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Article 1 Opening provisions

(1) This Director Instruction supplements the Rector Directive “Evaluation and management of the development of teaching, creative, managerial and other activities carried out by members of academic and scientific staff at TBU” as amended (the “Rector Directive”) and sets out the rules for evaluation and remuneration for excellent publications, winning external grants, implementing contract research jobs and accomplishing the *third role* at the Centre of Polymer Systems.

Article 2 General principles

(1) Authors of a report published in a journal registered at Web of Science Core Collection may receive compensation in the form of a special one-off bonus payment; for students, a payment of a special scholarship may be applied.

- (2) The special bonus payment shall be a non-statutory component of the pay and shall be paid only if the organisational unit's funding is sufficient.
- (3) The submission and approval of a proposal for the special bonus payment shall be governed by the relevant instruction of the TBU Bursar.

Article 3

Special bonus payment for excellent publications

- (1) Only authors for whom the Centre of Polymer Systems is indicated as their affiliation in the given publication ("CPS authors") shall be eligible to receive a special bonus payment / special scholarship.
- (2) Publications for which a special bonus payment / special scholarship may be awarded shall meet the following criteria:
 - a) The publication has been published in a technical periodical journal indexed in the database of Web of Science Core Collection.
 - b) The publication is flagged as either *Article* or *Review*.
 - c) The technical periodical journal is incorporated, in terms of subject, in scientific disciplines excluding FORD 5/6 within the structure of the OECD classification fields (Frascati Manual) – M17+ Converter ("M17+ Converter").
- (3) The bonus payment may be awarded only after the publication has been made public in the database of Web of Science Core Edition.
- (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/ for the needs of TBU.
- (5) The amount of the special bonus payment shall be subject to the funds available; the amount of the base of the payment shall be determined by the CPS Director for the year in question, dependent on the quality-based rating of the journal by AIS with two categories being applicable:
 - a) The journal is included in quartile I in at least one FORD discipline, but is not in decile I.
 - b) The journal is classified in decile I in at least one FORD discipline.

- (6) The scope of journals being evaluated may be limited according to current trends in research and development in the field and in accordance with the strategy of the Centre of Polymer Systems. Any restrictions will be posted in the relevant CPS Director Decision for the year in question.
- (7) The proposal to distribute the special bonus payment among authors is determined as follows:
- a) The total amount to be distributed for the bonus payment 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 authors from the CPS (based on their affiliation) within the total number of authors of the publication in question. If the internal author has more than one affiliation with 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 CPS.
 - 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 CPS, the proposal for the distribution of the bonus payment shall be submitted by the supervisor of the line of research.
 - c) In the event of discrepancies or in the event that no agreement can be found between the authors, the CPS Director will decide on the amount of the authors' share.
- (8) Data collection and evaluation of proposals to award bonus payments shall take place on a semi-annual basis (as at 30 June and 31 December) via the CPS' Project Support Department in collaboration with the TBU Library.

Article 4

Special payment for receiving external grants

- (1) Special bonus payments shall be paid for winning national external grants and international external grants.
- (2) Special bonus payments will be paid depending on the amount of earmarked non-capital funds received for the CPS.

- (3) The proposal for the amount and distribution of the bonus payment will be based on the mental share of the researchers of the respective project as shown in the OBD app – the GAP module. The bonus payment will be paid as a one-off payment.
- (4) The amount of the special bonus payment shall be subject to the funds available; the amount of the payment shall be as determined by the CPS Director for the year in question with two categories being applied:
 - a) External grants, national
 - b) External grants, international
- (5) The evaluation of the external grants received will take place at the end of each quarter of the calendar year.

Article 5

Bonus payments for contract research jobs

- (1) If a contract research job is awarded by external stakeholders, a bonus payment of 50% of the operating profit of the job will be paid to the individuals involved in the implementation of the job.
- (2) The distribution of the total amount to pay bonus payments for contract research jobs invoiced shall be proposed by the principal investigator.
- (3) Data collection and evaluation of contract research jobs shall take place on a semi-annual basis (as at 30 June and 31 December).

Article 6

Special payment for accomplishing the third role

- (1) Staff members shall be paid for each day of participating in events presenting CPS.
- (2) Data collection and evaluation of participation in events shall take place on a semi-annual basis (as per 30 June and 31 12).

Article 7

Final provisions

- (1) The present Instruction discontinues the PŘ/01/2021 CPS Director Instruction of 1 January 2021.

(2) The amount of the remuneration base shall be set in the CPS Director Decision for the calendar year in question.

Document			
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