



In Pilsen, 19. 12. 2024
Ref: UKLFP/661165/2024

DEAN'S MEASURE NO. 15/2024

EVALUATION OF TECHNICAL AND ECONOMIC STAFF AT THE FACULTY OF MEDICINE IN PILSEN

Art. 1 Subject of modification

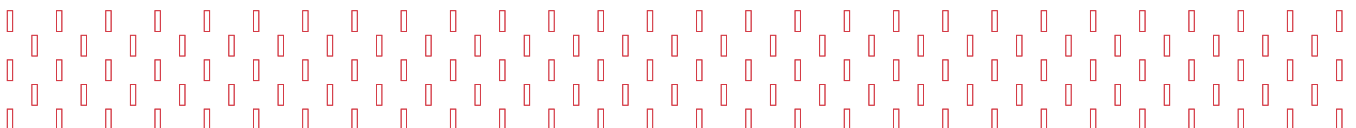
- 1.1 This measure is issued to implement Rector's Measure No. 53/2023 Framework Principles of Career Development of members of the Technical and Economic Staff at Charles University. This measure sets out the details for the rules of career development and the procedure for the evaluation of technical and economic personnel (hereinafter referred to as "TES") at the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as "the faculty").
- 1.2 Evaluations are used to improve the working environment, obtain feedback from employees, improve the working environment and working conditions, and cultivate communication between employees and their supervisors.

Art. 2 TES career development

- 2.1 TES have the following career development opportunities:
 - a) performing more demanding work (e.g. in connection with the attainment of higher qualifications, higher education, etc., with the possibility of being reclassified to a higher pay grade),
 - b) obtaining a senior position,
 - c) change in professional focus within the faculty.
- 2.2 The TES Career Development Plan will be discussed at each THP review.

Art. 3 Senior staff

- 3.1 In addition to the duties set out in the job description, the manager is responsible for:
 - a) transforming faculty goals into department and employee goals,
 - b) managerial leadership of the workplace,



- c) regularly assessing his/her subordinates and getting feedback,
- d) professional development and qualification growth of his/her subordinates, also with regard to ensuring the continuity of the workplace and searching for suitable candidates for possible staff strengthening at his/her workplace,
- e) cooperation with other departments.

Art. 4 New employees

- 4.1 New employees are entitled to an adaptation period, i.e. initial training and other support. A key role is played by the line manager or his/her delegate to help the new employee adapt as quickly as possible. The length of the adaptation period will be determined by the manager of the department.
- 4.2 Before the probationary period expires, the manager is required to brief the employee on the areas of evaluation and set performance goals for the next period.

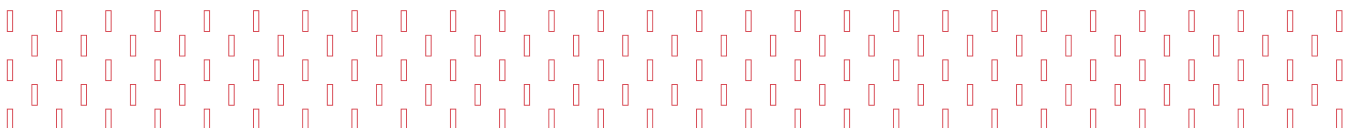
Art. 5 TES evaluation

5.1 Groups of evaluated employees:

- a) any TES with an employment contract and a work capacity of more than 16 hours per week (0.41 of full-time or more), classified in pay grades 4, 5, 6, 7 and 8, is subject to evaluation.
- b) Employees classified in pay grades 1, 2 and 3, i.e. service, blue-collar and sales occupations, will be evaluated by means of a simplified evaluation carried out by the employee's supervisor. The conclusions of the appraisal will always be discussed by the supervisor with the employee at an interview.
- c) In the case of staff paid exclusively from grants/projects with an expected short-term stay at the faculty, who are not expected to remain at the faculty, the relevant supervisor will decide whether an evaluation is necessary. An evaluation may also be carried out at the request of the employee.
- d) Each head of a department of the Dean's Office, the head of a special-purpose facility [the Centre for Scientific Information (hereinafter referred to as "SVI"), the Canteen, or a newly established one] and the head of another department for teaching and scientific research activities [the Centre for Information Technology (hereinafter referred to as "CIT") Simulation Centre (hereinafter referred to as "SIMPL"), Centre for Palliative and Supportive Medicine (hereinafter referred to as "CPPM") and Central Laboratory for Immunoassay (hereinafter referred to as "CLI") and newly established] are also subject to evaluation, if they are employed as TES.

5.2 TES evaluation serves:

- a) to assess the performance of the TES's work duties,



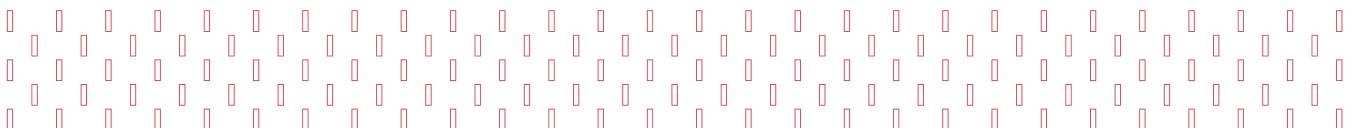
- b) to motivate TES to achieve the best possible work results,
- c) to identify areas for improvement,
- d) to obtain feedback on working conditions, the operation of the faculty or workplace, including the work of the supervisor, opportunities for further education, etc,
- e) as a basis for deciding the amount of remuneration,
- f) to establish a personal and career development plan,
- g) in addition, the evaluation of managers is used to assess their managerial skills.

Art. 6 Evaluation parameters

- 6.1 TESs are evaluated regularly once a year.
- 6.2 The first evaluation will take place in 2025.
- 6.3 The schedule of evaluations during the year will be determined by the Head of Department. The Personnel and Payroll Department will be contacted at the beginning of the year to determine the evaluation period for the year.
- 6.4 Work constraints and the amount of work hours will be reasonably taken into account in the evaluation.
- 6.5 The evaluation is carried out within the framework of a single university electronic application.
- 6.6 Employees are evaluated in the following areas:
 - a) the fulfilment of the set work objectives for the previous period,
 - b) soft skills and personal approach - key competences,
 - c) expertise according to the position - as determined by the supervisor,
 - d) language skills (if relevant),
 - e) ICT skills (if relevant),
 - f) management skills (for senior staff).

Art. 7 TES evaluation process

- 7.1 The TES is evaluated by his/her supervisor (head of the workplace).
- 7.2 Within two weeks of notification of the start of the evaluation, the employee completes a self-assessment in the application and proposes work goals for the next period.
- 7.3 Within a maximum period of 6 weeks, the employee will discuss his/her self-assessment and goals with his/her supervisor, who will prepare an evaluation report. The supervisor will approve or adjust the employee's performance objectives.



- 7.4 The evaluation results in a written report including performance targets for the next period. A copy will be given to the employee. A copy will be placed in the staff member's personnel file. It is the responsibility of the head of the workplace to ensure that the document is delivered to the Personnel and Payroll Department.
- 7.5 The supervisor must provide the written report to the employee and the Personnel and Payroll Department within two weeks of the interview.
- 7.6 The supervisor is obliged to work with the outputs of the evaluation.
- 7.7 If the evaluated disagrees with the written report, he or she may respond in writing within two weeks of receiving it. In this case, his/her report will be discussed within a committee appointed by the Dean of the Faculty. The composition of the committee will be determined by the Dean of the Faculty with regard to the employee's classification.

Art. 8 Manager evaluation process

- 8.1 The manager undergoes regular evaluation once a year. The evaluation period corresponds to 12 months back from the current evaluation.
- 8.2 Heads of the departments of the Dean's Office, CIT and Canteen are evaluated by the Secretary of the Faculty. Heads of the SVI, SIMPL, CPPM and CLI, if they are TES, are evaluated by the Dean of the Faculty or the Vice Dean authorized by him.
- 8.3 Within two weeks of notification of the start of the evaluation, the manager completes a self-assessment in the application and proposes work goals for the next period.
- 8.4 Within a maximum period of 6 weeks, the evaluated manager will discuss his/her self-assessment and objectives with his/her evaluator, who will prepare an evaluation report, agree on, or adjust, the work objectives.
- 8.5 The evaluation interview results in a written evaluation report including performance objectives for the next period.

Art. 9 Employee education

- 9.1 The suggestions received during the evaluation in the area of education, training and courses will be taken into account by the manager in the planned training activities of the workplace. To implement training needs, the supervisor may use the training offer within the University Education Portal, the offer of external suppliers, within the limits of his/her own budget. In the event of a need to organise training for several employees in the same area, the Head of Department shall contact the Personnel and Payroll Department to propose training areas and topics.
- 9.2 The manager has the right to order the employee to attend a training, course or educational event.



Art. 10
Final provisions

This measure shall enter into force on the date of signature by the Dean of the Faculty and shall take effect on 1 January 2025.¹

.....
prof. MUDr. Jindřich Fínek, Ph.D., MHA
dean of the Faculty

¹ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

