

**CHARLES UNIVERSITY
CERGE**

Director's Directive no. 6/2024

on the Evaluation of the Technical and Economic Staff

Translation

***For informative purposes only. The legally binding text is the one in
Czech.***

Prague, 9 December 2024

Charles University
CERGE
Director's Directive no. 6/2024

In accordance with Director's Directive No. 53/2023 - Framework Principles of Career Development of Members of the Technical and Economic Staff at Charles University, the Director of CERGE issues this Director's Directive on the evaluation of of the technical and economic staff at CERGE (hereinafter referred to as "the evaluation of TES").

Article 1
General Provisions

1. This Directive is issued in relation to the implementation of Rector's Directive No. 53/2023 and sets out the procedural rules for career development and periodic evaluation of CERGE technical and economic Staff (hereinafter "TES").

Article 2
TES Career Development

1. TES career development is governed by the Framework Principles of Career Development of Members of the Technical and Economic Staff at Charles University, which are an annex to Rector's Directive No. 53/2023.
2. The TES Career Development Plan is invariably discussed at each evaluation of TES.

Article 3
Groups of evaluated workers

1. Every TES working a minimum working time of 40% the hours of a full-time position in pay categories 4, 5, 6, 7, and 8 is subject to TES evaluation. The Director may also decide to evaluate staff working a shorter working week.
2. Each head of department and deputy director (hereinafter referred to as a "manager") is also subject to evaluation, even if they are not TES.

Article 4
Purpose of evaluation

1. TES evaluation is used:
 - to assess the performance of the evaluated workers' work duties and to identify areas for improvement
 - to motivate the evaluated workers to achieve the best possible work results, to increase their qualifications, to develop their skills and abilities
 - to obtain feedback on working conditions, the operation of CERGE or the department, including the work of the supervisor, opportunities for onward education, etc.
 - as a basis for extending the contract of employment, awarding a personal bonus, and special bonuses
2. The evaluation of managers is also used to assess their management skills.

Article 5 Evaluation Objectives

The primary aim of the evaluation is to strengthen collaboration, support the professional growth of each employee, and ensure conditions that enable the workplace to produce and deliver outputs at the highest possible level.

The evaluation focuses on the following objectives:

1. **Support for Personal and Professional Growth**
The evaluation helps employees improve their work performance, develop skills and abilities, and identify opportunities for further education.
2. **Improvement of the Work Environment and Collaboration**
The evaluation process provides space for open feedback on working conditions, team relationships, workplace operations, and the work of supervisors.
3. **Enhancing the Quality of CERGE Outputs**
The evaluation identifies areas for improvement and seeks specific measures that contribute to the overall growth of quality and efficiency in workplace performance.
4. **Motivation and Recognition**
The evaluation motivates employees to achieve the best possible results. It also serves as a basis for decisions regarding personal bonuses, special rewards, or contract extensions.

Article 6 Evaluation

1. TES are evaluated regularly, at least once per calendar year.
2. Evaluations normally take place on a date set by the Director, whereby the date is communicated to the evaluated workers sufficiently in advance or, in justified cases at the request of the employee or supervisor, at a time other than the regular date.
3. Obstacles to work and the percentage of a full-time position worked are appropriately taken into account in the evaluation.
4. The evaluation is carried out in a uniform university electronic application.
5. There may be no discrimination in the evaluation of employees in any form; for example, on the basis of race, ethnic origin, nationality, ideology, religion, belief, worldview, age, sex, sexual orientation, physical disability, social origin, or financial circumstances.
6. Employees are evaluated in the areas determined by the superior's regulations.

Article 7 Course of evaluation

1. The evaluated workers are evaluated by their immediate supervisor, unless otherwise decided by the CERGE Director.
2. The evaluated worker completes self-assessment by the deadline set by the Director and sets work objectives for the forthcoming period.
3. On a date set by the Director, the evaluated workers then discuss their self-assessment and objectives with the supervisor, who prepares an evaluation report. The supervisor then agrees on or modifies the work objectives. In the case of the evaluation of managers, the report also contains conclusions on the onward development of management skills.
4. The evaluation interview results in a supervisor's report, including work objectives for the forthcoming period.

5. If the evaluated workers disagree with the evaluation report, they may respond to it in writing within 15 working days of the handover of the report. In such a case, their report is discussed with the Director or with another supervisor appointed by the Director.

Article 8
Final provisions

1. The evaluation report is part of the employee's personal file. It is stored in accordance with the personal data protection policy.
2. Individual managers determine the persons responsible for the control and implementation of this Directive.
3. This Directive is valid from the date of its issuance and is effective from 1. 1. 2025, and is valid until further notice.

Prague, December 9, 2024

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Director of CERGE