

Document code:	PŘ/03/2025	
Reference number:	UTB/25/065005	
Document classification:	INTERNAL	
Document category:	UNI DIRECTOR'S INSTRUCTION	
Document name:	Rules on the Remuneration of Staff Members as Part of an Incentive Scheme to Enhance the Quality of the University Institute	
Document applies to:	University Institute	
Date issued:	01. 12.2025	Version: 01
Effective from:	01.12.2025	
Issued by:	Director of the University Institute	
Prepared by:	UNI Economic Department	
Co-produced by:		
Number of pages:	4	
Number of attachments:	0	
Table of distribution:	UNI employees	
Signature of authorized person:	prof. Ing. Michal Sedlačík, Ph.D., m.p.	

## **Article 1**

### **Introductory provisions**

- (1) This Director's Instruction supplements the Rector's Directive "Evaluation and Management of the Development of Work Activities of Academic and Scientific Staff at TBU" as amended (hereinafter referred to as the "Rector's Directive") and sets out rules for evaluation and remuneration for excellent publications, acquisition of external grants, implementation of contractual research projects, and fulfilment of the so-called third role at the University Institute (hereinafter referred to as "UNI") of Tomas Bata University in Zlín (hereinafter referred to as "TBU").

## **Article 2**

### **General principles**

- (1) The extraordinary remuneration is a non-claimable component of salary and is awarded only if the organizational unit's funding is sufficient.
- (2) The submission and approval of proposals for extraordinary remuneration follow the valid Bursar's Instruction "Submission and Approval of Proposals for Remuneration".

- (3) The provisions on employees and extraordinary remuneration apply similarly to students. The award of an extraordinary scholarship is governed by the valid TBU Scholarship Regulations.

### **Article 3**

#### **Remuneration for excellent publications**

- (1) The special reward may only be awarded to authors whose affiliation with UNI and its subordinate organizational units is stated in the publication (hereinafter referred to as "UNI authors").
- (2) Publications eligible for extraordinary remuneration must meet all the following criteria:
- a) The publication is published in a journal indexed in the Web of Science – Core Collection,
  - b) The publication is categorized as " Article " or " Review ",
  - c) The journal is assigned to scientific fields outside FORD fields 5 and 6 in the OECD classification (Frascati manual), according to the M17+ converter (hereinafter referred to as “M17+ converter”).
- (3) The extraordinary remuneration can be awarded only after the publication is indexed in the Web of Science – Core Collection.
- (4) The latest known information on the journal’s AIS by category within the Ford disciplines’ structure of the M17+ Converter shall be used to assess the periodical’s quality; the information is published at [https://veda.k.utb.cz/jcr\\_ford\\_ais/](https://veda.k.utb.cz/jcr_ford_ais/) for the needs of TBU.
- (5) The amount of the special bonus payment shall be subject to the funds available. The basic remuneration, i.e. 100% extraordinary remuneration in the case of an author collective consisting only of UNI authors without other affiliations, is determined by the UNI director by his decision for the given evaluation period, depending on the qualitative evaluation of the journal according to AIS, in two categories:
- a) The journal is ranked in the first quartile in at least one FORD area, but not in the first decile.
  - b) The journal is ranked in the first decile in at least one FORD area.
- (6) The set of evaluated journals may be limited according to current research and development trends in the given area and in accordance with the UNI strategy. Any restrictions will be stated in the relevant UNI Director's Decision for the given period.

- (7) The proposal for the distribution of the extraordinary remuneration among the authors is as follows:
- a) The total amount to be distributed for the extraordinary remuneration for the publication shall be determined as the product of the amount of the remuneration base based on category and the portion of the number of UNI authors (based on their affiliation) within the total number of authors of the publication in question. If the internal author has more than one affiliation within TBU organisational units, the share of the internal author will be counted only in the amount of the share (based on the total number of affiliations) attributable to UNI.
  - b) The distribution of the total amount for bonus payment for the publication to each of the authors shall be proposed by the principal author identified as part of the corresponding record in the OBD application. If the corresponding author is not from UNI, the proposal for the distribution of extraordinary remuneration is submitted by the guarantor of the research direction.
  - c) In the event of discrepancies or inability to reach an agreement between the authors, the UNI director will decide on the amount of their share.
- (8) Data collection and evaluation of remuneration proposals takes place semi-annually (June 30 and December 31) through the UNI Project Department in cooperation with the TBU Library.

#### **Article 4**

##### **Remuneration for obtaining external grants**

- (1) Extraordinary remuneration is granted for obtaining national and international external grants.
- (2) Extraordinary remuneration will be paid depending on the amount of earmarked non-capital funds received for the UNI.
- (3) The proposal for the amount and distribution of the remuneration is based on the mental contribution of the researchers of the relevant project in the OBD application - GAP module. The extraordinary remuneration is paid as a one-off payment.
- (4) The amount of the extraordinary remuneration shall be subject to the funds available, and the amount shall be determined by the UNI Director in two categories for the given evaluation period:
  - a) External grants national,

b) External international grants.

(5) The evaluation of acquired external projects takes place at the end of each calendar quarter.

## **Article 5**

### **Remuneration for the implementation of contract research projects**

- (1) For the implementation of contract research projects from external entities, employees who participate in the implementation of the project will be paid a remuneration of 50% of the operating profit of the respective project.
- (2) The distribution of the total amount into remuneration for invoiced contract research projects is proposed by the principal investigator.
- (3) Data collection and evaluation of contract research projects takes place semi-annually (June 30 and December 31).

## **Article 6**

### **Remuneration for the fulfilment of the third role**

- (1) For participation in events that represent UNI, employees are entitled to an extraordinary remuneration for each day of participation.
- (2) The amount of the extraordinary remuneration is determined by available funds, and the amount is determined by the UNI Director for the given evaluation period.
- (3) Data collection and evaluation of participation in events takes place semi-annually (June 30 and December 31).

## **Article 7**

### **Final provisions**

- (1) This Instruction of the UNI Director was submitted for discussion to the trade unions operating at TBU.

Version document			
Date	Version	Amended by	Revision description
1.12.2025	01	Director of UNI	Document created