



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

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### **Rector's Ordinance issuing Career Regulations of the University of South Bohemia in České Budějovice**

#### **1. Introductory provisions**

1) Career Regulations of the University of South Bohemia in České Budějovice (hereinafter as 'Career Regulations') regulate basic principles of career development of employees at the University of South Bohemia in České Budějovice (hereinafter as 'USB') in accordance with Act No 111/1998, on Higher Education Institutions and on Amendments and Supplements to Some Other Acts, as amended (hereinafter as the 'Higher Education Act'), Act No 262/2006, the Labour Code, as amended (hereinafter as the 'Labour Code'), Statutes of USB, Wage Regulations of USB, Code of Conduct of USB, organisational regulations of constituent parts of USB, Strategic Plan of USB, and Rules of quality assurance system of educational, creative and related activities and internal quality evaluation of educational, creative and related activities of the University of South Bohemia in České Budějovice. Career Regulations are one of the instruments for fulfilling the mission, vision, and strategic objectives of USB.

2) Career planning is one of the essential instruments of human resources management of USB and supports its further development and the development and incentives for its employees. Results of evaluations of employees in the context of career-planning are taken into account to the proportionate extent when determining variable components of wages, during alterations in employment (particularly alterations in the type of work or work categorisation), during managing the development of employees and the identification of excellent employees or employees for managing job positions.

#### **2. Definition of basic terms used**

1) Academic staff members are professors, associate professors, adjunct professors, assistant professors, assistants, lecturers, and scientific, research, and development staff who are USB employees performing pedagogic as well as a creative activity while employed according to the agreed-upon type of work.

2) Scientific, research, and development staff members are specialists/experts in the areas of science, research, and development who are not performing a pedagogical activity as USB employees and their duties include research and development activity, active participation in scientific grants and projects and related creative activity.

3) Non-academic employees are USB employees securing the administrative and technical and economic activity related to planning, operation, and organisation activity or other administrative activities. Furthermore, non-academic staff are understood as manually working employees ordinarily performing work that requires the engagement of physical strength using various types of work instruments, tools, and other aids that are required by the type of work performed.

4) Superior employees are understood as managing employees to whom employees are subordinate within the hierarchic system of management in accordance with the



corresponding organisational regulations.

5) Managing employees of the employer are understood as employees who, according to Section 11 of the Labour Code, are authorised to set work tasks and charge subordinate employees with tasks as well as organise, manage, and check their work and provide binding instructions for this purpose at individual levels of management of the employer.

### **3. Career development**

1) Career development means the professional and expert growth of employees. Executing work tasks and achieving objectives in the position held is also part of career development. The career development of employees at USB is defined as a set of activities that equip employees with knowledge, skills, and abilities that they need to effectively execute work tasks. Career development forms the work potential of employees in order that they contribute to the achievement of objectives, USB development, and its contribution to society. Professional training, learning new skills and knowledge, self-evaluation, obtaining new work skills, duties, and responsibilities, or vertical career advancement are ordinarily examples of activities that are integral parts of career development.

2) The individual plan of career development is a set of instruments that aids USB employees in their career development. Its primary objective is to aid USB employees in achieving career goals and continually improve their work performance. The realisation of the individual plan of development by providing mutual and regular feedback and evaluation occurs between employees and their superior employees.

### **4. Career development of USB employees**

1) Employees are required to continue to enhance their qualification to the performance of the agreed-upon work in accordance with Section 230 of the Labour Code. USB also pays attention to increasing qualification pursuant to Section 231 of the Labour Code.

2) Career development of academic staff is related to the need of ensuring the quality of educational, creative, and related activities, and the continual improvement of results in these areas that is given by the nature of the academic and scientific-research environment. In general, career development is given, for example, by achieving a level of professional qualification, receiving a higher academic or scientific-pedagogical degree or by successful creative activity.

3) Career development of scientific staff is conditioned by factors of a professional nature, e.g. new findings or inventions in the given field or the continuous development of the field itself or the development of the person of the research staff member.

4) Career development of non-academic staff is given particularly by the continual increase in education and professional qualification, collection of new work experience or the continuous effort to maintain the level of competencies that are key with respect to the given work position. Career development of employees performing manual activities is given particularly by the collection of new work experience or the continuous effort to maintain the level of competencies that are key with respect to the given work position.

5) Career development of employees is subject to regular evaluation as per part 7 of this Ordinance.

### **5. Plan of the career development of USB employees**

1) The plan of career development is created by the employees and their superiors in joint collaboration. The plan of career development must be prepared in accordance with the conception of the development of the given place of work if it exists. Should it not exist,



the plan of the career development must be prepared with respect to tasks and objectives of the given place of work.

2) The individual plan of career development is prepared particularly with respect to the specific position of the employee, the length of the duration of the employment while taking into account the length of the duration of employment in the specific position, the current level of experience with fulfilling set tasks and their duties. The individual plan of career development of every employee must be in accordance with general objectives and the direction of USB.

3) The timetable of the anticipated career development is a part of the plan of career development of academic and scientific staff as well.

4) The plan of career development ordinarily includes:

- a) plan and objectives of development – professional development including soft competencies,
- b) timetable of development,
- c) determination of the importance of evaluations of individual areas of evaluations defined in part 7,
- d) determination of relevant criteria that will be important for assessing the performance and workload of the employee in individual areas of the evaluation, and expected values that the employee should achieve in long-term evaluation,
- e) instruments of development.

5) Plans and objectives describe the target state that USB employees should achieve in the context of their career development. The specific delineation of this state always follows the needs and strategy of the given constituent part of USB.

6) Timescales concerning planned activities of career development are set in the timetable of development. Managing employees evaluates the completion of activities in accordance with the timetable.

7) Instruments of development are through which USB employees will develop. The specific form is to be set by the managing staff in collaboration with the subordinate employee.

8) Managing staff members discuss individual plans of career development with their subordinate employees in the context of the process of regular evaluation of employees. When performing their competencies pursuant to Section 11 of the Labour Code, managing staff members endeavour to assign work tasks to their subordinates, manage, and organise their work in such a manner that plans and objectives under the timetable as per the individual plan of career development are achievable.

9) The individual plan of career development of newly recruited employees should be created before the end of the probationary period of employees.

10) Standards of career development of academic staff members are set by deans, particularly in accordance with the needs of habilitation and professorial procedures. The Rector, deans, or Director of D&R can also set more detailed rules of these Career Regulations, including the creation of individual plans of career development for academic as well as non-academic staff due to different needs of individual faculties and constituent parts.

11) Individual plans of career development are ordinarily set for a period of the following five years. Should the plan be set for employees under a fixed-term employment contract, managing staff shall decide on the length of the period for which the individual plan is set while taking into account the agreed-upon length of employment.

12) Plans of career development are stored as part of the personnel files of employees.

## **6. Incentive components of career development**

1) Faculties, or the Rectorate, secure career growth of academic and scientific staff particularly through:

- a) support for staff preparing for submitting a proposal to start habilitation procedures or procedures for appointment to the position of a professor by providing creative leave or by allowing professional internships abroad,
- b) support for the participation of staff in professional events at the national and international level contributing to increasing their expertise in the given field, or in the organisation of research management,
- c) support for systematic education of staff in the area of organisation and management of research and scientific and research projects in the form of organised educational blocks or individual courses in the context of internal education as well as education outside USB,
- d) support for increasing proficiency in foreign languages as well as in the context of professional internships abroad,
- e) the organisation of education in areas of presentation, communication, and organisational skills, information technologies, etc.,
- f) creating a supportive environment for creative work particularly by harmonisation and balancing of research and pedagogical activity of academic staff, support for securing the equipment of research facilities in accordance with the current level and trends.

2) The Rectorate, faculties, and D&R secure the career growth of non-academic staff particularly through:

- a) support for the participation of staff in professional events at the national and international level contributing to increasing expertise in issues of management, administration, and administration of educational, scientific, and research projects,
- b) support for systematic education of staff in the area of management, administration, and administration of educational, scientific, and research projects in the form of organised programmes and lifelong learning courses in the context of internal education as well as education outside USB,
- c) support for language education in the context of professional internships abroad as well,
- d) support for gaining experience by employees in the area of management, administration, and administration of educational, scientific, and research projects in the form of short-term internships at external places of work.

## **7. Regular evaluation of USB Employees**

1) The obligation of evaluating employees is given to all managing staff members under Section 302(a) of the Labour Code. The obligation of evaluation employees also stems from the Strategic Plan of USB, Rules of quality assurance system of educational, creative, and related activities and internal quality evaluation of educational, creative, and related activities of USB, and the Rector's Ordinance on the evaluation of non-academic staff of USB.

2) Academic and scientific staff members are evaluated particularly using the IS ASPE system.

3) Non-academic staff members are evaluated according to the Rector's Ordinance on the evaluation of non-academic staff of USB.

## **8. Remuneration of USB employees**

1) The evaluation of employees is one of the materials used for remunerating USB employees.



- 2) The objective of remunerating is to continuously increase the performance of USB employees and incentivise employees to pursue further career development.
- 3) Employee remuneration reflects the contribution of employees and their performance in a particular work position.
- 4) Employee remuneration follows the Labour Code and the internal Wage Regulations of USB.

### **9. Final provisions**

This Ordinance takes effect on 1 January 2022.

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