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**INTERNAL PROVISION OF**

**FACULTY OF SCIENCE UP**

PrF B-19/02

**Evaluation of job performance and work results of employees of PrF UP for 2018**

Content: This internal provision regulates rules and deadlines for evaluation of job performance and work results of employees.

Drafted by: Head of HR and Payroll department of PrF UP

Force: as of 4. 3. 2019

Effect: as of 4. 3. 2019

THIS TRANSLATION IS OF INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN THE CASE OF ANY DISPUTES.

**Evaluation of job performance and work results of employees of PrF UP for 2018**

**Article 1**

**Introductory provisions**

This internal provision of the Faculty of Science, Palacký University Olomouc (hereinafter referred to as PrF UP) regulates the uniform procedure of leading workers in evaluating job performance and work results of employees of the Faculty of Science (hereinafter referred to as "Evaluation of employees") pursuant to Sec. 302 a) of Act No. 262/2006 Coll., Labor Code, as amended.

This internal norm of PrF UP follows methodological instruction of the Rector B3-13/2-MPR "Regular Evaluation of employees of Palacký University Olomouc" and modifies it at the faculty level.

**Article 2**

**Interpretive provisions**

Information System for the Evaluation of Academic Staff (hereinafter referred to as "IS HAP") is used to evaluate academic and scientific staff of PrF UP. A special form will be used to evaluate other employees.

**Article 3**

**Basic principals**

1. IS HAP is a tool to support informed decision-making to evaluate academic and scientific staff. It is connected to other information systems of Palacký University Olomouc in order to maximize automatic transfer of data, which have already been registered in other information systems and are relevant for the evaluation of employees.
2. The evaluation system contains two types of forms: an electronic one for academic and scientific staff, a special one for other employees.
3. IS HAP allows forms to be filled in and archived directly in the system. System administrator is required to back up and technically ensure the evaluation with regard to the protection of employees' personal data.
4. Entry into the system is made possible by the employee and his / her supervisor based on entering the log-in data identical to the intranet web environment of Palacký University Olomouc.
5. IS HAP is stored at https://hap.upol.cz.

**Article 4**

**Organizational measures**

1. Leading workers are required to provide evaluation of staff at their workplace once a year.

2. The evaluation for the calendar year shall be completed no later than 5. 5. 2019.

3. Evaluation of academic and scientific staff is recorded and archived in IS HAP. Evaluation of other employees is recorded in paper form at HR and Payroll Department of the Faculty of Science.

4. The Dean of the Faculty of Science is responsible for the evaluation of the leading workers.

**Article 5**

**Interim provisions**

This provision of PrF UP is valid temporarily for evaluation of employees for 2018.

**Article 6**

**Final provisions**

1. This internal provision of PrF UP shall enter into force on the date of its publication.

2. This internal provision of PrF UP shall become effective on the first day after its coming into force.

3. This internal standard of PrF UP repeals internal norm of the Faculty of Science PrF-B-17/02.

In Olomouc, on March 4, 2019

doc. RNDr. Martin Kubala, Ph.D.
Dean of the Faculty of Science