



The Directive
for Evaluation and Remuneration of Employees

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The Directive for Evaluation and Remuneration of Employees

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1. General provisions

This directive defines the rules for the evaluation and remuneration of employees of Moravská vysoká škola Olomouc, o.p.s. (hereinafter referred to as “MVSO”).

The form and means of evaluation and remuneration (personnel work) vary according to the classification of employees in the following categories. The classification is based on the type of employment relationship according to the Labour Code.

- internal employee – academic staff member (hereinafter referred to as “academic staff member”),
- internal employee – administrative staff member, expert staff member or manager (hereinafter referred to as “non-academic staff member”),
- external employee in a non-employment relationship (agreement on fixed-term work, agreement on work activity; hereinafter referred to as “external staff member”)

Adherence to the principles of HR Award defined by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the principles of the Code of Ethics of MVSO is consistently ensured in the process of evaluation of staff members and associated personnel processes; personal rights of employees and equal treatment of all are respected. The main criterion for evaluation and remuneration is expertise. Gender equality and balance are consistently ensured. Any discrimination, bullying, mobbing, or bossing on the basis of gender, age, nationality, political or religious affiliation, sexual orientation, disability, or social and economic conditions is inadmissible. All legal regulations, including GDPR, are also respected.

2. Evaluation of internal employees

The evaluation of all employees of MVSO is conducted in the form of:

- initial evaluation,
- evaluation of the initial employment period,
- periodic evaluation,
- personnel audit,
- extraordinary evaluation,
- exit evaluation.

The evaluation of employees and its assessment with the employee is conducted by their immediate superior.

The evaluation of employees, including defining their development goals and work tasks for the subsequent period, is focused mainly on the following criteria:

For all employees:

- approach to the fulfilment of work tasks (independence, responsibility, focus on goals, etc.)
- approach to teamwork (know-how sharing, communication and interpersonal relationships, etc.)
- loyalty and participation in the activities of MVSO,
- development and career perspectives of the employee.

Further to the criteria mentioned above, the following ones apply specifically to academic staff members and department staff members:

- educational activities (their scope, quality, feedback, etc.),
- research and development activities (project participation, publication activities, and other scientific outputs, etc.)
- development of the staff member's academic career.

The personnel audit is conducted **electronically**. The forms of **Employee Evaluation** and **Initial Employee Evaluation** are used to record the evaluation and subsequent steps resulting from it. In the case of members of MVSO management and managers of departments, the evaluation is conducted as an interview with the director



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of MVSO, or, alternatively, an evaluator delegated by the director; records of this interview do not have to be written.

Any evaluation of an employee must be discussed with the employee and his or her viewpoint shall be included in the *Employee Evaluation* form.

It is recommended to use the evaluation interview for finding out the employee's opinions directed at the amelioration of personnel and management work in the organisation. The records of the employer evaluation from the employee's side shall also be included in the *Employee Evaluation* form.

The specific evaluation methodology that is reflected in the current version of the *Employee Evaluation* form is updated by the HR Manager based on discussions with evaluators, usually before the start of the periodic evaluation of employees.

3. Forms of evaluation of internal employees

3.1. Initial evaluation

The initial evaluation is conducted on the employee's entry into employment. The purpose of the initial evaluation is to compare the prerequisites for the profession with the actual competence of the employee. The evaluator sets the employee development tasks for the initial employment period based on this comparison. A record of the evaluation is processed either in the *Initial Employee Evaluation* form or in another suitable way.

The initial period is considered as the time required for training and integration of the employee, which usually lasts 3 months; if the employment contract stipulates a trial period, the initial employment period shall correspond to the trial period.

3.2. Evaluation of the initial employment period

Before the end of the initial employment period, performance of tasks resulting from the initial evaluation shall be evaluated. Additionally, an evaluation of the employee in terms of expertise and personality shall be conducted. It shall be decided whether to continue or terminate the employment based on this evaluation.

3.3. Periodic evaluation

The evaluation is conducted once a year, usually in June, in connection with the end of the academic year; all MVSO employees are evaluated.

The evaluator evaluates each employee separately in the form of an evaluation interview; the results of the evaluation are recorded in the *Employee Evaluation* form.

The periodic evaluation of all employees includes personal development planning that serves for managing of the MVSO employee's personal development in accordance with MVSO goals and expertise profile. Professional development in management, academic, international, and other areas is considered for all employees. Academic staff members have a mentor assigned whose aim is to develop the staff member's academic career. Personal development planning takes place in collaboration with the respective expert guarantor, manager of excellence and the rector, or, alternatively, the Vice-rector for Research and Development, within their delegated competence.

3.4. Personnel audit

The personnel audit is intended for the evaluation of the staff workload, staff activity planning and the evidence of research activity outputs, including cost monitoring in connection with the financial management of MVSO; it serves as a basis for the periodic evaluation.

The personnel audit is conducted semi-annually, in connection with the terms of the academic year, that is in the plan processing mode (planned personnel audit) and its evaluation after the evaluation period has ended (the real personnel audit).



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The personnel audit is conducted for all employees, taking into account their job position. In the case of academic staff members, evaluation is based on their participation in research work (publication of research papers, participation in conferences, etc.) as well as their teaching workload (lecturing, examination, thesis supervision); in the case of all employees, their participation in projects and other activities depending on their job position are evaluated.

A detailed description of the evaluation methodology can be found in a separate directive.

3.5. Extraordinary evaluation

The extraordinary evaluation is conducted in the event of amending the employment contract, employee reassignment, on the request of the director or the immediate superior, or at the request of the employee. This evaluation is recorded in the *Employee Evaluation* form or in the form of a reference letter.

3.6. Exit evaluation

The aim of the exit evaluation is to prepare an employment report for a leaving employee. The employment report is prepared by a designated evaluator in collaboration with the HR manager only on request of the leaving employee.

The exit evaluation is connected with an interview with the employee for the purpose of getting feedback on the personnel work and management of MVSO.

4. Assignment of internal employees

Internal employees are assigned to wage groups and grades based on employee evaluations. The director decides on the assignment of an employee to wage groups and grades, based on the proposal by the HR Manager and a superior staff member, as reflected in the position in the organisational structure of MVSO.

4.1. Assignment to wage groups

The employees of MVSO are assigned to wage groups based on:

- fulfilment of qualification requirements,
- job position and activity performance.

The most demanding regularly performed work activity is taken into account during the assignment.

4.2. Assignment to wage grades

When an employee is assigned to wage grades, the following is usually taken into account:

- duration of work at MVSO,
- period of relevant experience at other organisations,
- evaluation of work performance.



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4.3. Wage group – academic staff members

Group	Lecturer	Senior lecturer	Associate professor	Professor
Qualification prerequisites	Higher education	Higher education, Scientific degree (CSc., DrSc., Dr. Ph.D.) or ongoing Ph.D. study, Experience in the field.	Higher education, Habilitation or appointment for associate professorship, Experience in the field.	Higher education, Successfully completed full professorship procedure, Experience in the field.
Job description	Teaching activity aimed at acquiring and consolidating students' knowledge. Participation in exercises and other teaching activities and their management, documentation processing of scholarly and scientific literature.	Complex cultivation and development of cognitive and creative abilities of students and graduates of MVSO, independent delivery of exercises, seminars, excursions, or lectures, continuous study monitoring and providing consultations. Participation in solving research and development tasks with specified inputs and outputs. Independent processing of partial outputs. Active publication activities.	Applied and basic research, creative solving of scientific, research, and development tasks; creative application of the results of basic research, creative research activity. Delivering lectures. Expert, publication, and assessment activities, supervision and review of theses. Supervision of Ph.D. students.	Creative, specialised, and system work including monitoring the key trends in the development of science and research, creative application of results of research activity to teaching university students and educating young researchers, delivering lectures, creating suitable conditions for a specific research area. Creative coordination of scientific projects on the international level. Supervision of Ph.D. students.

The attainment of the title of an associate professor or a professor establishes the right to change the employment contract connected with a promotion to a higher category on the condition that the (associate) professorship procedure has taken place in such an educational area, which was determined by the director for the given job position at the respective workplace.



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4.4. Wage category – non-academic staff members

Group	Administrative staff member	Expert staff member	Manager
Qualification prerequisites	Secondary education.	Higher education, or secondary education with relevant job experience.	Higher education, Managerial skills, or experience. Relevant evaluation of work performance.
Job description	Administrative and other work under the management of the immediate superior.	Independent work of an administrative and organisational nature.	Creative and highly independent work connected with assuming responsibility for an entrusted area, or work team management.

5. Remuneration of internal employees

5.1. Wage rate

The system of monthly wage rating applies to all categories of employees.

An employee is assigned a basic wage in the wage rate set by for the wage group they are assigned to; based on the **Wage Scale** which can be found in an annex to this directive.

5.2. Bonus

An employee may be awarded a bonus in addition to their basic wage rate.

The amount of bonuses and their specific award for individual periods is decided by the director based on a proposal by the immediate superior. The director may delegate this competence to the Director of Operations and HR.

Bonuses are non-claim wage components.

5.3. Position-related bonus

An employee may be awarded a position-related bonus in addition to their basic wage.

The award and amount of the bonus is decided by the director based on the evaluation of the scope and quality of activities connected with the performance beyond the standard work tasks. Position-related bonus is paid out during the period of fulfilment of extraordinary tasks resulting from the position.

Position-related bonuses are a non-claim wage component.

5.4. Extraordinary bonus

The employer may award the employee an extraordinary bonus:

- for the successful fulfilment of extraordinary or demanding tasks,
- for long-time exceptional work performance,
- to recognise long-term work merits.

The award and the amount of an extraordinary bonus are decided by the director based on the proposal by the immediate superior.



5.5. Wage Statement

An evaluator proposes wage assignment, or its change, following the evaluation of an employee by completing the Wage Statement form.

The proposal for wage assignment is submitted by the Director of Operations and HR; it is approved by signature first by the director and then by the employee.

The Wage Statement form comprises an annex to the employment contract; it is drawn up in three copies. The employee shall receive one signed copy and two copies shall be kept in the employee's personal file – at the HR manager and the payroll accountant.

5.6. Task wage

It is possible to agree with employees on a task wage when a part of the wage is fixed on the fulfilment of a specific work task in a defined part of their working time.

It is agreed on in the Salary Statement form, always together with a specific indication of the payment date and the required task. The wage is paid out after the task has been fulfilled based on the instruction of the immediate superior.

5.7. Individual contract wage

It is possible to negotiate an individual contract wage with academic officials and employees who are excellent experts, for both definite and indefinite period.

The amount of the individual contract wage is set by the director with the approval of the Management Board.

5.8. Wages due

The wage is due in the following calendar month unless the employment contract or other contract state otherwise. The employee's wage shall be transferred to a bank account.

6. Evaluation of external staff members

The evaluation of external staff members is conducted in connection with a proposal for the amount of remuneration for teaching hours carried out by the employee. It shall be conducted before signing the agreement on fixed-term work; in the case of long-term collaboration with an external lecturer, it shall be periodically revised before the start of a new academic year.

The proposal for assignment is submitted by the HR Manager and the immediate superior. It is approved by the director, or the Director of Operations and HR, within the scope of the delegated competence.

7. Remuneration of external staff members

Remuneration of external staff members is carried out according to the agreed hourly rate, based on a statement on the scope of the teaching or examination carried out by the staff member. The hourly rate for teaching is always paid out for each lesson, i.e., the preparation for teaching is also included in the remuneration.

