

Dean's measure c.7/2018

**Criteria and method of awarding personal evaluations
and proposed rewards at the Faculty of Pedagogy of
Masaryk University**

(effective from 17.12.2018)

Pursuant to § 28 paragraph 1 of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (Act on higher education institutions), as amended by later regulations, I issue the following measure:

Section 1

General provisions

- 1) **Steel:** The measure reflects the recommendations of the Commission, which has been investigating the situation in the personal area. It establishes the criteria for the award of personal remuneration as a component of wages and the criteria for remuneration.
- 2) **Scope of validity:** Faculty of Education, Masaryk University.
- 3) **Definition of terms and abbreviations:** none.
- 4) **Responsibility:** the Dean of the Faculty of Pedagogy of Masaryk University, the Head of Departments and Institutes of the Faculty of Pedagogy of Masaryk University.

Clanek 2

Recognition of personal valuation

- 1) Heads of departments and institutes shall establish clear objective criteria for the award of personal remuneration in accordance with *Article 6, paragraph 2, of the Internal Wage Masaryk University's regulations and Dean's Instruction No. 1/2018 Specifying the personal schedule of the valuation and function of the payment.* The personal evaluation is also awarded with regard to the periodic evaluation of the EVAK employee. The personal remuneration is normally fixed for a period of one year. The established criteria will be used for the first time to set the personal remuneration as from 1 April 2019. Managers are obliged to apply these criteria

discuss with the individual members of the department and after approval by the dean, deposit them at the PO. In case of any change or addition, the procedure is identical.

Clanek 3

Designing rewards

- 1) The heads of departments and institutes establish the criteria for the design of remuneration in such a way as to be in accordance with *Article 8 of the Internal Salary Regulations of Masaryk University*. As a rule, the proposal of remuneration shall be justified on a nominal basis for each employee individually. In justified cases, nominal proposals may be justified by a common specific justification when rewarding employees on a group assignment. The head of the workplace is obliged to discuss these criteria with the individual members of the workplace and, after approval by the dean, to deposit them with the PO. The procedure is identical for any changes or additions.

Clanek 4

Establishment

- 1) Related documents
 - *Masaryk University internal payroll department*
 - *Dean's Instruction No. 112018 Determination of the range of personal remuneration and functional remuneration*
- 2) The interpretation of the individual provisions of this Dean's Regulation is entrusted to the Personnel Department of the Faculty of Education.
- 3) This Directive shall enter into force and effect on 17 December 2018.

In Brno on 13.12.2018

doc. PhDr. Jiri Nemeč, Ph.D.

Dean