

Faculty of Physical Education and Sport,
Charles University

DEAN'S DIRECTIVE No. 24/2024

EVALUATION OF TECHNICAL AND ECONOMIC STAFF (hereinafter referred to as the "**Directive**")

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Responsible: Heads of Departments

PREAMBLE

This Directive is issued in accordance with § 302 letter a) of Act No. 262/2006 Coll., the Labour Code, as amended, and to fulfil the Rector's Directive No. 53/2023 Framework Principles of Career Development of Members of the Technical and Economic Staff (hereinafter referred to as the "**Rector's Directive**") at Charles University. The Rector's Directive sets out procedural rules for the career development of employees who are classified as technical and economic staff (hereinafter referred to as "TES") according to the internal salary regulations of Charles University and the periodic evaluation of TES at the Faculty of Physical Education and Sport (hereinafter referred to as the "**Faculty**"), which will take place within a unified university-wide electronic application.

This Directive does not apply to academic staff, lecturers, and researchers, whose evaluation method is determined by the faculty's career regulations.

Article 1

SUBJECT OF THE DIRECTIVE – EVALUATION AND CAREER DEVELOPMENT

- 1.1. The career development of TES at the faculty is governed by the Rector's Directive, including its appendices.
- 1.2. The TES career development plan will be discussed during the TES evaluation, which creates an environment for communication between the supervisor and the subordinate and allows for regular two-way feedback.

Article 2

EVALUATED EMPLOYEES

- 1.3. Every TES with a minimum employment contract of 0.4, classified in internal salary grade 4 and above, is subject to evaluation. In the case of employees exclusively paid from grants/projects, the faculty employee who is the project/grant manager/coordinator will decide on the necessity of evaluating the given employee.
- 1.4. For the avoidance of doubt, it is further stated that heads of departments classified as TES are also subject to evaluation, particularly heads of centres and heads of departments.

Article 3

PURPOSE OF EVALUATION

1.5. The evaluation of TES serves to:

- Assess the fulfilment of their work duties,
- Motivate them to achieve the best possible work results,
- Identify areas that need improvement,
- Obtain feedback on working conditions, the operation of the faculty or department, including the work of the supervisor, opportunities for further education, etc.,
- Serve as a basis for awarding bonuses.

1.6. The evaluation of TES mentioned in point 2.2 of this Directive (heads of departments) also serves to assess their managerial skills.

Article 4

PRINCIPLES OF EVALUATION

1.7. The basic principles of evaluation are based on the requirement of equal opportunities, including consideration of the specifics of individual social groups and the specifics of people with sensory and mobility disabilities. There must be no discrimination or exclusion in the evaluation of other faculty employees. The following principles apply to regular evaluations:

- Principle of transparency: The system of regular employee evaluation must be transparent (i.e., it must be clear on what criteria employees are evaluated),
- Principle of proportionality: Employee performance evaluation must take into account the job position, the extent of the employment contract, etc.,
- Principle of equal treatment: Different evaluation criteria cannot be set for employees who hold the same or similar positions within the department,
- Principle of comprehensiveness: The performance of individual employees must be viewed comprehensively, i.e., all areas of the employee's work performance must be considered (e.g., including managerial functions, etc.),
- Principle of objectivity: In addition to specific work outputs, other objective external or internal circumstances that may have affected the employee's performance during the evaluation period (e.g., involvement in other activities for the benefit of the university, internships abroad, exceptional family or personal situations, parental leave, etc.) must be considered, both when evaluating the past period and when setting tasks and goals for the next period,
- Principle of openness: It is essential to give the evaluated employee the opportunity to comment on the evaluation results,
- Principle of evidence: A written record is made of the evaluation, summarizing the main conclusions of the evaluation, the employee's work tasks and goals for the next period, including a plan for personal and professional development.

Article 5

EVALUATION

1.8. TES are evaluated regularly once every two years, except for heads of departments, who are evaluated once a year. TES may also be evaluated outside the regular term, at the

request of the employee or in justified cases at the request of their supervisor or the faculty management or other component.

- 1.9. Regular evaluation for the past evaluation period must be carried out in the following calendar year, no later than August 31.
- 1.10. The evaluation for the past period takes into account the extent of the employment contract and any long-term sick leave, maternity or parental leave, care for a dependent person, stay abroad, and other circumstances worthy of special consideration.
- 1.11. Employees are evaluated in the following areas:
 - Fulfilment of set work goals for the previous period,
 - Expertise according to the job position,
 - Soft skills and personal approach,
 - Language skills (if relevant),
 - ICT skills (if relevant),
 - Managerial skills (for heads of departments).

Article 6 EVALUATION PROCESS FOR TES

- 1.12. TAS are evaluated by their supervisor (head of department).
- 1.13. The employee fills out a self-evaluation and sets work goals for the next period in the application from February 15 to April 30.
- 1.14. From May 1 to June 30, the employee reviews their self-evaluation and goals with their supervisor during an interview, who prepares an evaluation report. The supervisor further approves or adjusts the work goals.
- 1.15. The result of the evaluation interview is a written report containing the work goals for the next period.
- 1.16. If the evaluated employee disagrees with the written report, they can respond in writing by July 31. In such a case, their report will be discussed at the dean's faculty board.
- 1.17. At the request of the evaluated employee or their supervisor, or at their own discretion, the dean may appoint an evaluation committee, chaired by the supervisor. The committee must have at least three members.

Article 7 EVALUATION PROCESS FOR HEADS OF DEPARTMENTS

- 1.18. Heads of departments undergo regular evaluation once a calendar year according to the same rules as TES.

- 1.19. Heads of departments are evaluated by both their direct supervisor and the relevant member of the management. The evaluators, or the evaluation committee, for individual heads of departments are appointed by the dean of the faculty.
- 1.20. The head of the department fills out a self-evaluation and sets work goals for the next period in the application from February 15 to April 30.
- 1.21. From May 1 to June 30, the head of the department reviews their self-evaluation and goals with the evaluation committee during an interview, which prepares an evaluation report. The committee further approves or adjusts the work goals.
- 1.22. The result of the evaluation interview is a written report containing the work goals for the next period. The evaluation results lead to conclusions aimed at improving and developing the managerial skills of the head of the department.
- 1.23. If the evaluated employee disagrees with the written report, they can respond in writing by July 31. In such a case, their report will be discussed at the dean's faculty board.

Article 8

CONCLUSIONS OF THE EVALUATION

- 1.24. The evaluation documents and outputs are stored in accordance with the principles of personal data protection so that only a limited number of persons with a legitimate interest have access to them.
- 1.25. The evaluation conclusion may also serve as a basis for possible personnel and salary changes for employees, such as changes in employment contracts, classification into internal salary grades, the amount of personal evaluation, etc.

Article 9

FINAL PROVISIONS

- 1.26. This Directive comes into effect on the date of signature and is effective from January 1, 2025.
- 1.27. The first evaluation under this Directive will take place in 2025, for the past year 2024.

In Prague on December 17, 2024

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