

The Ministry of Education, Youth and Sports has registered the Internal Wage Regulations of the Academy of Performing Arts in Prague pursuant to Act No. 111/1998 Coll. on Universities and the Amendment of Other Acts (the Universities Act) on 22 December 2010 under ref. no. 34 610/2010-30.

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Ministry of Education, Youth and Sports
30/1

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Mgr. Jiří Nantl, LL.M.
director of the department of universities

INTERNAL WAGE REGULATIONS OF THE ACADEMY OF PERFORMING ARTS IN PRAGUE

dated 22 Dec. 2010

Article 1 Introductory provisions

(1) In compliance with § 17 of Act No. 111/1998 Coll. on Universities and the Amendment of Other Acts (the Universities Act) as amended (hereinafter the "Act") and in connection with Act No. 262/2006 (the Labor Code) as amended (hereinafter the "LC"), I hereby issue these Internal Wage Regulations of the Academy of Performing Arts in Prague (hereinafter ("AMU")).

(2) The Internal Wage Regulations of AMU (hereinafter the "Wage Regulations") apply to all employees who have a relationship to AMU as employees or a similar relationship.

(3) The Wage Regulations are binding for all faculties, departments, special facilities and other workplaces constituting a part of AMU.

(4) The Wage Regulations also apply to employees with a labor contract for shorter than standard weekly working hours, and their wage tariff is lowered proportionately to the length of their workweek. Other components of paid wages are agreed separately.

(5) The Wage Regulations govern the payment of wages and fees for workers on standby, as well as the determination and use of average earnings for labor law purposes.

Article 2

Classification of employees according to function, profession and wage tariff classes

(1) Employees working at AMU faculties and other facilities are in a relationship under labor law with that institution of higher learning. AMU classifies its employees on the basis of the kind of work to be performed as agreed in the employment contract for the relevant profession or function and the wage class corresponding thereto (Appendix No. 1).

(2) The amount of wages within the range of the established tariff is determined for academic workers by the rector or dean as follows:

- a) 8th wage class – instructor
- b) 9th wage class – assistant
- c) 10th wage class – expert assistant
- d) 11th wage class – associate professor
- e) 12th wage class – professor

(3) The documentation for classification of other employees by profession and function is the job description stated in a separate appendix to the employment contract.

(4) Employees must be familiarized with their employment contract, job description and wages before beginning to work, and they affirm this fact by their signatures.

(5) The basis for preparing a job description is a catalog of work containing examples of jobs with their assignment to a relevant wage class.

(6) Jobs are divided into 12 classes by their complexity, difficulty, independence, responsibility and strenuousness.

(7) The employer shall classify an employee in the wage class for the most demanding job in the catalog, the performance of which the employer is requiring of the employee. If work is not listed in the catalog, the employer shall classify the employee in the wage class for which examples of work are listed in the catalog that are comparable to it with respect to complexity, responsible, physical and mental demands and independence.

(8) A leader is assigned to the wage class for the catalog listing of the most demanding work of subordinate employees under his/her expert direction or the most demanding work that they perform. Activities connected with the management of a work collective are remunerated

by a management bonus, but not by a higher wage tariff. Not regarded as expert management are cases where a leader merely organizes the work of subordinates, without qualitative evaluation of their work methods and the results of their activities.

(9) The employer assigns an employee to a wage class if he/she satisfies the qualifications and requirements for due performance of the work assigned to that class. The employer may permit exceptions. The attaining of a higher degree of education than is necessary is not taken into account. An overview of qualifications requirements for individual classes is listed in an appendix.

Article 3 Determining employees' wages

(1) For the purposes of these regulations, wages mean monetary payment or payment of a monetary character provided to an employee for the performance of work. Wages are understood to mean contractual or tariff wages, personal bonuses, management bonuses, bonuses for substituting, bonuses for nighttime work, bonuses for work on Saturdays and Sundays, bonuses for working on shifts and special compensation. Not regarded as wages is payment provided in accordance with special regulations in connection with employment, and in particular temporary disability payments, severance pay, travel expenses, pay for being on standby, bonuses for overtime work and bonuses for working on a holiday.

(2) An employee is entitled to wages at least in the amount of the minimum tariff range of the relevant wage class to which he/she is assigned according to the most demanding work performed (see Article 2 hereof).

(3) Wages must be determined in compliance with special legislation [1]) and with the minimum wage tariff set forth in Appendix No. 1.

(4) When determining the wage tariff within the range of the relevant wage class, the employer shall take into consideration the length of previous professional experience. At the same time, the principle applies that if the length of previous professional experience is shorter than three years, the employee's wages must be set at the maximum amount of one third of the wage tariff of the relevant class.

(5) The employer proceeds in accordance with paragraph 4 when first assigning an employer to a relevant wage class. The first assignment occurs when:

- a) an employee is hired,
- b) the type of job agreed in the employment contract is changed,
- c) the wage regulations are changed.

(6) The employer decides on how to proceed further with wages based on the performance of job tasks.

Article 4

Wages in case of a change to a different job

(1) If, for a period that is absolutely necessary, the employer transfers an employee to work in a higher wage class, for that period a wage bonus shall be provided in the amount of the difference between the lower limit of the tariff range of the higher tariff class and the employee's wage tariff.

(2) In case of temporary transfer to a different job with work activities assigned to a lower wage class, the employee's wage tariff is not changed.

(3) The rules set forth in paragraphs 1 and 2 do not apply if the job description encompasses an alternation of work activities.

(4) In case of temporary transfer of performance of work assigned to the same or lower tariff level pursuant to paragraphs 1 and 2, the wage tariff established in the employee's wage notice is provided.

(5) Not regarded as performance of a different job is the partial performance of activity during the temporary absence of another employee, when the employee is at the same time performing his/her own activity.

(6) In case of transfer to different work corresponding to lower wages because of the threat of occupational disease, quarantine measures or dealing with a natural disaster, for the period of the transfer the employee shall receive with his/her wages a bonus of up to at least the amount of his/her average earnings for the period that is absolutely necessary. In case of the threat of occupational disease, the employee is also entitled to this bonus from a different employer, if the original employer does not have a different, appropriate job.

Article 5

Wages and bonuses for overtime work

(1) Overtime work may be performed only in exceptional cases, and it may be ordered only for serious operational needs.

(2) For overtime work, the employee is entitled to wages earned, increased by 25% of the average hourly earning and increased by 50% for overtime work on Saturday or Sunday or at night.

(3) Following previous agreement with the employer, substitute time off may be provided for overtime work, providing for one hour of overtime work one hour of substitute time off within up to three months after performance of overtime work.

(4) For overtime work, the employer may pay a flat amount. The amount is agreed for a specific volume of expected overtime work, and always for a definite period of time.

Article 6

Wages and substitution for wages for a holiday

(1) For work performed on a holiday, wages are paid and preferentially substitute time off to the extent of work performed on a holiday. Upon agreement with the employer, it is possible to provide a holiday bonus in the amount of 100% of average earnings instead of substitute time off.

(2) An employee who did not work because a holiday fell on his usual workday is entitled to substitution for wages in the amount of his/her average earnings or to a part thereof for the his/her wages or for the part thereof, which he/she would not otherwise receive because of the holiday.

Article 7

Wages and bonuses for work at night

(1) For work at night within the meaning of § 116 of the Labor Code, the employer is entitled to wages earned plus 10% of average earnings.

Article 8

Wages and bonuses for work on Saturday and Sunday

(1) For work on Saturdays and Sundays as part of the workweek, in addition to wages, employees are entitled to a bonus for work on Saturday and Sunday. For an hour or part of an hour of work on Saturday or Sunday, a worker is entitled to a bonus in the amount of 25% of his/her average hourly earnings.

Article 9

Wages and bonuses for work on shifts

(1) An employee performing work alternating between morning, afternoon or night-time shifts within the framework two-shift, three-shift or continuous operations is entitled to wages and a bonus for working on shifts.

(2) The amount of the bonus pursuant to paragraph (1) is determined by the employer within the range of CZK 300 to CZK 500.

(3) The employee is not entitled to the bonus pursuant to paragraph (1) if the period of overlapping of individual shifts is greater than two hours. If a shorter shift is involved, the period of overlapping may not be greater than two hours. Overlapping means grounds of handing over the worksite, completing work activity or operational needs requiring the simultaneous presence of both shifts at the workplace. The bonus is determined according to the number of hours the employee is contractually required to work and the number of hours worked.

Article 10
Wages and bonuses for a divided shift

For each shift divided into two or more parts, the employee is entitled to wages and a bonus in the amount of 30% of his/her average hourly earnings. A divided shift means a shift in which continuous interruption of work or the sum of such interruptions is at least 2 hours.

Article 11
Bonus for leadership

(1) An employee in a position of leadership, depending on the level of leadership and the difficulty of the leadership work, is entitled to a bonus for leadership to the following extent: vice-rectors, deans, bursar - CZK 7,000 to CZK 12,000 per month;

a) vice-deans, secretaries, financial department heads, directors of the Studios of the Film and Television Faculty and of DISK, chief of artistic operations of the Faculty of Music – CZK 5,000 to CZK 12,000 per month;

b) Heads of departments, sections and laboratories established on their levels, head librarian, director of the publishing house, heads of laboratories and special facilities and the head of financial accounting – CZK 1,500 to CZK 5,000 per month;

c) An employee who, according to the organizational structure, is entitled to organize, direct and control the work of other employees and for that purpose to give them binding instructions (especially the head librarians at faculty libraries, the head of the personnel department and the head of the employment and wages department); CZK 500 to CZK 3,500 per month.

(2) The amount of the bonus for leadership to the extent in accordance with paragraph (1) is established for the employee by the employer.

(3) When determining the leadership bonus, part-time employment is not taken into consideration.

(4) In case of multiple claims to a leadership bonus, the employee is entitled to only one bonus.

Article 12
Bonus for substitution

(1) An employee becomes entitled to a bonus for substituting if he/she substitutes for an employee at a higher level of leadership and if that substitution is not a part of his/her job duties. The providing of the bonus does not depend on whether the employee is or is not employed in a leadership position. If the substituting employee is entitled to a bonus for

leadership (is employed in a position of leadership), for the period of substitution he/she is not entitled to another bonus. He/she is merely entitled to an increase to the bonus.

(2) The employer pays a bonus for substitution to an employee representing an employee in a position of leadership at a higher leadership level for a period longer than four weeks, retroactively from the first day of substitution. Periods shorter than four weeks during which an employee has substituted for an employee in a leadership position cannot be added together.

(3) The Employer determines the amount of the employee's bonus for substituting within the range of the leadership bonus established for the substituted employee.

(4) The employer need not pay a bonus for substitution in the same amount as the leadership bonus of the substituted employee in a position of leadership. If the substituting employee is entitled to his/her own leadership bonus (is employed in a position of leadership), he/she is not entitled to another bonus during the period of substitution. He/she is only entitled to a higher bonus.

Article 13 Payment of additional wages

(1) An employee is entitled to additional wages for the performance of job tasks in each half of the calendar year if, during the half calendar year, he/she works for at least 65 days for one employer in the same employment. Entitlement to half of additional wages arises to the employer in the case that during the first half year, his/her employment does not end before 31 May or before 30 June, if the employee shall not have worked the required number of days until June, then in the second half year before 30 November or before 31 December, if the employer shall not have worked the required number of days until December. Fulfilling of the requirement of remaining in the same employment to one employer is not mandatory if there is a change of employer and a transfer of the rights and duties from the employment relationship on the basis of legislation.

(2) Regarded as a day that has been worked is a day in which the employer has worked for the greater part of his/her shift; likewise regarded as a day that has been worked is a day in which the employee:

a) has taken paid time off of half of his/her shift or more,

b) is taking substitute time off for overtime work or for work on a holiday for half of his/her shift or more,

c) is unable to perform work because of a hindrance on the part of the employer, half of his/her shift or more,

d) did not work because a holiday fell on his/her usual workday.

(3) An employee who is employed to work set weekly hours, but has his/her workweek distributed unevenly by the employer is regarded for the purposes of paragraph 1 as an employer who works five workdays in a calendar week, even if his/her workweek is not scheduled for all workdays in the week. The provisions of paragraph 2 apply similarly. This procedure, however, may not be applied to employees with shorter hours than established for a standard workweek, whose part-time work the employer has distributed over fewer than five workdays per week. These employers are credited only for days when they have actually worked (or have drawn on other periods established for the purpose of the arising of a claim to other wages at the level of periods worked).

(4) The basis for calculating additional wages consists of the sum of the wage tariff, the leadership bonus, the shift operations bonus and the personal bonus in the amounts that last arose for the employee or were designated for him/her by the employee (i.e. in the months of May, June, November or December).

(5) For the given calendar year, the rector of the AMU academic senate shall propose the percentage amount of the basis pursuant to paragraph (4). The AMU academic senate shall discuss the proposal following the same procedure as for the proposed AMU budget.

(6) Half of additional wages are payable at the next scheduled payday for wages after the arising of the claim for additional wages.

Article 14 Personal bonus

(1) The employer may award to an employee who performs outstanding work, or who completes a greater quantity of job tasks than other employees, a personal bonus of up to the amount of 100% of the upper limit of the wage tariff of the recognized wage class, taking into account the agreed workweek.

(2) The employer may award to an employee who is an outstanding, generally recognized expert a personal bonus of up to the amount of 100% of the upper limit of the wage tariff of the recognized wage class.

(3) A personal bonus is awarded for a period of up to twelve months on the basis of evaluation performed by the direct superior and approved by the employer for no longer than until 31 December of the current year. From 1 January of the following year, a new determination is made concerning the personal bonus.

(4) Depending on the satisfying of the conditions set forth in paragraphs (1) and (2), the employer may decide to increase, decrease or take away a personal bonus regardless of the period set forth in paragraph (3).

(5) No employee has a claim to the providing of a bonus.

**Article 15
Sabbatical**

When on sabbatical, an employee is paid wages only in the amount of his/her assigned wage tariff.

**Article 16
Rewards**

(1) The employer may give employees rewards from the established limit of payroll funds:

- a) for the performance of special or especially important job tasks;
- b) in recognition of meritorious service upon reaching the age of fifty and when employment is first terminated after the awarding of a disability pension or after the gaining of entitlement to retirement pension. The limit of the amount of rewards will be determined each year during payroll analysis. The amount of an reward is approved by the employer. Rewards may be paid only to workers who are under employment;
- c) for the provision of assistance for the prevention of fires or handling natural disasters, the liquidation or repairing of their consequences or in case of other emergencies that represent a possible threat to property, health or life;
- d) for work and activity performed as supplementary activity in accordance with special regulations;
- e) for the securing or obtaining of financial resources apart from state subsidies in accordance with special regulations;
- f) for work and activity performed when dealing with grants, creative or scientific research tasks and various projects including those abroad.

Rewards must be duly justified in writing.

**Article 17
Payment of wages**

(1) Wages are paid retroactively for a monthly period, no later than during the following monthly period. Payday at AMU is the 9th day of each month.

(2) AMU shall pay its employees the wages that are to come due during holiday leave before they go on holiday leave, if a payday falls during holiday leave, unless otherwise agreed with the employee.

(3) Upon termination of employment, at the employee's request the employer shall pay the employee wages due for the monthly period on the day of termination of employment. This, however, must be made possible by the technology for calculating wages.

**Article 18
Withholding from wages**

Withholding from wages is governed by § 145 through 150 of the Labor Code.

**Article 19
Rewards**

The determination of average earnings from employment corresponds to § 351 through 362 of the Labor Code.

**Article 20
Wages and bonuses for workers on standby**

(1) When an employee is ordered or agrees to be on standby away from the workplace and outside of the employee's working hours, the employer shall pay the employee a bonus in the amount of 15% of his/her average hourly earnings, and 25% of his/her average hourly wage if on a public holiday.

(2) The employee is entitled to wages for performing work at a time when he/she is on standby. In such a case, he/she is not entitled to the standby bonus.

(3) Periods of standby when work is not performed do not count against working hours.

**Article 21
Contractual wages**

(1) Employees and in particular academic workers may be paid contractual wages as approved by the rector, generally at the suggestion of the dean within the framework of his/her authority. Contractual wages are paid instead of all components of wages with the exception of bonuses and additional wages, and always for a definite period.

(2) The rector may approve contractual wages for employees in auxiliary activities and grant activities at the suggestion of the responsible researcher. Contractual wages are paid instead of all components of wages with the exception of bonuses and additional wages, and always for a definite period.

**Article 22
Concluding and temporary provisions**

(1) Claims acknowledged on the basis of earlier regulations are not affected.

(2) The appendices to these Wage Regulations are as follows:

- a) Appendix No. 1 – Scale of Wage Tariffs by Class;
- b) Appendix No. 2 – Catalogue of Work for Technical and Financial Works and for Scientific Research Workers
- c) Appendix No. 3 – Catalog of Work of Laborers' Professions.

(3) All employee must be notified in an appropriate form about the contents of the Wage Regulations and any amendments thereto; the employer determines the form of notification.

(4) Employees must be informed in advance in an appropriate form about any changes to their remuneration.

(5) The AMU Wage Regulations dated 12 March 2007 are hereby rendered void.

(6) These Wage Regulations have been ratified pursuant to § 9(1)(b) of the AMU Academic Senate Act dated 29 November 2010.

(7) These Wage Regulations become valid pursuant to § 36(4) of the Act on the day of their registration by the Ministry of Education, Youth and Sports.

Associate Prof. Ivo Mathé, signed

Rector

**Appendix No. 1
to the AMU Internal Wage Regulations**

Scale of Wage Tariffs by Wage Classes

Scale wage tariff	Wage Class											
	1	2	3	4	5	6	7	8	9	10	11	12
minimum	5890	6000	6160	6770	7460	8210	9040	9960	11020	12400	14280	16470
maximum	8000	8000	8000	8770	9720	10750	11850	13120	14520	16380	19040	22060

**Appendix No. 2
to the AMU Internal Wage Regulations**

Catalogue of Work

**for Technical and Financial Works
and for Scientific Research Workers**

3rd Class of Technical and Financial Workers (hereinafter “THP”) – SO, basic

Employment classification (hereinafter KZAM) name of function, number of function

31199-22 technical worker - other 0222

- Securing of contact with other parts of AMU, assistance with technical securing of the making of student films, loans of technical equipment,

42138-22 cashier, training 0251

Offer and sale of tickets, programmes, other printed materials and objects entrusted for distribution, their receipt and proper entry in bookkeeping.

4th class THP – SO, instruction

KZAM, name of function, number of function

41159-22 administrative worker 0223

31199-22 technical worker – other 0222

3151500-22 fire safety technician -----

- Performance of simple work on the basis of instructions of the supervisor (in particular the sorting of written documents and received mail, copying of text, performance of repeated, inspected administrative work,

- lending services, records of lent items, reporting shortages and defects to returned lent items,

- compiling documentation for technical activity,

- monitoring the proper condition of theatrical premises and operations with respect to fire and safety regulations.

5th class – secondary school, secondary school with diploma

KZAM, name of function, number of function

6th class – secondary school, secondary school with diploma

KZAM, name of function, number of function

41159-22 secretary of the department 0200

34399-22 coordinator of administrative division other 0273

34366-22 information and library worker 0221

34312-22 coordinator at the scientific research division 0239

- Independent securing of the internal communications of the department, coordination of individual activities, performance of duties of executive secretary according to job description,

- keeping accounting of inventory in a computer and performing tasks connected therewith (in particular issue slips),

- performance of basic library and information work, performance of inspection and care of administration of funds,

- organizational and technical securing of research work consisting of keeping of administrative and financial agendas for research; organizational securing of research work including cooperation; processing documentation for research exercises; preparing documentation for handling database research; preparing documentation for conclusion of financial agreements on research cooperation.

7th class THP – secondary school, secondary school with diploma

KZAM, name of function, number of function

34319-22 specialized secretary 0275
34394-22 bursar 0225
34394-22 head of the financial department 0270
34315-22 coordinator at the studies division 0245
34399-22 coordinator of the administrative division other 0273
34399-22 coordinator at the property records and supply division 0211
41412-22 archives worker 0232
31199-22 technical worker – other 0222
3199-22 head of technical administration 0246
31325-22 television technician 0233
31323-22 sound technician 0234
34364-22 head of stage design
34366-22 information and library worker 0221
31295-22 technical worker in computer technology 0219
31182-22 information graphics technician 0268
31192-22 dispatcher 0264

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- Performing of secretarial work according to the instructions of the rector, bursar, vice-rectors, deans, vice-deans and faculty secretaries,
 - organizational coordination of work of individual departments and divisions, securing of the information, organizational and record-keeping work of the secretariat,
 - securing the personnel and payroll agenda at the AMU faculties and organizational units,
 - securing inspection activity and checks,

- performance of simple partial analyses, monitoring of development of costs and expenditures, securing of less demanding financial activities at the financial division, budgeting and calculations,
- independent purchasing of a wide assortment of goods,
- processing of all kinds of agreements and contracts of external employees,
- securing and organizing maintenance and repairs of AMU property,
- securing the agenda connected with property records,
- creating documentation for the database, brief descriptions of works, cooperation on securing festival events,
- independent securing of the comprehensive agenda connected with Czech and foreign students,
- technical securing of maintenance and repairs, submitting proposals for the correction of defects and insufficiencies of the working environment,
- independent performance of expert activities while performing administration of studios and laboratories, securing repairs by experts, securing the technical administration of those facilities,
- performance of maintenance of cameras, monitors, video tape recorders and other technical equipment, setting the required technical parameters, performing measurements,
- adjusting settings and servicing equipment for the making of electronic sounds, securing the processing of documentation of records of audio and audiovisual recordings, processing sound recordings from various kinds of media, including editing, mastery of technological processes for the making of film and television works, computer processing of sound,
- performance of the receipt of sound (sync, post-sync, play-back), cooperation on the completion of audio tapes, inspection of the technical condition of sound equipment,
- securing of all components of set design resources for films (in particular furniture, fabrics, lighting fixtures, props, costumes),
- inspection of the technical condition of selected technical equipment,
- securing of independent expert librarian and information activities, cooperation with suppliers of information documents and with information centers, work with users,

- securing the organizational and technical operation of complex and special computer technology including its putting into operation,
- practical realization of the manufacturing of everything produced by AMU Press, maintenance of technical printing equipment,
- dispatching of the capacity of individual departments and divisions leading to efficient manufacturing of student projects,
- keeping an overview of use of individual capacities with proposals for their expansion or limitation.

8th class THP – Bachelor's study programme

KZAM, name of function, number of function

34311-22 secretary of DISK 0272

34399-22 coordinator of an administrative division other 0273

34499-22 coordinator at the control division 2074

34399-22 coordinator at the property records and supply division 0211

34331-22 coordinator of general accounting 0263

34333-22 coordinator of financial accounting

34314-22 coordinator of the financial division 0203

34332-22 coordinator of payroll accounting 0204

34362-22 coordinator of the personnel division 0205

34335-22 head of the property management division 0270

31199-22 head of technical administration 0246

31199-22 technical worker – other 0222

34366-22 information and library worker 0221

34325-22 head of audio technology 0262

31324-22 sound engineer 0235

31323-22 sound technician 0234

31131-22 director of stage lighting 0320

34791-22 head of the stage set workshop 0231

31325-22 television technician 0233

73121-22 musical instrument repair for stringed instruments 0248

73122-22 musical instrument repair for keyboard instruments 0331

73123-22 musical instrument repair for wind instruments 0300

21496-22 specialist in the field of electronic acoustics 0253

24707-22 head of accommodations facility 0241

34329-22 head of the personnel division 0206

31295-22 technical worker in computer technology 0219

34291-22 production manager 0276

21191-22 scientific worker in the field of acoustics 0100

31199-22 technical worker – other 0222

31199-22 head of the Photography Department Studio 0257

21191-21 science and research worker 0101

34399-22 head of the studies division 0258

24700-22 methodologist of the studies division 0278

- Comprehensive and independent securing of personnel development at AMU, work with the varied structure of qualifications and professions of AMU employees,

- comprehensive and independent bookkeeping of the payroll agenda (wages) and all activities connected therewith,

- comprehensive securing of complicated accounting agendas, financial organization or unified parts thereof,
- inspection activity at AMU on the basis of assigned requests,
- securing of all matters connected with property management, securing of all matters connected with the activity of the Central Inventory Committee,
- securing of specialized information, library and bibliographic activities, work with users at the level of reference services,
- independent performance of individual research and development tasks or performance of research and development work during realization of science and technology tasks,
- consulting and analysis,
- independent securing of complex specialized technical matters, preparation of documentation for investment activity, administration and responsibility for entrusted objects, organization and qualified evaluation of work of subordinate employees,
- providing of technical supervision for less complex investment events,
- comprehensive care for computer technology including accessory equipment,
- creation of user software for PC (and comparable) computers through programming resources of the chosen environment, comprehensive care of accessory equipment,
- creating the artistic acoustical component of public musical productions at a high level of technical and acoustic-artistic quality, installation and hooking up of electronic sound equipment, realization of basic electro-acoustical measurements,
- performance of the most technically difficult craftwork, e.g. connecting of circuits in the area of magnetic audio recording, optic audio recording, CD recording, measuring technology and professional audio technology in general,
- performance of difficult specialized work connected with handling tasks at the technical development division of the organizational unit, performance of analyses, processing and evaluating technical and artistic-aesthetic discoveries, directing the sound lab in the studio and elsewhere, determining the method of recording of special sound effects,
- introduction of new, progressive technologies in the area of film sound,

- comprehensive securing of technological preparation of an electro-acoustical system for stage operations, independent creative design of artistic use of the sound system including conceptual plans for improving and expanding its functions in relation to artistic demands, securing of systematic inspections of the electro-acoustical system, its maintenance, repairs and continuous supplementation with subsystems,
- securing of technical aspects, especially for scriptwriters for television filming, compiling a plan for technical development of the television studio, setting up the parameters of the directing unit, slide scanners, film scanners, inspecting of the settings of camera units, performance of difficult work of a specialized character for the handling of development tasks of special problems of the television studio,
- management of conceptual planning and dispatching for the complicated operations of the lighting system in accordance with artistic demands, including its assembly, supplementing with needed elements and repairs, comprehensive inspection of the functioning of the theatre's set of lighting equipment, securing the thrifty and safe operation of the entire electrical lighting system,
- responsible for securing set decorations, their structural and material design and their safety, securing their repairs and adaptation, determining technologies for their manufacturing processes, dispatching for any making of sets and props or handling claims of defects, inspection of quality of performed work, supplying the workplace with appropriate materials,
- independent performance of aggregated expert activities while performing administration of the accommodations facility, securing of all activities relating to its operations,
- performance of repairs and restoration of damaged musical instruments, continuous inspection of condition and treatment of lent musical instruments,
- work with resonating wood in general, acoustical work with resonating wood, work with resonating lacquers and varnishes, their preparation and application, repairs of bows,
- securing of operation of the computer technology network,
- central cash desk activity,
- handling of less difficult individual research and development tasks, activity as an assistant,

- organization of installation and deinstallation at exhibitions in the Czech Republic and abroad, securing of sponsoring, media coverage, archiving of theoretical and practical studies, organizational activity,
- securing festival events in the Czech Republic and abroad,
- specialized activity for the administration of photographic studios and laboratories of the photography department connected with care for the large sets of property relating to the technical equipment of the studio and with material responsibility for that equipment,
- comprehensive securing of uninterrupted operation of the studies division, entrusted by the management of that workplace,
- perfect mastery of student regulations, securing of consulting services in the area of the studies agenda; cooperation with the Ministry of Education, Youth and Sports in the area of stipendiums and financial reporting,
- creation of superior methodologies of work procedures (e.g. the KOS agenda, implementing DS and ECTS, methodological assistance for the studies divisions of the faculties).

9th class THP – Bachelor's study programme

KZAM, name of function, number of function

31295-22 technical worker in computer technology 0219

31199-22 head of technical administration 0246

24707-22 head of the residence hall 0228

24707-22 head of the Study and Training Center in Poněšice 0214

24416-22 head of production of practical exercises 0227

24709-22 head of operations 0255

34352-22 head of Labor Wages and Payroll Accounting 0210

34336-22 head of financial accounting 0207

24321-22 head of the library and expert worker 0220

31128-22 technician in the area of investments and workplace health and safety 0271

31199-22 technical worker – other 0222

34492-22 coordinator at the control division

34399-22 coordinator of an administrative division other 0273

21191-21 production scientific worker in the area of acoustics 0100

34291-22 production 0276

21495-22 specialized worker in the field of sound creation 0238

21496-22 specialized worker in the area of electro-acoustics 0250

24516-22 technical editor 0217

24518-22 editorial assistant 0202

34399-22 coordinator for foreign relations and PR 2018

21191-21 scientific and research worker 0101

24700-22 methodologist for science and research 0279

34310-22 head of the Rector's Office 0280

- Technical maintenance of extensive computer systems of atypical computer technology equipment, creation of user systems or networks for computers of the types PC XT, PC AT etc. including their filtering,

- independent handling of research and development tasks or independent performance of research and development work, handling research and development tasks with assigned inputs and defined outputs,

- comprehensive securing of complicated and large-scale technical agendas and work generally of a conceptual character, cooperation on managing investment activity for an entire division of AMU, directing and organizing technical inspections, including proposal of measures,

- leading and managing specialized activities during the performance of administration of larger sets of property, organizing and securing operations with respect to accommodations, administration and property management,

- managing of student production staffs, organizing production of practical exercises, securing production and financial conditions for making films, monitoring costs for individual exercises, organizing finishing work on films,
- operational management of the complicated technical complex for operations of the DISK theatre studio, securing of comprehensive administration of operations and workshop divisions, independent developing of conceptions for technical and material equipping in accordance with demands for artistic use,
- comprehensive securing of complicated specialized administrative or financial agendas,
- determining principles of wage policy in an organization with a diversity of qualifications and professional structure of employees,
- management in the area of wages or financial accounting,
- securing specialized library/information agendas, managing faculty libraries, securing and directing specialized activities requiring knowledge of information technologies, providing comprehensive research services and expert consultation,
- organization and directing of individual libraries,
- securing the most complicated overall financial agendas at AMU including comprehensive economic analyses, synthetic and analytic bookkeeping,
- processing investment plans, technical supervision for the investor, preparing contracts for the supplying of labor, coordinating, in cooperation with the user of the grounds, administration and protection of renovated buildings,
- managing matters relating to ownership of buildings (titles, deeds, copies of cadastral records and maps),
- performance of specialized activities in the workplace health and safety division, methodological leadership of management employees,
- securing of control activities at AMU in designated economic areas, partial analyses,
- comprehensive management of activity of the concert division at the Music Faculty of AMU in artistic, organizational and social areas, responsibility in the area of finances, maintaining of proportional differentiation of types, analysis of activity, conceptual proposals,

- creating the artistic-acoustical component of public musical productions, sound directing of musical recordings, realization of individual work in the area of electro-acoustical music, cooperation on realization of manufacture of sound,
- management of technical production, preparing all technical documentation, typographical arrangement, page layout and scanning for printing at AMU Press and external offset printers,
- editorial preparation of electronic publications and web pages of AMU Press, correction of submitted texts, distribution and sale of the publishing house's book productions,
- comprehensive securing of difficult, large-scale agendas at the faculty's foreign relations and PR divisions, preparation and realization of conceptions and proposal of measures for improving faculty activity,
- administration of grants and active cooperation on finding, creating and submitting grant projects and subsequent cooperation with the coordinator on the financial aspects of awarded grants,
- administration of scientific projects and active cooperation on finding, creating and submitting scientific projects and subsequent cooperation with the coordinator on the financial aspects of awarded projects,
- creation of a supreme methodology of work procedures (e.g. the KOS agenda, implementation of DS and ECTS), application of rules for programmes of support for research and development at AMU, methodological assistance for workers dealing with similar issues at the faculties,
- management, organization and control of the most complicated work at the Office of the Rector, securing the AMU PR agenda with matters involving foreign countries, management of keeping of files.

10th class THP – Master's study programme

KZAM, name of function, number of function

24719-22 head of the internal auditing department 0212

31199-22 head of technical administration 0246

12399-22 director of the organizational unit of the university 0229

24321-22 director and specialized worker at the library 0220

31295-22 technical worker in computer technology 0219

21191-21 scientific worker in the area of acoustics 0100

24399-22 head of an administrative division other 0256

34399-22 coordinator of an administrative division other 0273

12294-22 head of artistic operations 0259

21495-22 specialized worker in the field of sound creation 0238

21496-22 specialized worker in the field of electro-acoustics 0250

24729-22 head of the TON Studio 0240

12399-22 Director of AMU Press 0213

12399-22 Director of the AMU Library 0216

21191-22 scientific and research worker 0101

12399-22 Director of the DISK Theatre 0266

12399-22 FAMU Director of Studies 0267

- independent handling of serious and complex research and development tasks or independent performance of demanding and difficult research and development work while handling and realizing tasks for development of science and technology,

- independent handling of serious and complex research and development tasks or independent performance of demanding and difficult research and development work while handling and realizing tasks for development of science and technology,

- comprehensive handling of research and development tasks,

- comprehensive securing and organization of auditing and control activity, analysis of causes of insufficiencies, proposal of measures for solving determined insufficiencies, investigating complaints and suggestions, cooperation with external control authorities,

- comprehensive securing of difficult and extensive technical agendas and work of a conceptual character, cooperation on managing investment activity at an organization-wide level, managing and organizing technical inspections, independent managing of overall specialized activities with performance for administration, maintenance and operations at AMU or a part thereof,

- independent creative solutions for specialized conceptual and methodological tasks connected with managing a certain unit of AMU (e.g. DISK, FAMU Studio, TON, orientation in

main and supplementary activities, securing of agreements, administrative activity,

- analysis of activity, analytical activity

- comprehensive management of the library as a whole, developing of development concepts and programmes, coordination and methodological direction of all library-information activities in cooperation with individual AMU units, coordination of implementation of information technologies and building of the AMU library information system, securing of cooperation at the national and international level, performance of training activities,

- securing and organization of maintenance of complicated computer system equipment, comprehensive operational management and coordination in the course of complicated repairs of computer equipment including computer networks, launching operation of comprehensive computer systems,

- independent planning and handling of demanding scientific research tasks from the area of musical acoustics, designing hardware and software for demanding acoustical and electro-acoustical measurements and processing of their findings, planning and presentation of databases of measurement findings,

- securing comprehensive economic matters for large-scale organizational units, financing, payroll policy, analysis of financial management, compiling of budgets,

- comprehensive securing of activities of large cultural facilities, processing supporting materials for planned events, their technical and organizational securing,

- installation and hookup of electronic sound equipment, creating artistic-acoustical components of public musical productions with a high level of technical and artistic quality, realization of individual jobs in the area of electro-acoustical music, independent securing of complicated tasks connected with the function and repairs of analog and digital systems,

- securing of repairs of professional sound technology, realization of basic electro-acoustical measurements, installation and hookup of electronic sound equipment,

- managing and coordinating all AMU publishing activities in cooperation with the individual AMU units and faculties, coordinating work of editorial staffs of the faculties and the AMU editorial council, revision of the magazine Informatorium.

11th class THP – Master's study programme

KZAM, name of function, number of function

12312-22 faculty secretary 0234

12313-22 head of the divisions of management and administration of the university 0260

12367-22 head of the computer center 0215

31295-22 technical worker in computer technology 0219

21191-21 scientific worker in the field of acoustics 0100

12399-22 director of the organizational unit of the university 0229

12379-21 head research and development worker 0261

12379-22 head of the sound studio 0237

2144-22 technology specialist 0254

- managing the finances and internal administration of a faculty to the extent determined by an act of the Dean,

- handling complex tasks over a long-term period with indefinitely assigned input and indefinitely defined outcomes, management, control and coordination of work of subordinate employees/workers,

- creative coordination of building, operating and maintaining the complicated, large-scale system of computer networks at AMU with extensive internal connections and with a connection to the external Internet, coordination and creative solutions for project tasks, building and operation of networks, analytical activity in specialized areas of the computer center,

- management and inspection of work of subordinate employees,

- creative handling of the most demanding research and development tasks or performance of very demanding and difficult research and development work with creative handling of tasks of major importance for development of the branch or scientific field, responsibility for management,

- position of leadership in the area of conceptual and specialized tasks in the main and supplementary activities of large AMU units, analysis of activity,

- processing of sound recordings from various media, creative handling of the most demanding tasks in the area of musical acoustics and acoustics of musical instruments, musical electronics and realization of electro-acoustical music, managerial activity,

- responsible creative handling of the most demanding research and development tasks of major importance in the area of musical acoustics and musical electronics, conceptual and managerial activity,

- creative conceptions and coordination of building, operating and managing the complicated and extensive system of the latest television and film technology, detailed knowledge of the principles of analog and digital television systems, norms of magnetic recording and the means of its processing.

12th class THP – Master's study programme

KZAM, name of function, number of function

12311-22 bursar 0209

12294-22 dean 0230

12295-22 vice-rector 0277

- the bursar directs finances and the internal administration of AMU and acts on its behalf to the extent determined by an act of the rector,

- the dean acts and rules in faculty matters in accordance with the law,

- the vice-rector directs the methodology of a department, information worksite or special facility with AMU-wide jurisdiction, student and pedagogical affairs of all of AMU, AMU foreign relations and public relations, and AMU artistic activity and science and research.

**Appendix No. 3
to the AMU Internal Wage Regulations**

Catalogue of Work of Laborers' Professions

Professions of laborers at AMU are assigned to the 7 classes. Required education: instruction in the field unless stated otherwise.

1st class:

cleaner

porter

cloakroom attendant

usher

Employment classification (KZAM), name of function, required education, no. of function

91321-23 cleaner 0307

- Performs routine cleaning including airing of rooms, carrying out waste, cleaning carpets with an electric vacuum cleaner, cleaning and disinfection of WCs.

91522-23 porter, elementary school, 0301

- Locking and unlocking buildings and facilities, distribution of keys, checking arrivals and departures of persons, walking the rounds in buildings, reporting and recording any defects determined, monitoring security alarm equipment.

91521-23 cloakroom attendant, elementary school, 0335

- Receiving, storing and returning received clothing and objects during theatrical performances or concerts, cash receipt and bookkeeping of cashbox transactions.

91524-23 usher, elementary school, 0336

- Checking tickets and leading guests to their places.

2nd class:

porter

usher

chambermaid

Employment classification (KZAM), name of function, required education, no. of function

91522-23 porter, elementary school, 0301

- Job description like for 1st class plus operating branch telephone switchboards, collecting fees for performance of services including bookkeeping.

91524-23 usher, elementary school, 0336

- Supervision of compliance with safety regulations in the auditorium and public areas in the theatre, monitoring of cleanliness and order in entrusted areas, checking tickets and taking visitors to their places, sale of programmes, collection of money and bookkeeping of cashbox transactions.

91323-23 chambermaid, elementary school, 0326

- secures cleaning of rooms, changing of bedding, changing of towels, sorting by character and damage of individual kinds of textile materials.

3rd class:

porter

telephone operator

caretaker-maintenance

sales clerk

storage operator

cook

receptionist

auditorium inspector

Employment classification (KZAM), name of function, required education, no. of function

91522-23 porter, elementary school, 0301

-like in 1st and 2nd class, plus providing security for buildings and facilities with the possible use of industrial video technology.

42231-23 telephone operator, elementary school, 0329

- Operating a telephone switchboard using a personal computer, transferring of telephone calls.

91412-23 caretaker-maintenance, basic training, 0302

- Performance of routine caretaker or school janitor maintenance work, in particular the adjusting of digital clocks and supervision of cleaning, changing light bulbs.

91115-24 sales clerk, basic training, 0332

- Offering and independent sale of goods, receipt, storage, display and arranging of goods in the buffet (shop).

83341-23 storage operator, basic training, 0303

- Receipt and quantifying of goods, products and materials and raw materials, work as an assistant in the warehouse as assigned by the foreman.

51221-24 cook, basic training, 0402

- Cooking and serving routine types of meals, especially goulash, soups and side items for main courses.

42221-24 receptionist, basic training, 0400

- Providing information to guests, collecting cash and issuing a receipt for bookkeeping, issuing keys to visitors, checking the receipt of keys.

3479-23 auditorium inspector, basic training, 0330

- Supervision of safety of the auditorium, leading visitors to their places, directing movement around public areas, coordination with the director's booth, responsible for lighting in the hall in coordination with progress of the performance, coordination with the stage manager for the performance.

4th class:

maintenance man

projectionist

property man (mistress)

wigmaker

sales clerk

warehouse operator

independent cook

Employment classification (KZAM), name of function, required education, no. of function

91430-23 maintenance man, basic training, 0321

- Performs minor building maintenance, in particular replacement of light bulbs, repairing locks, shut-off valves, minor masonry and carpentry work,
- Does readings of electricity, gas and water usage including keeping records.

31330-23 projectionist, basic training, 0304

- Prepares and services professional, permanently fixed projecting equipment including preparing and treating film copies.

34710-23 property man (mistress), training, 0311

- Securing the supply of acting props and supplies for props according to artistic demands, handling claims of defects for external and internal suppliers. Securing storage of props, records of them, routine maintenance, completion for use in artistic operations.

51410-23 wigmaker, basic training, 0337

- Attaching of hair, sewing foundations, simple styling, fringing and gluing hairpieces and false beards.

91115-24 sales clerk, basic training, 0332

- Independent sale of goods requiring expert knowledge, receipt, storage, treatment, arranging of goods in the shop (buffet) in accordance with hygiene regulations, receiving cash.

83341-23 warehouse operator, training, 0303

- Receipt and storage of goods taking into consideration their character, service of storage machinery, performing of stocktaking.

51222-24 independent cook, basic training, training, 0401

- Cooking of technologically demanding hot meals, in particular roast beef in cream sauce, stuffed meats, frying.

5th class:

maintenance man

motor vehicle driver

projectionist-mechanic

warehouse operator

dresser

carpenter

stage costume tailor

set builder

wigmaker-makeup

cooking specialist

Employment classification (KZAM), name of function, required education, no. of function

91430-23 maintenance man, basic training, 0321

- Maintenance work involving electronics, machines and construction, less demanding work especially in the area of carpentry, painting, varnishing and plumbing.

83212-23 motor vehicle driver, driver's license, 0334

- driving highway motor vehicles, regular vehicle inspection including routine repairs and maintenance, securing more difficult repairs including intermediate and general repairs.

31333-23 projectionist-mechanic, training, 0333

- Preparation and service of projection equipment including the control board in the auditorium, projection using special technologies.

83341-23 warehouse operator, basic training, 0303

- Written listing of the very varied items and materials stored that are used for technical, artistic and sporting operations. Repair and maintenance of sporting material including boats at the USV, keeping of records of warehouse supplies, lending or issuing items from the warehouse, records of lent items.

74337-23 dresser, training in the field, 0316

- Securing of technical costume operations depending on the artistic intent of individual productions. Keeping of a written list of the large quantity of various costumes and numbering of determining differences and responsibility for their condition.

74288-23 carpenter, training in the field, 0315

- Independent building and repairing of simple furniture, props and simple decorative elements for sets according to the instructions of the foreman.

51411-23 wigmaker-makeup, training, 0338

- Making of artistically demanding period wig products according to a creative design, complicated styling, performance of makeup work.

71391-23 set builder, training, 0310

- preparation of designated parts of sets, assembly and disassembly of simpler decorative elements.

74334-23 stage costume tailor, training, 0312

- Repairing and making simpler theatrical costumes, participation in dressing performers in simpler kinds of stage costumes.

51226-23 cooking specialist, 0308

- Cooking of very difficult national dishes or preparing the most demanding specialties of uncooked meals, making original recipes.

6th class:

maintenance man

stage costume tailor

set builder

warehouse operator

carpenter

electrical mechanic

transportation worker

sound man

projectionist-mechanic

caretaker-maintenance

film editing worker

set and decoration painter

Employment classification (KZAM), name of function, required education, no. of function

91430-23 maintenance man, basic training, 0321

- Securing of operations, specialized maintenance mainly in painting, varnishing, plumbing, swimming pool service and maintenance, repairs and maintenance of the equipment at the UVS facility.

74334-23 stage costume tailor, training in the field, 0312

- Independent realization of complicated and demanding artistic designs for costumes, guaranteeing exactness of execution and performing restoration work at the level of artistic craftsmanship.

71256-23 set builder, training, 0310

- independent installation and assembly of sets and stage machinery for demanding operations. Securing of operation, maintenance and repair of stage machinery.

41315-23 warehouse operator, training, 0303

- Responsibility for overall use of cutting tables and other equipment installed in the cutting room, securing of repairs, responsibility for the film archives, cooperation with the customs declarer when exporting copies abroad.

74288-23 carpenter, training in the field, 315

- Independent building of special and complicated stage sets according to the instructions of the workshop foreman.

72411-23 electrical mechanic, training in the field, 0328

- Performing of overall specialized activity for maintenance of low-voltage equipment, installation and adjustment of audio-visual technology.

83211-23 transportation worker, basic instruction, 0308

driver's license

- Arranging contracting of transportation in organizationally more complex conditions from internal and external resources. Securing operation, maintenance, repairs, insurance and efficient use of entrusted means of transportation.

31322-23 sound man, basic training, 0339

- Securing of operations, service and repairs of the electro-acoustical system in accordance with artistic demands. Responsibility for the condition of the electro-acoustical system and its safety.

31333-23 projectionist-mechanic, training, 0333

- Performance of all maintenance work of a specialized character, securing of operations in the entire part of AMU, daily inspection of the facility.

71412-23 set and decoration painter, 0319

- Preparation and realization of designs of stage designers in the field of painting, making of painted props, treating paintings for use on stage.

7th class:

woodworking craftsman

metalworking craftsman

model builder

set painter

stage lighting foreman

stage lighting technician

mechanic for optical and measurement instruments

foreman of the stage costume shop

stage decoration master

information graphics technician

stage manager

sound man

Employment classification (KZAM), name of function, required education, no. of function

74224-23 woodworking craftsman, training in the field, 0315

- preparation and realization of demanding creative designs in the field of woodworking craftsmanship. Building of original stage design works and their components including props and their restoring. Comprehensive treatment of objects from the area of woodworking craftsmanship.

72211-23 metalworking craftsman, training in the field, 0314

- preparation and realization of demanding creative designs in the field of metalworking craftsmanship. Building of original stage design works and their components including props and their restoring. Independent choice of special technologies. Comprehensive treatment of objects from the area of metalworking craftsmanship.

34718-23 model builder, training in the field, 0318

- preparation and realization of demanding creative designs. Making of original stage design works and their components including props from the field of model building and their restoring. Independent choice of special technologies. Comprehensive treatment of objects from the area of model building.

71412-23 set painter, training in the field, 0319

- preparation and realization of demanding creative designs in the field of painting. Making of original stage design works and their components including props. Performance of their restoration.

74332-23

74332-23 foreman of the stage costume shop, training in the field, 0313

- Determining technological and technical procedures for realizing artistically demanding costumes, directing of work by tailors, ordering of supplies.

34791-23 stage decoration master, training, 0305

- Determination of technological and technical procedures for building and altering sets, the auditorium or other areas depending on the specific artistic intent.

71377-23 stage lighting technician, training in the field, 0322

- Determining technical procedures for lighting the stage and other areas depending on the artistic intent. Management of operation of the lighting system.

71370-23 Stage lighting foreman, training, 0320

- Independent determination of technical procedures for lighting the stage and other areas depending on the artistic intent. Management of operation of the lighting system. Determining the technical condition, completeness and safety of the system, independent decision making about the choice of complicated lighting equipment and procedures.

73111-23 mechanic for optical and measurement instruments, training in the field, 0323

- Mastery and performance of technically very complicated craftsmanship for adjustment and mounting of film cameras, proposal of working procedures for adjustment of optical and mechanical instruments and parts, securing of expert repairs.

73415-23 information graphics technician, training in the field, training, 0327

- Independent performing of editing work, knowledge of technology on all machines at the editing center (copier, folding machine, printing machine, binding machine, shaker and fluting

machine), determining technological production procedures, adjustment and minor repairs as part of maintenance.

34790-23 stage manager, training in the field, 0309

- Determining technological and technical procedures for building sets, the auditorium or other parts of the theater depending on the specific artistic intent. Planning and operational management of structures, securing inspections of the technical condition of mechanical equipment of stage areas and supplying needed materials and aids.

31322-23 sound man, training in the field, 0339

- Independent choosing of technical and technological procedures for preparing and realizing sound designs depending on the artistic intent. Independent decision making on the choice of complex recording equipment and procedures.

[1]) The Labor Code,

Government Regulation No. 567/2006 Coll. on the minimum wage, on the lowest levels of guaranteed wage, on the defining of more difficult working environment and on the amount of the bonus added to wages for work in a more difficult working environment.