



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

Number: R 608

Date: 8 September 2025

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

Article 1

Introductory provisions

- (1) This USB Rector's ordinance regulates the procedure for managing employees (hereinafter referred to as 'evaluators') in the evaluation of non-academic staff (hereinafter referred to as 'ENS') pursuant to Section 302(a) of Act No 262/2006, the Labour Code, as amended (hereinafter referred to as the 'Labour Code'), in accordance with Act No 111/1998, on Higher Education Institutions, as amended (hereinafter referred to as the 'Higher Education Act'), and further in connection with the Wage Regulations of the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Wage Regulations'), the Strategic Plan of the University of South Bohemia in České Budějovice for the period 2021–2030 (hereinafter referred to as the 'Strategic Plan') and the Career Regulations of the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Career Regulations').
- (2) The ENS is an obligation of senior employees under Section 302(a) of the Labour Code. The ENS criteria are set out in the Wage Regulations (Part IV, Article 11, paragraph 3): the quality of the employee's current work results, the employee's work performance and the fulfilment of a greater scope of work tasks by the evaluated employee than by similarly classified employees.

Article 2

ENS records

- (1) The ENS record is created by the evaluator in the ENS application (known as IS EOS).
- (2) The evaluated employee has the right to comment on the processed ENS record. The evaluator shall enter this comment into the ENS application.
- (3) The ENS record will be stored in the ENS application.
- (4) The period for which ENS is processed is called the evaluation period.
- (5) The ENS takes place at least once a year by 30 June for the past evaluation period, which is the previous calendar year.
- (6) The ENS is one of the bases for determining the amount of an employee's performance bonus and for setting employee career development goals.

Article 3

Evaluation areas and criteria

- (1) The ENS is based on the evaluation of three basic evaluation areas (A, B, C).
A – Work performance and results of the employee or manager – 5 evaluation criteria for non-managerial employees and 8 evaluation criteria for managerial employees. These criteria are **mandatory**, and the evaluator must perform the evaluation (Annexe No 1).
B – Compliance with work duties/discipline – 2 evaluation criteria. These criteria are **recommended** (Annexe No 1), and the evaluator may not evaluate them in cases where a specific



criterion is not necessary for the performance of activities in a given position.

C – Work behaviour and personal qualities – 11 assessment criteria. These criteria are **optional** (Annexe No 1), and the evaluator may choose not to evaluate them in cases where a specific criterion is not necessary for the performance of duties in the given position.

- (2) The criteria for specific positions are assessed verbally in the relevant section of the ENS record.
- (3) In the ENS application, the evaluator sets out the employee's individual development plan in accordance with the career rules in section D. The evaluator processes suggestions for the career development plan of the evaluated employee in the relevant section.

Article 4

ENS processing by the evaluator

- (1) The evaluator performs the evaluation using the ENS application. Points for individual evaluation criteria are automatically added up in the ENS application in areas A, B and C.
- (2) The evaluator shall also complete section D, 'Summary verbal evaluation by supervisor', in which they shall primarily express a qualitative evaluation of the employee during the evaluation period.

Article 5

Informing the evaluated employee of their evaluation and personal interview of the evaluated employee with the evaluator

- (1) No later than 5 working days before the ENS processing date, the evaluator shall notify the evaluated employee of the date of the regular evaluation, which will be carried out on the basis of a personal interview between the evaluator and the evaluated employee.
- (2) The evaluated employee shall confirm receipt of the ENS by viewing the contents of the form in the ENS application. The contents of the form shall form the basis for the personal interview between the evaluator and the evaluated employee.
- (3) The evaluated employee may comment on the content of the form. The evaluator will make a record of this in section D in the 'Opinion of the evaluated employee on the evaluation' field.
- (4) In the personal interview, the evaluator and the evaluated employee discuss not only the content of the form, but above all, the employee's further career development plans. Based on this personal interview, the evaluator fills in section D, 'Career development plan of the evaluated employee for the next evaluation period'. The evaluated employee may comment on the career development plan. The evaluator will make a note of this in section D in the box 'Requirements of the evaluated employee for career development in the next evaluation period', thereby concluding the ENS.
- (5) If the evaluated employee disagrees with the results of the evaluation, they may request a change to the evaluation in writing within five working days of the evaluation interview, stating the reasons for this request. If the evaluator does not change the ENS, the evaluated employee's request will be forwarded to the evaluator's superior, who will review the disputed ENS and the reasons for the request for a change in assessment within 5 working days. If the superior of the original assessor finds the reasons for the change in the evaluation to be valid, they will change the record in the ENS application.

Article 6

Purpose and output of ENS

- (1) The objective of the evaluation is to comprehensively and objectively capture the employee's work performance, behaviour and development potential of the person being assessed.



- (2) The output of the ENS is information about the effectiveness of the activities performed by the evaluated employee, work behaviour, compliance with duties and fulfilment of career development plans. Another output is feedback for individual constituent parts of USB, which can contribute to the further development of the working environment at USB.
- (3) Based on the evaluation, the evaluator will propose to maintain, increase, reduce, or not award a performance bonus to the evaluated employee. The proposal to change the performance bonus (increase, decrease, non-award) is submitted by the evaluator in writing to the relevant human resources office no later than 1 month after the verification of the ENS.

Article 7

Transitional and final provisions

- (1) The ENS in the ENS application for 2024 will be introduced at the Rectorate, Academic Library, Centre of Information Technology, British Centre, Goethe Centre, Preschool Facility, and Publishing House from September 2025. At faculties and other units not yet evaluated, it will be introduced for the following years in accordance with an agreement with the faculty or the management of the constituent part. Until the introduction of the evaluation in the application for the evaluation of non-academic employees, the relevant units will proceed in accordance with the existing internal standards, i.e. in accordance with Rector's Ordinance No R 480 of 18 October 2021, or in accordance with the internal standards of the given unit.
- (2) This ordinance comes into force on the date of its publication in the collection of decisions and ordinances of the USB Rector in the public section of the USB website and shall take effect on 8 September 2025.

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Distribution list: Members of the USB management, directors of constituent parts of USB that are not faculties, managing staff of Rectorate offices

Annexes:

Annexe No. 1 Criteria and scoring scale for the evaluation of non-academic employees by their immediate superiors

