
Directive S2020-02

30 June 2020

Internal Payroll Directive

The Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences (hereafter IOCB, or the employer), ID No. 613 88 963, with place of business at Prague 6, Flemingovo nám. 542/2, postcode 166 10, in accordance with the provisions of section 20, paragraph 1, letter d) of Act No. 341/2005 Coll. on Public Research Institutions, as amended (hereafter the Act), and in accordance with the provisions of section 305 of the Czech Labor Code (Act No. 262/2006 Coll.), as amended (hereafter the Labor Code), on the basis of a proposal by the IOCB director in accordance with the provisions of section 17, paragraph 1, letter g) of the Act authorized by the IOCB Board in accordance with section 18, paragraph 2, letter d) of the Act, hereby issues this internal payroll directive:

Article 1

Preliminary Provisions

- (1) This internal payroll directive stipulates the conditions for the provision and amount of remuneration for IOCB employees for work performed for IOCB in a basic employment relationship between IOCB and its employees in the scope of application as stipulated in article 2 of the internal payroll directive.
- (2) The internal payroll directive is based primarily on the following regulations:
- a) Act No. 341/2005 Coll. on Public Research Institutions, as amended;
 - b) Act No. 262/2006 Coll, the Labor Code, as amended;
 - c) Statutes of the Czech Academy of Sciences with appendices, as amended;
 - d) Career Development Rules of the Czech Academy of Sciences of 17 December 2008, as amended;
 - e) Directive on Classifying Employees in Qualification Levels and Scientist Evaluations;
 - f) Employment Code.

Article 2

Scope of Application

- (1) The internal payroll directive regulates the remuneration of employees performing work for IOCB who are in a basic employment relationship with IOCB (hereafter an employee).
- (2) In compliance with the provisions of section 113, paragraph 1 of the Labor Code, the internal payroll directive is an internal directive stipulating the wages and all wage components of employees in a basic employment relationship with IOCB per the conditions set forth in the internal payroll directive, unless an employee is entitled to a negotiated wage for work duly performed for IOCB under the exceptions described in article 21, paragraph 2 of the internal payroll directive.
- (3) Furthermore, the internal payroll directive stipulates the basic conditions of negotiating remuneration based on an agreement for IOCB employees performing work for IOCB in a legal relationship based on an agreement on work performed outside an employment relationship (provisions of section 138 of the Labor Code).
- (4) The internal payroll directive also stipulates the general conditions for the negotiation of a contractual salary with IOCB employees exempt from the wage bracket system (article 21 of the internal payroll directive).
- (5) The salary of the IOCB director (provisions of section 17, paragraph 1 of the Act) is determined by the president of the Czech Academy of Sciences. The internal payroll directive does not apply to the salary of the IOCB director.

Article 3

Scope of Payroll Affairs and Decisions on Them

- (1) The internal payroll directive defines:
 - a) qualification requirements, wage bracket characteristics, and jobs catalog;
 - b) the method for classifying employees in wage brackets;
 - c) the conditions for awarding a wage bracket;
 - d) the conditions for awarding individual types of pecuniary performance (namely individual wage components) in addition to a wage bracket and determination of its amount;
 - e) application of IOCB's internal payroll policies.

Article 4

Wage and Remuneration Based on an Agreement

- (1) An employee is entitled to a wage for work performed in an employment relationship. The wage is pecuniary performance provided by IOCB to an employee based on the degree of complexity, responsibility, and strenuousness of the work as well as on productivity and results.
- (2) A wage does not include pecuniary performance relating to a basic employment relationship, namely wage compensation, remuneration for work performed outside an employment relationship, severance pay, reimbursement of expenses relating to the performance of work (namely travel expenses), and remuneration for on-call work.
- (3) An employee wage (all its components according to the rules set forth in the internal payroll directive) is determined by the IOCB director in a written wage assessment.
- (4) A wage must be agreed on, determined, or stipulated prior to commencing the work for which it is to be provided (provisions of section 113, paragraph 3 of the Labor Code).
- (5) If changes occur in the wage assessment (namely due to changes in the internal payroll directive), the IOCB director is obligated to inform the employee in writing by issuing a new wage assessment no later than 15 calendar days before such changes take effect (see the provisions of article 25, paragraph 2 of the internal payroll directive).
- (6) All IOCB employees working in an employment relationship are paid a monthly wage. The monthly wage will not be docked for public holidays (provisions of section 348, paragraph 1, letter d) of the Labor Code). A public holiday is a national or other holiday as stipulated by relevant legislation.
- (7) Remuneration of employees working in a legal relationship based on an agreement for work performed outside an employment agreement is regulated by the provisions of sections 109–111 and section 138 of the Labor Code. The employer will provide such an employee with remuneration based on an agreement within a work performance agreement or an agreement for services pursuant to relevant provisions of the Labor Code.

Article 5

Minimum Wage

- (1) The lowest admissible remuneration to be provided by the employer for work performed in a basic employment relationship (minimum wage) is regulated by the provisions of section 111 of the Labor Code and Government Decree No. 567/2006 Coll. on the Minimum Wage, on the Minimum Guaranteed Wage, on the Definition of Arduous Working Conditions, and on the Size of Bonuses Paid for Work Performed in Arduous Conditions, as amended, (hereafter Government Decree), as well as by any legislation replacing the aforesaid regulations in the future.
- (2) Where an IOCB employee's wage or remuneration based on an agreement for work performed in an employment relationship is less than the minimum wage stipulated by the Government Decree, IOCB will provide the employee with a supplementary payment in addition to the wage

or remuneration based on an agreement under the conditions set forth by the provisions of section 111, paragraph 3 of the Labor Code.

- (3) Pursuant to the provisions of section 111, paragraph 3, letter a) of the Labor Code, with this internal payroll directive, the employer stipulates that the supplementary payment to employees working in an employment relationship as described in the previous paragraph will be based on the current monthly minimum wage stipulated by the Government Decree.
- (4) In the case of a supplementary payment in addition to remuneration based on an agreement, the current minimum hourly wage stipulated by the Government Decree will be used pursuant to the provisions of section 111, paragraph 3, letter c) of the Labor Code.

Article 6

Guaranteed Wage

- (1) The guaranteed wage is a wage that employees in an employment relationship working at IOCB are entitled to as per the Labor Code, the internal payroll directive, or a wage assessment (hereafter guaranteed wage).
- (2) The lowest minimum wage to be provided by the employer is regulated by the provisions of section 112 of the Labor Code and by the Government Decree.
- (3) Where an employee wage minus wages for overtime, bonuses for working holidays and nights, bonuses for working in arduous conditions, and bonuses for work performed on Saturday and Sunday is less than the stipulated lowest guaranteed wage, IOCB will provide such an employee with a supplementary payment in addition to the wage under the conditions set forth in the provisions of section 112, paragraph 3, letter a) of the Labor Code.
- (4) In compliance with section 112, paragraph 3, letter a) of the Labor Code, with the internal payroll directive, the employer stipulates that the supplementary payment to employees in an employment relationship as described in the previous paragraph will be based on the current minimum monthly guaranteed wage stipulated by the Government Decree.

Article 7

Wage Components and Remuneration for On-Call Work

- (1) Employees remunerated according to the wage bracket system (i.e. employees working in an employment relationship for whom no wage has been agreed – with the exception described in article 21, paragraph 2 of the internal payroll directive, or those who are exempt from the provisions of this internal payroll directive), will be provided by IOCB with the following wage components for work duly performed in an employment relationship and other pecuniary performance relating to the employment relationship:

- a) bracket wage (article 8 of the internal payroll directive);
 - b) personal bonus (article 9 of the internal payroll directive);
 - c) management bonus (article 10 of the internal payroll directive);
 - d) overtime wage (article 11 of the internal payroll directive);
 - e) a wage or wage compensation for public holidays (article 12 of the internal payroll directive);
 - f) wage for night work (article 13 of the internal payroll directive);
 - g) wage and bonus for work in arduous conditions (article 14 of the internal payroll directive);
 - h) bonus for work in laboratories (article 15 of the internal payroll directive);
 - i) bonus for work with radioisotopes (article 16 of the internal payroll directive);
 - j) bonus for work in other facilities (article 17 of the internal payroll directive);
 - k) wage for work on Saturday and Sunday (article 18 of the internal payroll directive);
 - l) remuneration for on-call work (article 19 of the internal payroll directive);
 - m) monetary rewards (article 20 of the internal payroll directive).
- (2) The wage in letters d)–f) and k) of the previous paragraph is understood as a wage for assigned work to which, in the given timeframe, an employee is entitled (attained wage), including a bonus for such assigned work in accordance with the relevant provisions of the internal payroll directive and the Labor Code.
- (3) To eliminate any doubt, where the internal payroll directive refers to articles 8–20 regulating the conditions for the provision of individual wage components, it is strictly referring to individual wage components for employees in the wage bracket system (i.e. employees whose wage is stipulated by the internal payroll directive). For employees not enrolled in the wage bracket system, the provisions of articles 8–20 of the internal payroll directive may be applied only if stipulated by the internal payroll directive.
- (4) In the event that an employee does not complete all of the scheduled work hours for a given calendar month, his or her wage, including all its components, will be docked accordingly in proportion to the actual number of hours worked compared with the number of hours the employee should have worked according to his or her written schedule of shifts.
- (5) If work hours are scheduled shorter than the number stipulated for a work week, the bracket wage, including all its components, will be docked in proportion to the agreed duration of the shorter work week. In no way does this have any bearing on article 7, paragraph 4 of the internal payroll directive.
- (6) If it is not expressly stated otherwise in the internal payroll directive, entitlements to the provision of individual wage components are not mutually exclusive and are added up for purposes of calculating the total wage.
- (7) Bonuses for work in arduous conditions (article 14), for work in laboratories (article 15), for work with radioisotopes (article 16), or for work in other facilities (article 17) are not cumulative. If an employee is entitled to any of the bonuses described in this provision, he or she may claim only that bonus corresponding to the greatest degree of risk.

Article 8

Wage Bracket System

- (1) The bracket wage is the base component of a wage, the amount of which is determined by the employee's classification in a wage bracket based on the rules set forth in this article.
- (2) According to the type of activity (type of work stipulated in the employment agreement of a given employee), employees are divided into two groups:
 - a) university-educated employees working in science, research, and development:
 - in IOCB research units, classified according to the Career Development Rules of the Czech Academy of Sciences into a qualification level (article 22 of the Appendix to the Statutes of the Czech Academy of Sciences), whereupon these employees are assigned to the corresponding wage bracket according to the rules set forth in paragraph 3 of this article;
 - in the Office of the Director (IOCB emeritus scientists and adjunct professors), whereupon these employees are assigned to the corresponding wage bracket according to the rules set forth in paragraph 4 of this article;
 - b) other employees who do not fall under any of the categories described in letter a) of this paragraph, whereupon these employees are assigned to the corresponding wage bracket according to the rules set forth in paragraphs 6 and 7 of this article.
- (3) Based on the relevant qualification level, university-educated employees in research units are classified into wage brackets V1 through V6 with the wage stipulated in appendix no. 1 of the internal payroll directive as follows:
 - a) specialized employee in research and development – V1;
 - b) graduate student – V2;
 - c) postdoctoral researcher – V3;
 - d) associate scientist – V4;
 - e) scientist – V5;
 - f) senior scientist – V6.

A research unit is a scientific group, a scientific-service group, or a targeted research group.

- (4) University-educated employees in science, research, and development in the Office of the Director are classified into wage brackets V7 and V8 with the wage stipulated in appendix no. 1 of the internal payroll directive as follows:
 - a) IOCB emeritus scientist – V7;
 - b) adjunct professor – V8.

- (5) Other employees in paragraph 2, letter b) of this article (hereafter other employees) are, based on the most demanding type of work corresponding to the work stipulated in the employment agreement and according to the jobs catalog in appendix no. 2 of the internal payroll directive, classified into one of the wage brackets O1–O12 corresponding to the most demanding type of work thus stipulated (hereafter jobs catalog). Sporadic or exceptional work activities are not taken into consideration in classifying other employees into wage brackets. In using the jobs catalog to classify other employees who, in the same employment relationship, perform various types of work with different characteristics, it is always the most demanding type of work that is taken into consideration when determining the correct wage bracket.
- (6) The jobs catalog can be continuously updated per the operational and other needs of the workplace (the employer).
- (7) The employer can set personal bonuses for other employees based on productivity under the conditions set forth in article 9 of the internal payroll directive.
- (8) Employees are entitled to a bracket wage in the amount stipulated in appendix no. 2. of the internal payroll directive based on a work week of 40 hours, or a work week of 38.75 hours for employees with a double-shift work schedule.
- (9) In the event of a change in the type or work or the qualification level of any of the employees described in this article, the employer, no later than the date on which such a change takes effect, is obligated to issue the employee a new wage assessment reflecting an adjustment of the wage should the change require that the employee in question be reclassified into a different wage bracket. This also applies to cases where, during an employment relationship, an employee completes additional training and thus meets the qualification requirements stipulated in appendix no. 2 of the internal payroll directive as per paragraph 7 of this article.

Article 9

Personal Bonus

- (1) An employee assigned to a wage bracket may be, with regard to his or her qualifications or evaluation of results and other criteria described below, provided with a written wage assessment including a personal bonus of up to the upper percentual limit of the wage bracket as stipulated in appendix no. 2 of the internal payroll directive. The personal bonus is awarded by the employer also on the basis of a work quality assessment by the employee's direct supervisor, or by an attestation commission in the case of the employees stipulated in the first bullet point of article 8, paragraph 2, letter a) of the internal payroll directive, who are classified in wage brackets V3–V6 based on regular evaluation of their publishing activities.
- (2) A personal bonus pursuant to paragraph 1 of this article of the internal payroll directive is subject to change according to the rules stipulated herein, e.g. depending on work results and the performance of work duties by the employee in question.
- (3) A personal bonus is awarded by means of a written wage assessment.

- (4) A personal bonus is awarded as a monthly amount based on the scheduled weekly work hours. It is awarded for hours worked only.
- (5) There is no legal entitlement to a work quality assessment per paragraph 2 of this article of the internal payroll directive or to the provision (award) of a personal bonus.

Article 10

Management Bonus

- (1) A management bonus may be awarded to a managerial employee (provisions of section 11 of the Labor Code) who receives a bracket wage and who, in compliance with the organizational regulations of the workplace, is authorized to designate and assign subordinates work duties, organize, manage, and supervise their work, and, to that end, issue them binding instructions as part of the management of organizational teams, targeted research groups, and service groups (hereafter managed groups of employees).
- (2) The size of the management bonus is based on the number of employees managed by a managerial employee within his or her competence to manage groups of employees and is stipulated in appendix no. 3 of the internal payroll directive.
- (3) The management bonus in the relevant appendix of the internal payroll directive is awarded in the written wage assessment of the managerial employee.
- (4) The management bonus is awarded as a total monthly amount based on the scheduled weekly work hours. It is awarded for hours worked only.

Article 11

Wage or Time Off in Lieu for Overtime

- (1) Overtime is permitted only exceptionally, and the IOCB director or managerial employee can assign it to an employee only for serious operational reasons. Assigned overtime must not exceed 8 hours in individual weeks or 150 hours in a calendar year (provisions of section 93, paragraph 2 of the Labor Code). Above this limit stipulated by the Labor Code, the IOCB director or managerial employee can request overtime only on the basis of an agreement with the employee; however, this extra overtime must not exceed the maximum limit stipulated in the provisions of section 93, paragraph 4 of the Labor Code.
- (2) The employee is entitled to the regular wage for the overtime work (hereafter the attained wage) plus a bonus of 25% of average earnings, granted the employer and employee have not agreed on the provision of time off in lieu corresponding to the amount of work performed in overtime instead of the bonus (provisions of section 114, paragraph 1 of the Labor Code).

- (3) If the employer does not provide the employee with time off in lieu within 3 calendar months (or within a different agreed timeframe) of the performance of overtime, the employee is entitled to the bonus on the attained wage as stipulated in paragraph 3 of this article (provisions of section 114, paragraph 2 of the Labor Code).

Article 12

Wage, Time Off in Lieu, or Compensatory Wage for Public Holidays

- (1) Provision of this wage component is fully regulated by the conditions in the provisions of section 115 of the Labor Code.

Article 13

Wage for Night Work

- (1) For hours worked at night (work performed between the hours of 10 pm and 6 am, as stipulated in the provisions of section 78, paragraph 1, letter j) of the Labor Code), an employee is entitled to the attained wage and a bonus of 10% of average earnings.

Article 14

Wage and Bonus for Work in Arduous Conditions

- (1) For hours worked in arduous conditions, employees are entitled to the attained wage and a bonus. In compliance with section 7 of the Government Decree and section 117 of the Labor Code, the bonus for work in arduous conditions is 10% of the minimum wage for employees who are:
- a) category-A radiation workers performing radiation activities in a controlled zone pursuant to the provisions of section 6, paragraph 2, letter j) of the Government Decree and to the provisions of section 16 of Regulation No. 307/2002 Coll. of the State Office for Nuclear Safety on Radiation Protection, as amended;
 - b) category-3 workers performing work in the virology department (decision of the Prague hygiene authority on the categorization of work dated 5 June 2012, ref. no. HSHMP 20832/2012, or a decision that replaces it at any point in the future.
- (2) In the conditions of the employer, these are employees of the groups Synthesis of Radiolabeled Compounds and Virology, and they are specified by the heads of the groups based on their activities.

Article 15

Bonus for Work in Laboratories

- (1) Employees whose primary activity is experimental work in a chemical or biochemical laboratory are entitled to a monthly bonus of 300 CZK. Employees whose primary activity is in a physical-chemical, analytical, or biological laboratory, where work is carried out using chemicals, are entitled to a monthly bonus of 200 CZK.

Article 16

Bonus for Work with Radioisotopes

- (1) Employees whose duties involve working with radioisotopes are entitled to a monthly bonus of 400 CZK. Award of the bonus for work with radioisotopes also excludes entitlement to a bonus for work in a chemical laboratory pursuant to the first sentence of article 15 of the internal payroll directive, because in such cases that bonus is fully factored into the bonus for work with radioisotopes in accordance with this article.

Article 17

Bonus for Work in Other Facilities

- (1) Employees of waste management are entitled to a monthly bonus of 400 CZK.
- (2) Employees of the chemical storage facility, of the waste chemical water pretreatment facility, and those carrying out maintenance on the premises of the virology department are entitled to a monthly bonus of 300 CZK.
- (3) The general practitioner, nurse, dentist, and laboratory glass washer are entitled to a monthly bonus of 200 CZK.

Article 18

Wage for Work on Saturday and Sunday

- (1) For hours worked on Saturday and Sunday, an employee is entitled to the attained wage and a bonus equal to 10% of average earnings (provisions of section 118 of the Labor Code).

Article 19

Remuneration for On-Call Work

- (1) The employer can assign an employee to on-call duty only upon agreement with the employee (provisions of section 95, paragraph 1 of the Labor Code).
- (2) On-call status can be maintained only at a location agreed upon with the employee that is different than the workplace of the employer (provisions of section 78, paragraph 1, letter h) of the Labor Code).
- (3) For on-call hours, the employee is entitled to a bonus equal to 10% of average earnings (provisions of section 140 of the Labor Code).
- (4) For the performance of work during on-call duty, the employee is entitled to a wage; he or she is not, however, entitled to a wage for being on call, pursuant to paragraph 3 of this article (provisions of section 95, paragraph 2 of the Labor Code). The performance of work during on-call duty in excess of the scheduled weekly work hours is considered overtime with remuneration pursuant to article 11 of the internal payroll directive.

Article 20

Monetary Rewards

- (1) The employer can provide an employee with a monetary award, namely for:
 - a) a successful research and development project;
 - b) successful execution of an exceptional or especially important task;
 - c) outstanding results of systematic work;
 - d) an economic benefit to IOCB;
 - e) prevention of damage to employer property during emergencies – this reward is not a wage but pecuniary performance of a non-wage nature (provisions of section 224, paragraph 2, letter b) of the Labor Code);
 - f) significant promotion of the employer.
- (2) The employer can decide on the allocation and payment of a reward based on a proposal from the primary investigator in a research and development project, or based on a proposal from the employee's direct supervisor, or based on a decision by the IOCB director. The mere proposal of an individual for payment of a reward does not, however, obligate the employer to decide on the allocation of a reward.
- (3) A condition for the allocation and payment of a reward in accordance with this article is a decision by the employer on its provision, which is made only in the event that the employer finds some of the conditions described in paragraph 1 of this article to have been fulfilled. The fulfillment of such conditions is only a necessary prerequisite for the employer to decide on the allocation and payment of a reward pursuant to this article and does not give rise to any legal obligation to issue such a decision or to allocate and pay such a reward, just as the allocation and payment of a reward does not give rise to any legal obligation to provide any type of reward in similar cases in the future.

- (4) The reward will be paid to the employee on the next payday immediately following the decision of the employer to provide the reward in accordance with paragraphs 2 and 3 of this article of the internal payroll directive.

Article 21

Contractual Salary

- (1) In cases worthy of special consideration, the employer and employee may conclude an agreement on individual salary conditions.
- (2) An employee who is awarded a contractual salary is exempt from the wage bracket system but is entitled to receive remuneration in accordance with article 20 of the internal payroll directive. This salary component will be provided to employees together with an agreed salary based on a special decision by the employer. Moreover, for such employees, the provisions of the internal payroll directive arising from the rights of employees guaranteed to them by relevant provisions of the Labor Code are not affected.
- (3) A contractual salary beyond the framework of paragraph 1 of this article is always negotiated in an appropriate agreement by the employer with IOCB deputy directors, with the heads of the groups of the Distinguished Chair and senior and junior research groups, with employees in the position of Honorary Chair, with the heads of the targeted research groups, with the heads of the research-service groups, with the head of the technical-economic administration, with the head of ITS, and with the head of the legal office. An agreement on individual salary conditions must be concluded so as to entitle the employee to the provision of a contractual salary only for the period of time he or she is assigned to one of the positions in the first sentence, i.e. paragraph 1 of this article. If a change occurs with such an employee resulting in the termination of the provision of a contractual salary and subsequent classification of the employee into the wage bracket system, the employer is obligated to classify the employee into the appropriate wage bracket pursuant to the internal payroll directive no later than the date on which the change comes into effect and must do so in accordance with the provisions of article 8 and also issue the employee a written wage assessment containing the sum amount of all wage components corresponding to the rules stipulated in the internal payroll directive.

Article 22

Payday and Remuneration Based on an Agreement

- (1) Wage and remuneration based on an agreement are payable after the performance of work no later than in the calendar month following the month in which the employee was entitled to a wage or one of its components (provisions of section 141, paragraph 1 and section 144 of the Labor Code).

- (2) Payday is the seventh (7th) day of each calendar month following immediately after the calendar month in which the wage or remuneration based on an agreement is provided. If this day falls on a nonwork day, payday is moved to the earliest workday.
- (3) Wage and remuneration based on an agreement are paid by means of cashless transfer to the bank account of the employee, the payment details of which (including any relevant changes) the employee is obligated to provide to the employer in a sufficiently timely manner, though never fewer than 15 prior to payday.
- (4) An employee is entitled to a wage and the individual components of that wage stipulated (or agreed upon in the cases described in article 21 of the internal payroll directive) not only for an hour of work but also for fractions of an hour worked in the period for which the wage is provided (provisions of section 141, paragraph 2 of the Labor Code).
- (5) Wage and remuneration based on an agreement are paid in legal tender, i.e. in Czech crowns. In compliance with the provisions of section 143, paragraph 2 of the Labor Code, if the place of work is in the Czech Republic, the wage must not be paid in a foreign currency even if the employee is from a foreign country.
- (6) Upon termination of the employment relationship, IOCB will pay the wage on the earliest regular payday following the date of termination of the employment relationship, including any other performance to which the departing employee is entitled.

Article 23

Wage Deductions

- (1) Wage deductions can be made only in cases stipulated in the Labor Code or in a special regulation and as stipulated by the Labor Code and the Czech Code of Civil Procedure (Act No. 99/1963 Coll.), as amended.

Article 24

Average Earnings

- (1) The average earnings of an employee are ascertained pursuant to sections 351 and 362 of the Labor Code.
- (2) To eliminate all doubt, the employer points out that the average monthly earnings for employees with shorter work hours are ascertained pursuant to the provisions of section 356, paragraph 2 of the Labor Code based on average hourly earnings and the scheduled weekly work hours, not on actual hours worked.

Article 25

Final Provisions

- (1) This internal payroll directive is binding for the employer and all its employees.
- (2) The employer is obligated to inform employees about changes in the method of remuneration as well as changes to the internal payroll directive and its appendices no later than 15 days before such changes take effect.
- (3) Managers are obligated to ensure that each of their direct subordinates is familiar with the internal payroll directive.
- (4) The IOCB director (or a person authorized by the director) is obligated to allow employees to review the internal payroll directive. At the same time, the internal payroll directive is published on the employer's website in a manner allowing permanent remote access.
- (5) Matters relating to employee remuneration not addressed in the internal payroll directive are regulated by the provisions of the Labor Code, by other regulations (article 1, paragraph 2 of the internal payroll directive), by individual contract clauses between the employee and employer, and by a collective agreement.
- (6) This internal payroll directive supersedes the internal payroll directive as amended by update no. 6 issued by the IOCB director on 19 October 2017 and approved by the IOCB Board on 18 October 2017.
- (7) This internal payroll directive comes into force on 1 July 2020 and is issued for an indefinite period.



Zdeněk Hostomský
Institute Director

Approved by the IOCB Board on 17 June 2020

Appendices:

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| Appendix No. 1: | Wage brackets for employees in science, research, and development with a university degree |
| Appendix No. 2: | Jobs catalog |
| Appendix No. 3: | Management bonus |

Appendix No. 1: Wage brackets for employees in science, research, and development with a university degree

| Bracket | Qualification level | Wage rate | Personal bonus |
|----------------|--|------------------|-----------------------|
| V1 | Specialized employee in research and development | 25 000 | 0-100 % |
| V2 | Graduate student | 26 000 | 0-100 % |
| V3 | Postdoctoral researcher | 35 000 | 0-100 % |
| V4 | Associate scientist | 36 000 | 0-100 % |
| V5 | Scientist | 40 000 | 0-100 % |
| V6 | Senior scientist | 45 000 | 0-100 % |
| V7 | IOCB Emeritus scientist | 40 000 | 0-100 % |
| V8 | Adjunct Professor | 40 000 | 0-100 % |

Appendix no. 2

Jobs Catalog

| Bracket | Wage CZK | Personal bonus | Type of work | Recommended education |
|---------|-------------|-------------------|---|--------------------------|
| O1 | 15 200 | 0–100% | washer of laboratory glass premises worker laboratory intern records handler telephonist | E |
| O2 | 16 800 | 0–100% | janitor equipment handler laboratory assistant doorman-technician | S |
| O3 | 18 000 | 0–100% | assistant laboratory animal technician filing office worker | S |
| O4 | 20 000 | 0–100% | driver storeperson gardener | qual |
| O5 | 22 000 | 0–100% | administrative worker library administrative worker archiver laboratory animal technician | exam |
| O6 | 24 000 | 0–100% | plumber draftsperson lab technician cashier operational electrician property management clerk secretary chemical storeperson heating engineer maintenance person locksmith nurse | exam |
| O7 | 26 500 | 0–100% | assistant PR assistant safety officer electrical mechanic financial clerk chemical technician toolmaker purchasing clerk glassmaker machine fitter building management technician | exam |
| O8 | 29 500 | 0–100% | service laboratory chemist librarian specialist assistant | HP |

| | | | | |
|-----|--------|--------|---|---|
| | | | information and communication technology operator design engineer | |
| O9 | 32 500 | 0–100% | bookkeeper librarian–information services specialist foreperson payroll accountant PR specialist HR officer technological-economic development worker translator-interpreter engineering inspector information and communication technology administrator operating system administrator construction engineer development center technical worker accountant research coordinator | B |
| O10 | 35 500 | 0–100% | senior service laboratory chemist librarian–information systems analyst senior payroll accountant specialist assistant to the director senior PR specialist paralegal programmer information and communication systems designer project manager senior information and communication technology administrator senior operating system administrator high-voltage distribution system engineer secretary to the director head of building administration development worker financial manager | M |
| O11 | 40 000 | 0–100% | physician licensing/patent specialist attorney senior information and communication systems designer senior programmer specialist project manager operational technology administrator | M |

| | | | | |
|-----|--------|--------|---|---|
| | | | head of accounting department head of material-technical support department and inventory head of EIS development and maintenance department senior development worker computing systems development worker | |
| O12 | 45 000 | 0–100% | construction management specialist head of economic department head of the office for OPVVV (operational program for research, development, education) head librarian head of HR and payroll department head of PR office head of information technology head of technology department senior information technology systems developer | M |

E = elementary education
 S = secondary education without school-leaving exam
 qual = qualified without school-leaving exam
 exam = secondary education with school-leaving exam, including a discipline with school-leaving exam
 HP = higher professional school, specialist with diploma
 B = bachelor's degree
 M = master's degree

Appendix No. 3: Management bonus

For managing organizational teams, targeted research teams, and service teams, a bonus is awarded based on the number of employees managed:

- 4-7 employees: 1,000 CZK/month
- 8-11 employees: 1,500 CZK/month
- 12-14 employees: 1,800 CZK/month
- 15 or more employees: 2,500 CZK/month