

# University of Chemistry and Technology, Prague

<b>Title</b>	<b>INTERNAL STANDARD No. A/N/961/17/2025</b>
Subject	<b>Employee evaluation at UCT Prague</b>
Applicability	All university
Effective from	01.01.2026
Effective to	Indefinite
Revision	
Cancelled	
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*This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.*

## **Article 1 Introductory provisions**

- (1) This internal standard, in compliance with the provision of Section 302 of Act No. 262/2006 Coll., the Labour Code, as amended, regulates and defines the basic procedures in the evaluation of work performance and work results of employees in the individual employment groups at the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague').

## **Article 2 General provisions**

- (1) Employee evaluation at UCT Prague is performed within the context of the wording of the internal standard 'Career Rules'. Its aim is to monitor and support career development, motivation and work performance of employees who perform activities in a systemised job position.
- (2) A systemised job position is a job position that has a defined so-called core employment in the organisational structure.

- (3) Employees assigned to systematised job positions under a valid employment contract are evaluated according to the procedures and rules below that are applicable to their respective group.
- (4) Job positions and their classification in the given salary group are regulated in the internal regulation 'Catalogue of Job Positions at UCT Prague'.
- (5) Evaluation is performed in parallel at the individual organisational units of UCT Prague. Employees are evaluated by their direct superior who is the head of the relevant workplace in accordance with the Organisational Rules in effect.

### **Article 3** **Participants in evaluation**

- (1) For the purpose of evaluation, employees are put in groups that correspond to the division according to the salary group groups. They are the following groups:
  - a) Academic workers (salary grades 'A' and 'AV')
  - b) Researchers and research assistants (salary grades 'V')
  - c) Technical-administrative workers (salary grades 'B0-B4'). Labourer positions are not regulated by this internal standard (salary grades 'B5-B7').
- (2) Employees are evaluated by their direct superior (hereinafter referred to as the 'evaluator'). In case of employees without core employment who are paid exclusively from grants/projects, the evaluator is the main researcher of the grant/project.
- (3) If a student in a Doctoral study programme is employed as a researchers or research assistants and they are employed on a scientific research project, their PhD supervisor perform a periodic evaluation of the student in the electronic system of UCT Prague.
- (4) The basis of the evaluation is an evaluation interview between the employee and the evaluator, during which the results in the evaluated areas are discussed and goals for the next period, including development goals, are defined. The evaluation interview is an opportunity to provide feedback for both participants in the evaluation.
- (5) The result of an employee evaluation is entered by the evaluator into the personal information system OKbase through the relevant electronic form on the 'Evaluation' module.

### **Article 4** **Evaluation of academic workers**

- (1) Evaluation of academic workers is one of the key elements of their further professional and personal development.
- (2) Evaluation takes place usually **once in two years**. The frequency may be adapted to the needs of the workplace.
- (3) Academic workers are evaluated in the following areas:
  - a) pedagogical activity
  - b) publication activity
  - c) grant activities
  - d) supplementary activity
  - e) Register of Other Activities (Evidence dalších aktivit, 'EDA').

- (4) The basis for the evaluation of academic workers is the data recorded in the internal system of the so-called Employee Profile (PVAP), through which data is automatically collected from other information systems of UCT Prague or information is supplemented by the employee (in the case of the EDA module) according to the structure of the evaluated areas.
- (5) An indispensable part of the evaluation of academic workers is controlled monitoring of their professional and personal development through the Training Plan which is registered in the personnel information system OKbase and which is the result of an agreement between the employee and their direct superior. The Training Plan defines specific development activities for the employee for the following period.
- (6) Key pedagogical competences are regulated by a separate document *‘Pedagogical Competences of Instructors at UCT’*. Support to attain and deepen these competences is part of the employee’s development activities.

### **Article 5**

#### **Evaluation of researchers and research assistants**

- (1) Evaluation of researchers and research assistants is one of the key elements of their further professional and personal development.
- (2) Evaluation takes place usually **once in two years**. The frequency may be adapted to the needs of the workplace.
- (3) Researchers and research assistants are evaluated in the following areas:
  - a) grant activities
  - b) publication activity
  - c) supplementary activity
  - d) Register of Other Activities (Evidence dalších aktivit, ‘EDA’).
- (4) The basis for the evaluation of researchers and research assistants is the data recorded in the internal system of the so-called Employee Profile (PVAP), through which data is automatically collected from other information systems of UCT Prague or information is supplemented by the employee (in the case of the EDA module) according to the structure of the evaluated areas
- (5) An indispensable part of the evaluation of researchers and research assistants is controlled monitoring of their professional and personal development through the Training Plan which is registered in the personnel information system OKbase and which is the result of an agreement between the employee and their direct superior. The Training Plan defines specific development activities for the employee for the following period.

### **Article 6**

#### **Evaluation of technical-administrative workers**

- (1) Evaluation of technical-administrative workers (hereinafter referred to as ‘TAW workers’) is a key tool in the management of performance and motivation of employees in a given job position.
- (2) Evaluation takes place usually **once in two years**. The frequency may be adapted to the needs of the workplace.
- (3) TAW workers are evaluated in the following areas:
  - a) performance and attitude towards work

- b) work goals for the period and their completion.
- (4) Evaluation criteria in the area of work performance and attitude towards work are defined by the form 'Evaluation' registered in the personnel information system OKbase, taking into account the nature of the performed activities and the expected desirable conduct in relation to work, with respect to the inclusion in a specific salary group.
- (5) In the Evaluation form, specific work goals for the following period are also set based on the agreement between the evaluator and the evaluated employee. Work goals can extend beyond one or more evaluation intervals, but it is necessary to define the goal in such a way that its continuous evaluation is possible.
- (6) Evaluation of TAW workers also includes recommendations for professional and personal development that are recorded in the employee's Training Plan which is registered in the personnel information system OKbase and which is the result of an agreement between the employee and their direct superior. The Training Plan defines specific development activities for the employee for the following period.

### **Article 7**

#### **Evaluation results and relation to remuneration of employees**

- (1) The evaluation result in the individual groups is the resulting designation of work performance and completion of activities based on the employee's Training Plan on the following scale:
  - a) result 'A' – evaluation without objections
  - b) result 'B' – evaluation with reservation
  - c) result 'C' – unsatisfactory evaluation with specific recommendations for correction in the next period.
- (2) The evaluation results and the fulfilment of development activities of the employee are taken into account in the variable salary component (ie bonus or premium for work on project).
- (3) The variable salary component is a non-entitlement component of the salary.

### **Article 8**

#### **Final provisions**

- (1) This Standard is primarily related to the following documents:
  - a) Internal Salary Regulation of the University of Chemistry and Technology, Prague
  - b) Organisational Rules of the University of Chemistry and Technology, Prague
  - c) Job Catalogue of UCT Prague
  - d) Career Rules of the University of Chemistry and Technology, Prague
  - e) Pedagogical Competences of Instructors at UCT
- (2) This internal regulation was discussed by the Academic Senate of the University of Chemistry and Technology, Prague on 9 December 2025 and comes into force and effect on 1 January 2026.

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