

Measure of the Dean of the Faculty of Informatics of Masaryk University No. 10/2023**ONBOARDING AND ADAPTATION PROCESS
AT THE FACULTY OF INFORMATICS OF MASARYK UNIVERSITY**

(Applicable from 1 August 2023)

In accordance with the provisions of section 28 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as subsequently amended (hereinafter referred to as the "Higher Education Act") I am issuing this measure:

Section 1**Subject Matter**

- (1) This measure regulates the procedure for the onboarding and adaptation of new employees assigned to the Faculty of Informatics of MU (hereinafter referred to as "FI MU") and serves as a support document for key persons in the adaptation process – namely the head of the department and the person in charge of the department.
- (2) This measure fulfils one of the obligations arising from the "HR Excellence in Research Award" (hereinafter "HR Award").
- (3) The measure describes in more detail the individual steps important not only for ensuring the effective integration of the employee in the workplace, but also for the successful orientation and integration into the workplace and the work team, usually during the first 3 months in the workplace (i.e. during the probationary period of new employees).

Section 2**Definition of Basic Terms**

- (1) For the purposes of this measure, an employee undergoing an adaptation process is an employee who:
 - a) enters employment at FI MU for the first time and is normally without prior knowledge of the FI MU environment, including employees transferring from other MU units,
 - b) becomes a manager during the course of employment at FI MU.

In the justified cases referred to in Article 4 (1), certain steps in the adaptation process may be waived.

The adaptation process may also be set up in full or in a reduced scope in the following cases at the discretion of the manager:

- c) the employee's re-entry to FI MU,
- d) assignment of the employee to a new job or another FI MU workplace,
- e) the return of an employee from an off-registration status (maternity/parental leave, long-term illness, long-term unpaid leave).

- (2) The probationary period provides space for both the employee to check whether the job is suitable for him or her and for the employer to check the employee's abilities and whether the employee is suitable for the job and fits into the work team and environment.
- (3) The aim of the adaptation process is to support the new employee as much as possible in successfully completing the probationary period, i.e. in settling into the workplace, orientation to the workplace and the faculty and integration into the work team. In addition to the head of the department and the person in charge of the department, support departments (Personnel Office, Building Management, Computer Centre, etc.) are involved and provide assistance in the adaptation process.
- (4) The senior manager (hereinafter referred to as "manager"), who is in charge of the onboarding and adaptation process, is the employee's immediate supervisor.
- (5) The supervisor may assign another person in the workplace the role of an informal adaptation guide (hereinafter referred to as "buddy") to assist, advise, and facilitate the new employee in orientation to the new work environment or in learning work tasks, etc.

Section 3

Employee Adaptation Process

- (1) The manager or his/her delegate shall ensure that the necessary steps are taken well in advance in connection with the entry of the employee.
- (2) The key steps of the adaptation process are:
 - a) preparing the workplace for the employee's arrival,
 - b) organisation of the first working week (signing of employment documents, handing over the adaptation plan, familiarisation with the workplace and FI MU),
 - c) implementation of the adaptation plan,
 - d) evaluation of the adaptation period (interview with the supervisor and evaluation of the adaptation process),
 - e) independent performance of work (the employee is properly oriented in work tasks, has the necessary work equipment).
- (3) Key activities in the employee's onboarding orientation and subsequent adaptation should normally be planned and completed within a period of 3 months from the employee's start date. Given the complexity of the job or project requirements, some activities (especially induction/training) may be planned over a longer timeframe.
- (4) After the completion of the adaptation phase, it is important for the employee, in terms of further performance management and career management, to set working conditions (including the extension of the employment contract), development activities, and regular evaluation of cooperation.

Section 4

Exceptions during the Adaptation of Certain Employees

- (1) In justified cases, certain steps in the employee's adaptation process may be waived or applied proportionately. These are in particular the cases of:
 - a) less than 0,5 FTE,
 - b) positions for the implementation of short-term project activities of less than 6 months,

- c) positions for very specific/expert activities without a broader connection to other activities of the FI MU workplace.
- (2) The right of an employee to request an individual adaptation plan or an assessment of the adaptation period is not affected.

Section 5
Supporting Documents

- (1) Supporting documents for the adaptation process are annexes to this measure, are displayed on the FI document server and are continuously updated as needed.

Section 6
Transitional Provisions

- (1) The implementation period of the adaptation process shall run until 31 December 2023.

Section 7
Concluding Provisions

- (1) I authorize the Head of the Personnel Office of the FI MU to interpret the individual provisions hereof.
- (2) I authorize the Head of the Personnel Office of the FI MU with the continuous updating of this measure.
- (3) The compliance with this measure shall be inspected by the members of the management of the FI MU.
- (4) This measure shall enter into force on the day of its execution and shall enter into effect on 1 August 2023.

Jiří Zlatuška
FI Dean
signed electronically

Annexes:

- 1) Pre- and post-employment checklist for the HR department
- 2a) Pre-employment instructions for staff performing work in job category 1
- 2b) Pre-employment instructions for employees performing work in occupational risk category 1 or occupational risk category 2
- 2c) Pre-employment guidance for foreign nationals from EU countries
- 2d) Pre-employment guidance for non-EU foreign nationals
- 3) Pre- and post-employment checklist for the head of the workplace
- 4a) Adaptation plan for new employees (departments)
- 4b) Adaptation plan for new employees
- 5) Buddy - adaptation guide
- 6) Familiarisation with the regulations - help for employees