

**Measure of the Director
of Central European Institute of Technology of Masaryk University
No. 10/2017**

**On Evaluation and Rewarding Rules for CEITEC MU
Employees**

(effective as of 1 November 2017)

Pursuant to Art. 4.6 of the Rules of Organisation of Central European Institute of Technology of Masaryk University, I hereby issue the following measure:

Article 1

Subject Matter

- (1) This Measure of the Director is applicable to all employees of the Institute regardless of type of employment relationship.
- (2) This Measure sets the principles of evaluation and rewarding system with the aim to create comparable and motivational conditions for all employees.

Article 2

Principles of Employee Evaluation

- (1) The employee evaluation takes place at least once a year (Art. 4.2 a) Masaryk University Employment Code).
- (2) The employee evaluation shall be carried out in paper form. (MU Directive No. 5/2017).
- (3) Evaluation interview shall be carried out by the line manager who is directly superior to the evaluated employee. If the manager is, within the scope of the organisational structure, also subject to methodical procedure implied by a special provision, the line manager shall consider a methodological manager's opinion during the preparation of the evaluation interview.

Article 3

Principles and Methods of Employee Rewarding

- (1) The employee rewarding shall follow the MU Internal Wage Regulations in accordance with employee's position and applicable Collective Agreement.
- (2) The employee rewarding can take a form of:
 - a) Setting of a personal evaluation bonus;
 - b) A reward payment.
- (3) The setting of a personal evaluation bonus shall be carried out in accordance with the MU Internal Wage Regulations in relation to the achieved work results, difficulty level of work activities and employee's contribution to fulfilling the obligations related to the project activity.

- (4) The reward payment (Art. 7 Internal Wage Regulations) shall be suggested by the line manager who is directly superior to the evaluated employee. The maximum amount of employee's remuneration in a calendar year is generally set as a double of the employee's monthly gross wage, considering the length of the employment relationship and the scope of FTE at CEITEC MU.
- (5) The reward can be paid out to the employee as follows:
 - a) Based on the employee's all-year performance with assessment of the employee's contribution to the achieved results, effectivity and quality of the performed work and based on a scale rating in the evaluation form with the possibility of adding a verbal commentary;
 - b) Based on the employee's extraordinary performance in relation to fulfilling the obligations of research and similar projects, for the employee's contribution to the establishment of collaboration with external users, for participation in international projects, project dissemination. This reward is related to a specific project(s) and considers the employee's contribution to the implementation phase of a specific project.
- (6) Except as stipulated in Articles 4 and 5, the reward shall be paid based on awards given by CEITEC MU pursuant to the Measure of the Director of Central European Institute of Technology of Masaryk University No. 4/2017 CEITEC MU Awards proposed by the heads of research centres or by the Deputy Directors and approved by the Director of the Institute.
- (7) A combination of all the above rewarding methods can be also used.
- (8) The amount of the reward must be duly justified in written form.
- (9) If the procedure stipulated in Art. 6 is applied, it is necessary to include a written justification in the award proposal.
- (10) There is no legal claim for the reward payment or setting of a certain amount of the reward.

Article 4

Schedule of Remuneration Payment

- (1) The rewards can be paid out continuously throughout the year based on a specific justification by a manager. The rewards reflecting all-year performance are generally paid out in the fourth quarter of the calendar year.
- (2) The reward is paid together with the salary in the form and at the terms prescribed for salary payments.

Article 5

Final Provisions

- (1) The Head of Personal Department shall be responsible for the interpretation, supervision and continuous updates of this Measure.
- (2) This Measure revokes the Instruction of the Director of CEITEC MU No. 04/2014 On Rewarding Rules for Employees of Central European Institute of Technology of Masaryk University dated 30 June 2014 and Methodological Instructions of the Director No. 4/2014 On Rewarding Rules for Employees of Central European Institute of Technology of Masaryk University dated 1 November 2014.



- (3) This Measure shall become valid as of the date of signature hereof. This Measure shall become effective as of 1 November 2017.

In Brno, on 1. 11. 2017

Jiří Nantl
Director of the Institute