

Evaluation of the UHK Employees

I. Introductory Provisions

1. This Rector's Decree specifies the principles and procedure of evaluation of the UHK employees who belong to Category II of work classification at the UHK within the meaning of the UHK Wages Regulation (hereinafter WR). These are technical and administrative employees (hereinafter TAE), labourers, auxiliary or servicing staff (hereinafter D) and scientists, researchers and development personnel who do not participate in instruction.
2. This Decree shall not be applied to the academic staff as their evaluation is determined by the UHK Career System.
3. This Decree regulates also the procedure used by managerial employee's to evaluate employees' work (hereinafter the Regular Evaluation) under section 302 (a) of Act No. 262/2006 Sb., the Labour Code, as amended (hereinafter the Labour Code).
4. The Evaluation of the UHK Employees is a personal management tool. Its aim is to contribute to the personal and professional development of employees and to make them more motivated in this development.
5. Every TAE and D employee is evaluated only once in a given period. If a TAE employee has more employment contracts, he/she shall complete only one appropriate form for all jobs together. The evaluating interview is performed according to an agreement of the relevant superiors who have the right to do the evaluation.
6. The UHK creates systematically conditions and pre-requisites for increase of the employees' competencies. The increase of competencies is ensured with regard to financial possibilities and according to the regular evaluation. The UHK mainly:
 - a. Supports the increase of foreign language knowledge;
 - b. Supports participation in workshops and conferences (e.g., workshops organized by the Association of University Employees, workshops about legislative changes etc.);
 - c. Supports participation in further education courses and obtaining of the relevant certificates required and needed by the worksite;

- d. Provides other means according to the specificities and possibilities of the given worksite.
7. Additional support of the employees' personal development can be as follows:
- a. Adjustment of working conditions after return from parental leave;
 - b. Adjustment of working conditions justified by objective external constraints, especially long-term impairment of health or necessary care for immediate family members;
 - c. Adjustment of working conditions of employees with sensory and movement disabilities;
 - d. Consulting support provided by the UHK Information, Counselling and Career Centre.

Adjustment of working conditions is decided by the employee's immediate superior on the basis of the employee's request and after assessment of actual possibilities of the given worksite.

8. The principles formulated herein are based on the equal opportunities requirement, including consideration of specific characteristics of individual social groups and individuals with sensory and movement disabilities. No discrimination or exclusion, especially in terms of gender, age, race, language, origin, nationality, religion, or opinion is allowed at the evaluation of the UHK employees.

II. Evaluation of Scientists, Researchers and Development Personnel

1. Scientists, researchers and development personnel who do not participate in instruction are usually employed for a definite period of time to solve a specific research project.
2. Such employees are evaluated especially in terms of the appropriate project fulfilment according to the provider's conditions, usually in form of interim progress or final reports on individual project handed in to the provider. Such reports and/or fulfilment of the project outputs are evaluated regularly at faculties or the Rector's Office with respect to the provider's schedule.
3. The outputs of scientific, research and development activity of such personnel form a part of evaluation of the creative activity outputs.

III. Evaluation of D Category Employees

1. D Category employees are evaluated once in a year on a date determined by the Bursar, usually in June. The evaluation covers the period of previous 12 months.

2. The evaluation is performed in form of an interview with the immediate superior. The immediate superior adjusts the content of the interview to the job description of the given employee.
3. The immediate superior summarizes the evaluation output in writing. The form is shown in Annex 1. The right of the evaluated employee for opinion is an integral part of the form.
4. The superior acknowledges his/her immediate superior with the outputs of evaluation of his/her subordinate members of staff. If the assessed employees do not agree with the evaluation, they can be invited to a part of the discussion.
5. The evaluation results are used to determine the employee's personal incentive bonus in the next twelve months as specified in Article 9 of WR. The amount is proposed by the immediate superior.
6. The originals of the employee evaluation are archived in the employees' personal files at the UHK Human Resources and Payroll Office. The evaluation copies are kept by the immediate superior. The evaluated employee gets a copy of the evaluation upon his/her request.

IV. Evaluation of TAE Category Employees

1. The employee evaluation is performed using a form which forms Annex 2 hereto. The evaluated employee completes the appropriate parts of the form. After that, he/she undergoes an interview with his/her immediate superior.
2. The evaluation is performed once in a year, usually in June. The evaluation covers the period of 12 previous months and includes an activity plan for next 12 months.
3. The employee is evaluated by his/her immediate superior. The evaluated employee has the right to comment the evaluation.
4. After the superior evaluates all his/her subordinate members of staff, he/she acknowledges his/her immediate superior with the outputs of evaluation. If the assessed employees do not agree with the evaluation, they can be invited to a part of the discussion.
5. The evaluation results are used to determine the employee's personal incentive bonus in the next twelve months as specified in Article 9 of WR. The amount is proposed by the immediate superior.
6. The originals of the employee evaluation are archived in the employees' personal files at the UHK Human Resources and Payroll Office. The evaluation copies are kept by the immediate superior; faculties keep them at the Dean's

Office. The evaluated employee gets a copy of the evaluation upon his/her request.

V. Final Provisions

1. This Decree becomes valid and effective on the day of its issue.

In Hradec Králové on 15 April 2020

prof. Ing. Kamil Kuča, PhD
Rector of UHK



D Category Evaluation Form 20..

Name and surname	
Worksite	
Job title	
Year of the job getting	
Work load	

IMMEDIATE SUPERIOR'S OVERALL EVALUATION

EVALUATED EMPLOYEE'S OPINION

In Hradec Králové on:

Employee's signature:

Immediate superior's signature:



TAE Category Evaluation Form 20..

Name and surname	
Worksite	
Job title	
Year of the job getting	
Work load	

EVALUATION OF ACTIVITIES IN THE PREVIOUS PERIOD (FROM THE LAST EVALUATION):

EVALUATION OF WORK TASKS:

1. Work tasks nature

(most common work tasks, their description, time required to dedicate to the task, etc.)

2. Knowledge and skills required to fulfil the work tasks

(incl. the identification of those you need to develop further and increase your knowledge and skills)

3. Use of work tools and foreign languages during the work duties fulfilment

(How often and how intensely do you use foreign languages and work tools like, for example, information systems at your work?)

ACTIVITY PLAN FOR THE NEXT PERIOD (NEXT 12 MONTHS)

1. Activity Plan

(especially in terms of your knowledge and skills development – workshops, courses etc., taking on new work tasks etc.)

2. How can my superior support me

EVALUATION OF THE EMPLOYEE'S CONTENTMENT

Contentment and atmosphere at the worksite

(cooperation at the worksite; feedback from the superior; respecting the employee and his/her abilities; extent of responsibility related to the works tasks; etc.)

2. Contentment at work

(wage; support provided by the superior; provided possibilities of education and personal growth; clarity and comprehensibility of the job tasks; variety of work tasks, contentment with the offered benefits, etc.)

3. Proposals of potential changes

(changes aimed at better contentment at the worksite, higher efficiency of work, etc.)

SUPERIOR'S OVERALL EVALUATION

EVALUATED EMPLOYEE'S OPINION

In Hradec Králové on:

Employee's signature:

Immediate superior's signature: