

Rules governing the assessment and remuneration of CEITEC MU employees

General information

- (1) The employee assessment and remuneration system of the organisational unit – Central European Institute of Technology of Masaryk University ("CEITEC MU") is governed by the following rules.
- (2) A quality employee assessment and remuneration system is an essential prerequisite for the successful operation of CEITEC MU. The objective of this document is to formulate the conditions for assessing and remunerating CEITEC MU employees, so that candidates are motivated to apply for employment at CEITEC MU, to remain as its employees and to render superior work performance.
- (3) The director of the CEITEC MU organisational unit or a person authorised by him/her at the position of manager is responsible for the fulfilment of the procedures defined below.

Assessment of Administrative Department employees

- (1) The assessment is directly related to the work performance rendered. An employee assessment takes the form of a personal interview between the employee and his/her superior. The assessment interview shall also include a self-assessment by the employee.
- (2) Components of performance that are measurable as well as those that are harder to measure shall be assessed during the personal assessment interview. The objective of the assessment interview is to provide feedback on the performance rendered during the previous period and the setting of any future objectives.
- (3) Assessment interviews shall be conducted biannually. Participants of the assessment interview shall be the employee being assessed and the employee conducting the assessment (superior). The employee conducting the assessment shall keep a summary record of the course of the interview.
- (4) This written record shall include an assessment of the employee's performance and, if necessary, a definition of the employee's work and incentive goals for the upcoming period.

Assessment of scientific employees

- (1) The assessment of scientific employees is directly related to the scientific work performance rendered as part of the research group. The assessment of research groups is conducted on the basis of the methodology of calculating the incentive contribution to the CEITEC MU research groups for scientific excellence (Annex 1).
- (2) The assessment conducted on the basis of the methodology of calculating the incentive contribution to the CEITEC MU research groups for scientific excellence takes place annually.

Remuneration system

- (1) The remuneration system for CEITEC MU Administrative Department employees is a continuation of the employee assessments.
- (2) The remuneration system for scientific employees is directly connected to the results of the assessment of the scientific performance of the research group conducted pursuant to the methodology contained in Annex 1.
- (3) A superior may propose a special bonus in the event of an employee working on non-standard tasks or in the event of an employee rendering exceptionally superior performance.
- (4) The Bonus Proposal must contain a proper justification of all the bonuses proposed.

Responsibility and authority

CEITEC MU managers shall be involved in ensuring the proper operation of the assessment and remuneration process.

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