



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

No: R 480

Date: 18 October 2021

Rector's Ordinance on the evaluation of non-academic staff

Article 1

Introductory provisions

- (1) This Rector's Ordinance regulates the procedure of managing staff members (hereinafter as the 'Evaluator') during the evaluation of non-academic staff (hereinafter as the 'NSE') pursuant to Section 302(a) of Act No 262/2006, the Labour Code, as amended (hereinafter as the 'Labour Code'), in accordance with Act No 111/1998, on Higher Education Institutions, as amended (hereinafter the 'Higher Education Act'), and also in connection with the Wage Regulations of the University of South Bohemia in České Budějovice issued on 7 October 2021 (hereinafter as 'Wage Regulations'), the Strategic Plan of the University of South Bohemia in České Budějovice 2021–2030 (hereinafter as the 'Strategic Plan'), and the Career Regulations of the University of South Bohemia in České Budějovice (hereinafter as the 'Career Regulations').
- (2) NSE is an obligation of managing staff members pursuant to Section 302(a), the Labour Code. Criteria of NSE are outlined in Wage Regulations (Part IV, Article 11, paragraph 3): quality of current work results of the employee, the performance of the employee, and the fulfilment of a greater scope of work tasks by the evaluated employee in comparison with similarly categorised employees. NSE is a part of the Strategic Plan (Objective 5.1 and 5.2).

Article 2

NSE record

- (1) The NSE record is prepared by the Evaluator unless the Rector, deans, or directors of a constituent part that is not a faculty decide otherwise.
- (2) The evaluated employee is entitled to make a statement concerning the prepared NSE record in writing. The statement is a part of the prepared NSE record.
- (3) The evaluation form (see Annexe 1) will be given to the corresponding human resources office in writing to be added to the personnel file of the employee.
- (4) The period for which NSE is prepared is entitled the evaluated period.
- (5) NSE takes place at least once a year by 30 June of the following year for the previous evaluated period.
- (6) NSE is one of the materials utilised in determining the amount of the performance premium of the employee and for determining objectives for increasing and enhancing the qualification of the employee (training, courses, retraining, etc.).





Article 3

Evaluation areas and criteria

- (1) NSE takes place on the basis of an evaluation of 3 basic evaluation areas (A, B, C).
 - A – Work performance and results of the employee, or the managing employee – 5 evaluation criteria for a non-managing employee and 8 evaluation criteria for a managing employee – **mandatory** criteria (Annexe No 1 and Annexe No 4, Table No 3).
 - B – Compliance with work duties/Observing rules of discipline – 2 evaluation criteria – **recommended** criteria (Annexe No 1 and Annexe No 4, Table No 3).
 - C – Work behaviour, personal aptitudes and skills – 11 evaluation criteria – **non-mandatory** criteria (Annexe No 1 and Annexe No 4, Table No 3).
- (2) Other criteria specific to the concrete position as needed by the faculty or constituent part may be added to the evaluation form (see Annexe No 1 and Annexe No 2) under criteria of areas B and C. Concurrently, criteria under areas B and C need not be evaluated if the specific criterium is not necessary for the performance of activities in the given position.
- (3) The Evaluator determines a plan of individual development of the employee in accordance with Career Regulations in the evaluation form.

Article 4

Preparing NSE

- (1) The Evaluator shall perform the evaluation using Annexe No 1. Scores for individual criteria will automatically add up in the form. The Evaluator transfers these scores, which will serve in the case of the evaluation of the same criteria for comparison with the previous year-on-year evaluation, into Annexe No 3.
- (2) In the event that a change in the managing staff member occurs, there will not be a comparison of the current evaluation with the previous evaluation. The Evaluator proceeds in a manner that would correspond to the first evaluation of the employee.
- (3) Based on the comparison of evaluations, the Evaluator proposes that the performance premium is maintained, increased, decreased, or not awarded to the employee.
- (4) The Evaluator submits the proposal for a change in the performance premium (increasing, decreasing, not awarding) to the corresponding human resources office in writing no later than 1 month after the verification of the NSE.

Article 5

Informing evaluated employees with their evaluation

- (1) The Evaluator shall notify the evaluated employee about the date of the regular evaluation no later than 5 working days before the date of preparation of NSE. Concurrently, the Evaluator may charge the employee with completing the self-evaluation form (See Annexe No 2). The Evaluator shall print the NSE record in 2 copies. The Evaluator shall hand one copy to the corresponding human resources office to be added to the personnel file, and 1 copy to the evaluated employee.
- (2) The evaluated employee shall confirm having received the NSE by affixing their signature. The Evaluator shall accept the self-evaluation from the employee in the case that the Employee was charged with completing it.





- (3) Should the evaluated employee not agree with the results of the evaluation, he/she may request a change in the evaluation from the Evaluator in writing within 5 working days following the evaluation interview and the employee is required to state the reason for this request. Should the Evaluator not alter the NSE, the request of the evaluated employee is to be handed to the superior of the Evaluator who will review the disputed NSE and the reasons for submitting the request for a change in the evaluation. Should the superior of the original Evaluator recognise the appropriate grounds for a change in the evaluation, he/she shall alter the NSE record.

Article 6

Objectives and outputs of NSE

- (1) The objective of the evaluation is to capture the work results of the employee, behaviour, and the development potential of the evaluated person comprehensively and objectively.
- (2) The output of NSE is information concerning the efficiency of performed activities, work behaviour, compliance with duties, self-evaluation, fulfilling plans of career development. The self-evaluation form provides an opportunity for the evaluated employee to make a statement concerning the given criteria and it provides the Evaluator with information concerning his/her style and system of his/her management and the satisfaction level of his/her subordinates.

Article 7

Final provisions

- (1) This ordinance rescinds the Rector's Ordinance R 387 from 2 November 2018.
- (2) This ordinance takes effect on 1 January 2022.

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Distribution list: members of USB management, deans of USB faculties, directors of constituent parts of USB that are not faculties, managing staff members of units of the Rectorate

Annexes:





- Annexe No 1 Evaluation form for the evaluation of non-academic staff
- Annexe No 2 Self-evaluation form for non-academic staff
- Annexe No 3 Form for comparing the score to the previous evaluation
- Annexe No 4 Explanatory notes on individual evaluation criteria

