

BINDING PROCEDURE FOR THE IMPLEMENTATION OF THE INTERNAL WAGE REGULATIONS OF CHARLES UNIVERSITY AT FSV UK

DIRECTIVE S_PO_002		
Version: 001		
Issued by Dean's Measure: 03/2023		
Date of issuance: 27.02.2023	In effect from: 01.03.2023	Validity: Indefinite period of time
Related regulations and documents: Internal Wage Regulations of Charles University		
Repealed regulations:		
A lead (unit, staff member): Human Resources Office, Bc. Angelika Hájková, the head of the Human Resources Office Elaborated by: Bc. Angelika Hájková, the head of the Human Resources Office		
Appendices:		
Brief summary of the regulation: The Directive specifies in particular the area of personal remuneration.		
Discussed with AS FSV UK: Not requested	Approved by AS FSV UK: Not requested	Discussed with trade unions: 27. 2. 2023
Discussion with or approval by another body: Not requested		
In charge of accuracy: Ing. Ondřej Blažek, Faculty Secretary		
Issued by: PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

Part I – Information about the Regulation

1. Reasons and Explanation for the Changes

Content of the change	Point
New regulation	All

2. Purpose and Scope of the Measure

FSV UK follows the Internal Wage Regulations of Charles University. Article 8, para 3 of the Internal Wage Regulations states that the range of personal remuneration is laid down for the Faculty by the Dean by the Dean's Measure. This is addressed in this Directive issued by the Dean's Measure.

Part II – Basic Provisions

3. Basic Rules

- 3.1. The remuneration system for staff members of the Faculty of Social Sciences is governed by Act No. 262/2006 Coll., the Labour Code (hereinafter referred to as LC) and other related legal norms as amended, which are further regulated in the area of remuneration by the employer's internal wage regulations of Charles University and the collective agreement.
- 3.2. The employee's salary is determined in writing in the document "Wage Assessment". The employer guarantees the payment of the wage specified in the wage assessment, subject to compliance with the conditions laid down in the Internal Wage Regulations of Charles University and in this Directive.

Part III – Personal Remuneration

4. Rules for Determining Personal Remuneration

- 4.1. Personal remuneration is an individually determined non-claimable variable component of salary, the amount of which is proposed by the employee's supervisor and determined by the Dean.
- 4.2. The amount of the personal remuneration is set to reflect the quality of the work performed by the employee to the greatest extent possible, including recognition of his/her personal contribution to the teaching and scientific activities and other scholarly activities of the Faculty and recognition of the employee's stable long-term performance. At the same time, the managerial and organisational abilities, knowledge, skills, experience, professional and personal development, teamwork skills and work performance of the employee are taken into account. For newly hired staff members, the potential to fulfil these criteria is taken into account when determining their personal remuneration.
- 4.3. This Directive issued by the Dean's Measure stipulates neither a lower nor an upper limit for awarding personal remuneration.
- 4.4. In determining the amount of personal remuneration, the rules for the management of allocated funds must also be observed.
- 4.5. The personal remuneration may be fixed for a specific period of time, normally corresponding to the length of the evaluation period or the duration of a specific activity, or for an indefinite period of time.
- 4.6. For staff members who are subject to regular evaluation under the Principles of Career Growth, personal remuneration is normally awarded for a defined evaluated period, typically 3 to 5 years.

- 4.7. Employees assigned to the position of researcher are awarded personal remuneration for a fixed period of time corresponding to the employee's participation in a given project or research task, or for an indefinite period of time.
- 4.8. Personal remuneration of the economic and administrative staff members and the technical staff members is awarded for an indefinite period of time.
- 4.9. Personal remuneration may be changed (increased, decreased, or withdrawn) following changes in any of the criteria on the basis of which the previous personal remuneration was awarded.
- 4.10. Personal remuneration may also be changed in the event of a change in the terms and conditions of the project funding.