centre.

Section 11
National Centre Bonus

- (1) The bonuses of the National Centre are awarded to the employees of the Centre whose activities contribute to the activities of the National Centre based on a previous agreement. Bonuses for these employees are recommended by the Director of the National Centre after informing the immediate superior of the employee involved and are paid from resources received as a result of the activities of the National Centre beyond the bonus budget according to section 1.1 of this Bonus Scheme.

Section 12
Amendments to the Bonus Scheme

- (1) The interpretation and periodic updates of this Bonus Scheme are the responsibility of the Operations Director.
- (2) Suggested updates are subject to approval by the Director of the Centre, who presents them to the Council.
- (3) The Head of the HR Department is responsible for ensuring that this Directive is adhered to.
- (4) This Directive becomes effective on 1 April 2019.

Brno, 31 March 2019

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