



THE COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Ref.: R 387

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Rector's Ordinance on the Evaluation of Non-academic Staff

Article 1

Introductory Provisions

- (1) The present Rector's Ordinance outlines the procedure for managerial employees (hereinafter the "Evaluator") in their evaluation of non-academic staff (hereinafter "ENAS") pursuant to Section 302 a) of Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter the "Labour Code") pursuant to Act No. 111/1998 Coll., the Higher Education Act, as amended (hereinafter "the Higher Education Act"), as well as in relation to the USB Payroll Regulations of 16 August 2017 (hereinafter the "Payroll Regulation") and the Strategic Plan of the University of South Bohemia for 2016-2020 (hereinafter the "Strategic Plan").
- (2) ENAS is one of the obligations of managerial employees pursuant to Section 302 a) of the Labour Code. ENAS criteria are listed in the Payroll Regulations (Part IV, Article 9, par. 4): the quality of an employee's existing work outcomes, the employee's work performance and the fulfilment of a greater range of job tasks by the evaluated employee compared to other employees at similar positions. Creating a system of unbiased ENAS is a part of the Strategic Plan (Objective 5.6 b).

Article 2

The ENAS Report

- (1) The ENAS Report is drawn up by the Evaluator, unless the Rector, Dean or Head of a constituent part of the USB which is not a faculty provide otherwise.
- (2) The evaluated employee is entitled to make a written statement on the ENAS Report which had been drawn up. This statement shall be part of the drawn-up ENAS Report.
- (3) The evaluation form (see Annex no. 1) will be printed out and handed over to the respective Personnel Department to be filed in the employee's personnel file.
- (4) The period for which ENAS is being drawn up is referred to as the evaluated period.
- (5) ENAS shall take place at least once a year by the 30 June of the following year for the previous evaluated period. In 2018, ENAS for the previous evaluated period is going to take place no later than in November 2018.
- (6) ENAS is one of the inputs that affects the amount of an employee's performance bonus and that is used to set objectives for improving and strengthening the employee's qualifications (workshops, courses, retraining, etc.).





Article 3

Evaluated areas and evaluation criteria

- (1) ENAS takes place based on an evaluation of 3 basic areas (A, B, C).
 - A – Work performance and outcomes of the employee or managerial employee – 5 evaluation criteria for a non-managerial employee and 8 evaluation criteria for a managerial employee – **mandatory** criteria (Annex No. 1 and Annex No. 4, Table No. 3).
 - B – The fulfilment of job duties/disciplines – 2 evaluation criteria – **recommended** criteria (Annex No. 1 and Annex no. 4, Table No. 3).
 - C – Behaviour in the workplace and personal qualities – 11 evaluation criteria – **optional** criteria (Annex No. 1 and Annex No. 4, Table No. 3).
- (2) In the evaluation form (see Annex No. 1 and Annex No. 2), additional criteria specific for the job position may be added under sections B and C to meet the needs of the faculty or constituent part. At the same time, criteria under sections B and C need not be evaluated, unless a specific criterion is indispensable to perform activities for the job position.

Article 4

Drawing up ENAS

- (1) The evaluator shall conduct the evaluation pursuant to Annex No. 1. Points awarded for individual criteria are automatically added up in the form. The evaluator carries over such points to Annex No. 3, which makes it possible to perform a year-on-year comparison in case the same criteria were evaluated in the previous year.
- (2) If there is a new managerial employee in the position, the current evaluation is not compared to the previous one. In this case, the evaluator proceeds as if this were the first employee evaluation.
- (3) Based on the comparison of evaluations, the evaluator proposes to either keep, raise, reduce or not award a performance bonus to the evaluated employee.
- (4) Any proposal to make changes to the performance bonus (an increase, decrease, a proposal not to grant a bonus) shall be submitted to the respective HR Department in writing by the evaluator no later than one month after the verification of ENAS.

Article 5

Informing the evaluated employee about the result of their evaluation

- (1) No later than 5 working days before the ENAS processing date, the evaluator shall notify the employee being evaluated of the date of the regular evaluation. At the same time, the evaluator may require that the employee fill in a self-evaluation form, see Annex No. 2. The evaluator shall print out the ENAS report in 2 counterparts. The evaluator shall hand over 1 counterpart to the respective HR Department to be filed in the personnel file, and 1 counterpart shall be given to the employee being evaluated.





- (2) The employee acknowledges the receipt of ENAS by affixing their signature. The evaluator accepts the self-evaluation form from the employee in case the latter was required to fill it in.
- (3) In case the evaluated employee does not agree with the evaluation results, he/she may ask the evaluator in writing within 5 working days after the evaluation to change the evaluation, giving reasons for their request. In case the evaluator does not change ENAS, the evaluated employee's request shall be handed over to the evaluator's superior, who shall review the disputed ENAS and the reasons for the employee to submit their request for making a change to the evaluation within 5 working days. If the superior of the initial evaluator finds adequate justification to make a change to the evaluation, they may change the written ENAS report.

Article 6

The objective and result of ENAS

- (1) The objective is to report on the work outcomes of the employee being evaluated, as well as assess their behaviour and development potential in a comprehensive and unbiased manner.
- (2) The result of ENAS consists in information on the efficiency of performed activities, behaviour at the workplace, the fulfilment of duties, self-evaluation and the fulfilment of personal development plans. The self-evaluation form gives the employee the opportunity to comment on the given criteria and provides the evaluator with information on their management style and approach, as well as on their employees' satisfaction level.

Article 7

Effectiveness

This Rector's Ordinance takes effect on its date of issuance.

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Distribution list: members of USB management, Deans of USB faculties, Directors of non-faculty constituent parts, managerial employees of Rectorate units





Annexes:

Annex No. 1 Evaluation Form for the Evaluation of Non-academic Staff

Annex No. 2 Self-evaluation Form for Non-academic staff

Annex No. 3 Form to compare the current score to the previous Evaluation

Annex No. 4 Explanatory notes to each of the evaluation criteria

