



Palacký University
Olomouc

CATRIN INTERNAL REGULATIONS

CAT-B-23/05

**Rules for awarding special bonuses
at the Czech Advanced Technology
and Research Institute
of Palacký University Olomouc**

Content: This internal regulation sets rules for awarding special bonuses at the Czech Advanced Technology and Research Institute of Palacký University Olomouc

Guarantor: CATRIN General Director

Entering into force: 19 December 2023

Taking effect: 1 January 2024

Rules for awarding special bonuses at the Czech Advanced Technology and Research Institute of Palacký University Olomouc

Article 1 Initial provisions

1. In accordance with the internal wage regulation of Palacký University Olomouc (hereinafter referred to as "VMP", from Czech Vnitřní mzdový předpis) and in order to establish a motivation system to support the fulfilment of the objectives of the Strategic Plan of the Czech Advanced Technology and Research Institute of Palacký University Olomouc (hereinafter referred to as "CATRIN") and the annual implementation plan of the CATRIN Strategic Plan, this standard lays down the rules for awarding special bonuses to employees affiliated to CATRIN (hereinafter referred to as "employees")
2. These rules are drawn up with regard to Art. 11, par. 1 and 4 of the VMP.

Article 2 Bonus for obtaining an international research project

1. An international research project is for the purposes of this regulation a project grant announced and awarded by a foreign provider, and aimed at achieving scientific research goals or developing a field of science and research.
2. Employees who participated in the preparation of a successful international research project are granted a special one-off bonus. The list of these employees, including their mental contribution to the project proposal, is handed out by the project investigator at CATRIN, together with a proposal for the payment of the bonus, to the CATRIN Director, through their group leaders.
3. The total amount of the bonus is set at 3% of the project overheads allocated to CATRIN in case of coordinated projects (including the so-called mono-beneficiary projects) and 2% in case of projects where CATRIN acts as a partner. The bonus is distributed among the staff referred to in paragraph 2 according to the mental contribution to the project proposal.
4. The bonus is paid to the employees on the closest pay date after signing the grant agreement.

Article 3 Bonus for a publication in a prestigious journal

1. Employees who are authors of a publication categorized as an article or a review in a prestigious journal indexed to the Web of Science in the first sectoral decile (D1) are awarded a one-off bonus.
2. Employees whose publication is correctly affiliated to CATRIN and contains dedication given in the Acknowledgement section to projects implemented within CATRIN, from whose project funds the publication was supported.
3. The total maximum amount of a bonus awarded to employees within the author collective of a given publication is set at CZK 60,000 per publication:

- a. The sum of CZK 20,000 is assigned to the corresponding author of the publication or is divided equally among all corresponding authors. If the corresponding author is not an employee, there is no claim for such a bonus or its part.
 - b. The sum of CZK 20,000 is assigned to the first author of the publication, or is divided equally between authors with shared first authorship. If the first author is not an employee, there is no claim for such a bonus or its part.
 - c. The remaining amount of CZK 20,000 is evenly distributed among all authors of the publication.
4. The bonus is paid to employees quarterly on the basis of correctly reporting the publication in the OBD system (marked as *received*).

Article 4

Commercialization income bonus

1. Employees who are the originators of the object of industrial property in CATRIN's property register, whose commercial use generates income for CATRIN from commercialization, are entitled to a bonus according to the internal rules of the UP.
2. Employees who are not the originators of the industrial property object, but who participated in the commercialization of the industrial property object, whose commercial use generates income for CATRIN from commercialization, are entitled to a bonus of maximum 10% of the income due to CATRIN from commercialization according to the internal rules of the UP.
3. Decision-making in cases under par. 2, in particular to which specific employees the bonus will be awarded or paid, in what proportion or amount, and in what period, belongs exclusively to the CATRIN Director. The CATRIN Director shall issue a written decision in accordance with the previous sentence within 30 calendar days of the first income from commercialization due to CATRIN.

Article 5

Bonuses for significant activities, results or achievement of key objectives

1. CATRIN employees may be awarded a special one-off bonus for significant activities, results or for the achievement of key objectives not listed in Articles 2 to 4 of this Regulation. This is, in particular, a bonus for an extraordinary performance in the field of technical or administrative support, as well as for promotional, organisational, training, educational or popularisation activities.
2. The rules for awarding such a bonus are governed by the VMP. The bonus shall be paid on the basis of proposals made by the leaders of the research groups or by other superiors. Proposals shall be collected, as a general rule, on a quarterly basis on the initiative of the CATRIN Director.

Article 6
Final provisions

1. This Regulation was negotiated with the Board of the Higher Education Labour Union of CATRIN on 18/12/2023.
2. This internal standard shall take effect on the date of its publication and shall enter into force on 1 January 2024.

Olomouc 19. 12. 2023

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CATRIN Director