

**Charles University, Faculty of Medicine in Hradec Králové**

**Dean's Directive No. 26/2024**

Ref. No. UKLFHK/663656/2024

Name: **Evaluation of Members of the Technical and Economic Staff**<sup>1</sup>

Force and effect: On the day of the Dean's signature

---

**Article 1  
Introductory Provision**

This Directive sets out the rules, procedure, and principles for the evaluation of the members of the technical and economic staff (hereinafter referred to as the "TES") as part of their career development at the Faculty of Medicine in Hradec Králové (hereinafter also referred to as "FM HK" or the "Faculty") on the basis of Rector's Directive No. 53/2023 Framework Principles of Career Development of Members of the Technical and Economic Staff at Charles University, as amended.

**Article 2  
Reasons, Principles, and Aims**

1. Regular evaluation of the members of the TES and departments provides an overview of the performance and quality of work of the Faculty staff. An evaluation creates a space for communication between supervisors and subordinates and for regular and mutual feedback. It is important for staff's development, and promotes motivation and individual accountability. An evaluation also reveals deficiencies and provides suggestions for improving the work of staff members.
2. The aim of this Directive is to establish clear and comprehensible rules for the evaluation of staff members as a means of helping with their career development. The evaluation must be based on the principles of transparency, equal opportunities (or on making opportunities equal), and non-discrimination.
3. The aim of the TES evaluation is to optimise management and organisational processes, to improve the quality of service and support activities, and to improve the quality of material assistance which is necessary not only for ensuring appropriate work environments for students, academics, researchers, lecturers, and other members of the TES, but also for the overall development of the Faculty.

**Article 3  
Competence**

1. The Directive regulates the rights and obligations of the concerned members of the TES, senior employees, and heads of the Faculty departments and defines the procedure which

---

<sup>1</sup> Translator's note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

should be followed as part of the regular process of evaluating the performance and quality of work and activities of staff members and departments of FM HK.

2. The Directive is binding on all concerned members of the Faculty TES and their direct superiors, as well as on all individual departments of FM HK and senior employees thereof.

#### **Article 4** **Evaluation of the TES**

1. The regular evaluation concerns the work performance of the members of the TES who have an employment contract with a total workload of more than 16 hours per week and are not in a probationary period as of the date of their evaluation. The work performance of the members of the TES whose total workload does not exceed 16 hours per week is not subject to obligatory evaluation and they may be evaluated only at their own initiative or at the initiative of their direct superior.
2. The members of the TES are evaluated on a regular basis, no later than once every two years. Senior members of the TES are evaluated at least once a year. The TES are always evaluated for the period between the last evaluation date and the date of the current evaluation. A staff member may not be evaluated for the first time before one year of employment has been completed and a senior staff member may not be evaluated for the first time before serving one year in the senior position.
3. The evaluation usually takes place at the end of the calendar year, unless the Dean of the Faculty sets a different date.
4. If the Dean gives his approval, the evaluation of the members of the TES may also be carried out on a date other than the specified date provided that the evaluated member of the TES has been on sick leave for a long period of time (more than 6 months) or that it concerns employees on maternity/parental leave, etc.; the date may be also changed at the request of the employee or in justified cases at the request of the employee's superior or the Faculty management.
5. Every member of the TES is evaluated by his immediate superior. The evaluation of the member's work performance follows the feedback between the direct superior and the employee which takes place continuously during the evaluation period.
6. The TES evaluation process is carried out by means of an electronic application for the entire University.
7. The TES evaluation focuses in particular on the following areas:
  - Fulfilment of set work tasks and objectives during the period under evaluation;
  - Competence (depending on position and type of work);
  - Soft skills and personal approach;
  - Language skills (depending on position and type of work);
  - ICT skills (depending on position and type of work); and

- Management skills (for senior members of the TES).

The evaluation must take into account the staff member's workload as well as any long-term incapacity for work, maternity or parental leave, care for dependents, stay abroad, or other circumstances worthy of special consideration.

8. The staff evaluation procedure comprises the following steps:
  - Based on the instruction of his immediate superior, the staff member under evaluation prepares a self-evaluation in the application for the defined areas and sets work objectives for himself for the coming period;
  - Based on the self-evaluation, the immediate superior conducts an evaluation interview with the staff member under evaluation during which the staff member discusses his self-evaluation and objectives with the superior; the superior evaluates the staff member's work performance, achievement of objectives, and his overall activities, approves or adjusts the work objectives for the coming period, and prepares an evaluation report; and
  - A written evaluation report containing the evaluation of the staff member and his work objectives for the next period is handed over (made available) to the concerned staff member.
9. Senior staff members undergo a regular evaluation according to the same rules as other members of staff. They are evaluated by their immediate superior, but also usually by a member of the management (e.g., Secretary, Vice-Dean, etc.). The Dean of the Faculty appoints the evaluators or determines the composition of the evaluation commission for each senior member of staff. The evaluators will interview the member of staff being evaluated and draw up the evaluation report together.
10. If the staff member under evaluation disagrees with the evaluation in the written report, he has the right to raise an objection to the evaluation report in writing and to submit it to the Dean of the Faculty within 15 days (under the administrative period for appeal) after receiving the evaluation report (or after it has been made available to him) via the Faculty's mail office.
11. The evaluation report and the objections submitted by the member of staff will be considered by the evaluation commission within 30 days of the receipt of the objections. The members of the evaluation commission, which will have at least three members, will be appointed by the Dean of the Faculty from among the members of the management and staff of the Faculty either for individual cases or for a given cycle of evaluation. The evaluator (or evaluators) from the first evaluation stage may not act as a member (or members) of this evaluation commission.
12. The evaluation commission will discuss the evaluation report and the objections with the staff member who has raised them. The evaluation commission may invite the evaluator (evaluators) from the first stage of the evaluation for discussion or discuss the evaluation report and the objections raised with him (or them). The member of staff may request that a representative of the trade union (employees) be present during the discussion.

13. On the basis of this discussion, the evaluation commission will either accept the objections in whole or in part and correct the evaluation report, or, if it reaches the conclusion that the objections are not justified, it will reject them and will leave the evaluation report as it is. The evaluation commission will prepare brief minutes of the meeting, giving reasons for its conclusions.
14. Based on the results of the evaluation, a recommendation may be made to extend the staff member's employment contract; the staff member may be transferred to another position after he has agreed with such step or transferred to a different pay band; the staff member may be awarded or not awarded financial remuneration (compensation) the amount of which would be determined; the staff member's workload may be changed after he has agreed to such step; or a decision may be made to repeat the evaluation within a shorter period; or in cases, where serious deficiencies are found, it may be necessary to take steps in accordance with Section 50 (f) or (g) of Act No. 262/2006 Sb., the Labour Code, as amended.

#### **Article 5 Career Development of the TES**

1. The career development of the members of the TES is governed by the Framework Principles of Career Development at Charles University which form an appendix to Rector's Directive No. 53/2023.
2. The TES career development plan will be discussed during each evaluation of the members of the TES.

#### **Article 6 Final Provisions**

1. All information obtained during the evaluation is confidential. The original evaluation reports and other possible evaluation documents will be archived at the Faculty's Human Resources Office after the evaluation. Any source documents used for the evaluation and the evaluation reports must be stored and archived in accordance with the principles of data protection so that only persons authorised to do so by virtue of their position, assignment, and type of work have access to them under an obligation of confidentiality.
2. This Directive comes into force and effect on the day of its signature.

In Hradec Králové on 20 December 2024

Prof. MUDr. Jiří Mandáček, Ph.D.  
Dean