

**Charles University
Faculty of Pharmacy in Hradec Králové**

Dean's Directive No. 13/2024

**Systematic Evaluation of Members of the Technical and Economic
Staff and Manual Workers at the Faculty of Pharmacy of
Charles University in Hradec Králové**

Article 1
Introductory Provision

1. The present Directive stipulates, on the basis of the Labour Code ¹ and in accordance with Art. 3 (1) of Rector's Directive No. 53/2023, the principles and the process of evaluation of the work performance and work results of employees of the Faculty of Pharmacy of Charles University ("FaF UK") who are assigned, based on the work activities performed and within the meaning of the Internal Wages Regulation of Charles University,² to the category of economic and administrative, technical, and professional staff, manual workers, service employees, and business-operational employees ("employees"). The present Directive does not apply to academics, lecturers, and researchers whose evaluation is regulated in the Career Code of the Faculty of Pharmacy of Charles University.³
2. The evaluation of employees of FaF UK is a human resources management tool. The aim of the evaluation is to contribute to the employees' personal and professional development and boost their motivation in their development by supporting them in achieving their objectives and reflecting the priorities and needs of FaF UK in the employees' individual objectives.
3. The evaluation provides an overview of the performance and quality of work of individual employees, and enables the assessment of their work results. It also creates a favourable environment for communication between superordinate and subordinate employees, and facilitates regular bidirectional feedback. The evaluation allows targeted learning and employee development, and strengthens their motivation and sense of co-responsibility. It also creates a link between work results and remuneration, making the employees' wages more transparent.

Article 2
Basic Rules and Principles of the Evaluation

¹ Section 302 (a) of Act No. 262/2006 Sb., Labour Code, as amended.

² Art. 4 (4) (b) of the [Internal Wages Regulation of Charles University](#), as amended.

³ Dean's Directive No. 1/2023, [Career Code \(Human Resources Strategy Policy\) of the Faculty of Pharmacy of CU in Hradec Králové for the Employment of Academics, Lecturers, and Researchers](#).

1. FaF UK makes a systematic effort to create a favourable environment and conditions for improving the competences of its employees. The improvement of employee's competences is ensured in line with the regular evaluation and with regard to the financial situation, in particular, by supporting the following activities:
 - a) Improving his/her knowledge of English;
 - b) Attending seminars and conferences;
 - c) Attending further education courses (and earning the course certificate) according to the requirements and needs of the given department;
 - d) Participating in other activities with regard to the specific department and the options available.
2. The basic principles of evaluation are based on the requirement of equal opportunity, including taking into consideration the specificities of different social groups and persons with a sensory or physical disability. The evaluation of employees of FaF UK is based on the principle of non-discrimination and non-exclusion, in particular, on grounds of gender, age, race, origin, nationality, religion, or belief. The following principles apply to regular evaluation:
 - a) Principle of transparency: The regular employee evaluation system must be transparent (i.e., the criteria used to evaluate the employee must be clear);
 - b) Principle of proportionality: The employees' evaluation must be carried out with regard to their work position, FTE (full-time equivalent), etc.;
 - c) Principle of equality: identical criteria must be applied to employees who work in the identical or a similar position in a department;
 - d) Principle of comprehensiveness: The evaluation of the performance of individual employees must be comprehensive, i.e., take into account all areas within the employee's work performance (e.g., including managerial tasks);
 - e) Principle of objectivity: In addition to the individual outputs of work activities, other objective external or internal factors which could affect an employee's performance in the evaluation period must be taken into account within the employee evaluation (e.g., performance of other activities for the benefit of the University, internships abroad, exceptional family or personal circumstances, parental leave, etc.), both in terms of the evaluation of the preceding period, as well as in terms of setting the objectives and tasks for the next period;
 - f) Principle of openness: The employees under evaluation must be given the opportunity to express their opinion on the results of the evaluation during the evaluation process;
 - g) Principle of clarity: A written record of the evaluation is made, which summarises the main conclusions of the evaluation, the employee's work tasks and objectives for the following period, including a personal and professional development plan.
3. The employee under evaluation is obliged to cooperate during the evaluation and to provide relevant and true information.

Article 3 Evaluation Process

1. The employee evaluation is carried out at the level of the individual departments of FaF UK once every 2 years, or once a year in the case of employees in managerial positions. The regular evaluation period means 2 consecutive calendar years, or 1 calendar year in the case of employees in managerial positions.

- An additional evaluation is always carried out before a permanent employment contract is entered into with an employee.
 - An extraordinary evaluation on a different date is performed at the request of the employee under evaluation, the employee's superordinate, or the Faculty management (Dean, Secretary, or the responsible Vice-Dean).
 - In the case of newly hired employees, the superordinate employee must inform the employee, before the end of the trial period, of the criteria and areas of evaluation and set the employee's work objectives for the coming period in cooperation with the employee, unless the employment is to be terminated within the trial period.
 - Regular evaluation may be waived in justified cases, in particular, if the employee was last evaluated fewer than 6 months ago.
2. Regular evaluation for a given period must be performed in the next calendar year no later than on 31 July.
 3. Regular evaluation is not required for employees whose weekly working hours do not exceed 16 hours (inclusive) and employees placed in first, second, and third pay bands. This does not prejudice the performance of an extraordinary evaluation on request within the meaning of the second bullet of paragraph 1.
 4. The evaluation is carried out by the responsible employee in a managerial position, that is, the direct superordinate of the employee under evaluation ("evaluator"). The Dean may, at the request of the employee under evaluation, the evaluator, or on the basis of the Dean's own decision, appoint an evaluation commission chaired by the evaluator; an evaluation commission is always appointed by the Dean before a permanent contract is entered into with an employee.
 5. The evaluation of employees in managerial positions is carried out by analogy. In the case of evaluation of employees in managerial positions, the Dean appoints an evaluation commission which is usually composed of the direct superordinate of the employee in a managerial position and the Vice-Dean responsible in terms of the methodology.
 6. The evaluation is carried out using the University's electronic application.
 7. The employee prepares a self-evaluation based on the given areas and proposes his or her work objectives for the next period. The employee then discusses the self-evaluation and the objectives during an interview with the superordinate, who prepares an evaluation report. The superordinate approves or modifies the employee's work objectives. The evaluation results in a written report, which also includes the work objectives for the next period. If the employee under evaluation does not agree with the evaluation, he or she may request the evaluation commission, through the evaluator, to change the evaluation, indicating the grounds for such change, within 10 working days. The evaluation commission composed of the Dean, Secretary, and the evaluator, or also the responsible Vice-Dean, reviews such evaluation within 10 working days and notifies the employee of the result of the review in writing.
 8. The conclusion of the evaluation may be grounds for changes regarding employment and remuneration, for example, a change to the employee's FTE, reassignment to a different pay band or category, a change to the personal performance bonus, etc.
 9. The evaluator submits the original employee evaluation to the Human Resources and Payroll Office of the Dean's Office of FaF UK for archiving purposes. The Office submits all evaluations to the Dean for consultation. The employee under evaluation and the evaluator, or the evaluation commission, receive a copy of the evaluation on request.

10. The evaluation materials and the results are archived in accordance with the principles of the protection of personal data, so that they are available to only a limited number of persons who have a justified reason to access them.

Article 4

Repealing and Final Provisions

1. Dean's Directive No. 7/2023 is hereby repealed.
2. This Directive comes into force on the date of its execution and becomes effective on 1 January 2025.

Hradec Králové, 16 September 2024

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