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Article 1

Introductory provisions

- (1) This UNI Director's Directive (hereinafter referred to as the "Directive"), entitled "Rules for Determining Personal Bonuses and Rewards for Academic and Research Staff of the University Institute", supplements the Salary Regulations of Tomas Bata University in Zlín (hereinafter referred to as "TBU"), and follows up on the Rector's Directive "Evaluation and Management of the Development of Work Activities of Academic and Research Staff at TBU" (hereinafter referred to as the "Rector's Directive"). The Rector's Directive outlines the fundamental procedures for the evaluation of all academic and research staff at TBU. This Directive also builds upon the UNI Director's Instruction (hereinafter referred to as the "Director's Instruction") entitled "Evaluation and Management of the Development of Teaching, Creative, Managerial and Other Activities of Academic and Research Staff of the University Institute of Tomas Bata University in Zlín." This Directive applies to employees engaged in teaching, creative, managerial, and other activities within the University Institute. In accordance with the terminology used in the Rector's Directive, these employees are hereinafter referred to as "staff members".
- (2) This internal regulation does not apply to staff members employed solely for the purpose of managing externally funded projects whose work activities are not related to the regular operations and development of the University Institute.

- (3) In accordance with the Director's Instruction, this Directive supplements and sets out the conditions for determining personal evaluation/ bonuses for staff members of the University Institute.

Article 2

Definition of terms and basic provisions

- (1) The use of the masculine gender in this Directive (e.g. "staff member" etc.) is intended solely for grammatical purposes and refers to all individuals regardless of gender or gender identity.
- (2) The basic annual volume of work capacity (hereinafter referred to as " **AVWC** ") of a staff member is set at 1000 PB.
- (3) Work performance is assessed and managed through employee evaluation, the output of which is a Career Development Plan (hereinafter referred to as " **CDP** ").
- (4) The employee's salary is determined and paid in accordance with applicable legal regulations and the TBU Wage Regulation and other internal TBU regulations.

Article 3

Evaluation of the fulfilment of the staff member's career development plan for the previous period

- (1) The evaluation period is established as two years. Besides the standard two-year assessment of the CDP, continuous annual evaluations of the CDP are also conducted.
- (2) All evaluations of the CDP (both continuous and regular) are conducted by the staff member's immediate supervisor. The evaluation of the heads of the individual centers is carried out by the UNI Director.
- (3) The documents for conducting personal interviews will be collected in the academic staff evaluation information system (hereinafter referred to as "IS HAP") no later than September 30 of the relevant calendar year.
- (4) The continuous annual assessment of CDP is carried out no later than October 31 of the relevant calendar year.
- (5) The regular evaluation of the CDP is carried out at the end of the evaluation period specified in paragraph 2 according to the directive of the Rector by the Director of UNI no later than October 31 of the relevant calendar year.
- (6) The results of both continuous and regular evaluations within the CDP are taken into consideration when assigning employees to specific performance categories. Based on these categories, personal remuneration adjustments to their salary are determined after the completion of the regular evaluation for the subsequent evaluation period.

Article 4

Rules for assigning staff members to performance categories

(1) Employees are assigned to individual performance categories if, based on the evaluation of CDP performance, they meet the following criteria:

Category 1 – Key employee for the fulfilment of strategic goals and development of UNI fields. Regularly submits and solves external R&D&I projects and in the last three years has been or is the investigator or co-investigator of at least one R&D&I project with a subsidy of over CZK 5 million. Has demonstrated excellent outputs in the field of basic, applied or contractual research in the long term (at least for three years) compared to other evaluated UNI staff members. The employee is an internationally recognized expert with a network of cooperating foreign workplaces with whom he/she actively cooperates on R&D&I. The employee emphasizes the development of quality science aimed at excellent outputs and pays attention to scientific integrity. Based on excellent outputs, he/she exceeds the AVWC in accordance with the CDP by at least 25% (1250 PB in total for the areas of creative and pedagogical/teaching activities, internationalization and the third role) in the long term (at least for three years).

Category 2 – An employee actively participating in the development of UNI. Regularly submits proposals for external R&D&I projects and in the last 3 years has been or is a researcher or co-researcher of an external project, or has significantly participated in obtaining or managing an external R&D&I project with a subsidy of over 2.5 million CZK (share of at least 40% according to the GaP module). Shows excellent outputs in the long term (at least for three years) in the field of basic, applied or contractual research in comparison with other evaluated UNI employees. Actively and long-term (at least for three years) involved in cooperation with foreign workplaces. Based on excellent outputs in the long term (at least for three years) exceeds the ROPK by at least 10% (min. 1100 PB) in accordance with the CDP.

Category 3 – Employee with high professional potential for the development of UNI. Actively submits or significantly participates (min. 20% according to the GaP module) in the preparation and management of external grants and the preparation and implementation of other external collaborations. Demonstrates quality outputs in the long term (at least for three years) in the field of basic, applied or contractual research compared to other evaluated UNI employees. He/she significantly participates in the care of R&D infrastructure. In the long term (at least for three years) he fulfils the AVWC in accordance with the CDP.

Category 4 – An employee actively participating in activities related to the operation and development of UNI. He/she reports good outputs in the field of basic, applied or contractual research. Demonstrates an effort to develop his/her skills and participates in fulfilling the goals of UNI. Participates in the care of R&D infrastructure.

Category 5 - An employee participating in the operation of UNI. He/she participates in outputs in the field of basic, applied or contractual research, but shows a lower share of creative output. A significant part of his/her activities consists of taking care of the R&D infrastructure at UNI.

(2) A prerequisite for the advancement of a staff member to another performance category is the fulfilment of all relevant criteria of the respective category, taking into account the implementation of the CDP.

(3) The employee may be reassigned to a lower category in accordance with the Rector's directive after repeated unjustified failure to comply with the CDP, or in the event of repeated failure to comply with the AVWC or the criteria of the given category based on ongoing evaluations, where repeated failure is understood to be the second unjustified failure. The UNI Director decides on the reclassification of the employee, taking into account the opinion of the superior employee, after a personal interview with the employee, and with regard to the employee's activities in areas that cannot be quantitatively assessed using the PB, such as his contribution to the care of scientific and research infrastructure.

Article 5

Rules for determining personal evaluations of evaluated staff members

(1) The personal evaluation of the staff member (B) consists of:

- a) B_{MIN} – the basic amount of personal evaluation determined for each performance category,
- b) B_{PROJ} – personal evaluation awarded to an employee from external financial sources if the staff member is assigned to external projects,
- c) B_{MOT} – motivational components of personal evaluation paid from the employer's internal budget. Its amount is determined based on the performance category, B_{MIN} and B_{PROJ} according to the algorithm specified in paragraph 2.

(2) Algorithm for calculating the amount of personal assessment B_{MOT} :

$B_{MOT} = (B_{MIN} - (k_h \times B_{PROJ})) + (A_{PROJ} \times k_t)$, where:

A_{PROJ} corresponds to the part of the tariff wage paid from external sources, k_h and k_t are the weighting coefficients of the relevant performance category.

If $B_{MIN} - (k_h \times B_{PROJ}) \leq 0$, then the value of B_{MOT} is set to 0.

(3) The values of B_{MIN} , k_h and k_t are defined for a given evaluation period by the relevant decision of the UNI Director. In the case of significant circumstances, it is possible in exceptional cases to change the values of B_{MIN} , k_h and k_t during the evaluation period.

(4) When determining the amount of wages, the extent of the working time by which the employee participates in the activities of other organizational units of the employer on the basis of an employment

contract is not taken into account, since this falls under the remuneration systems of the relevant units. The exception is participation in solving research and development projects that are implemented by UNI employees using UNI infrastructure and for which the affiliation to UNI is indicated. The same procedure shall apply to personal evaluations awarded in connection with these activities.

Article 6

Inclusion of new, transferring and returning staff members

- (1) Newly recruited employees will be assigned to the appropriate category by the UNI Director, taking into account the proposal of the selection committee and in connection with the length of their previous career, expertise, experience and outputs in the field of R&D&I.
- (2) For employees coming from other parts of TBU, the fulfilment of CDP and AVWC will be taken into account.
- (3) Staff members returning after a career break (e.g. due to parental leave, long-term illness or other relevant reasons) are classified individually, taking into account the length of the break, previous results and current opportunities for involvement in UNI activities.
- (4) The classification will be valid for one year. After this period, the new employee will be evaluated like other employees.

Article 7

Rules for awarding rewards for activities that cannot be quantitatively assessed PB

- (1) Based on the proposal of the superior, the UNI director may award the employee a reward for above-standard work performance (C_{vyk}) from the resources allocated for this purpose to the given workplace based on the algorithm defined in the UNI internal regulation. C_{vyk} is evaluated and paid up to twice a year (always in the first and third quarters of the calendar year), for the employee's above-standard performance in the previous max. 6 months in areas that cannot be quantitatively assessed by the PB, i.e. in connection with Article 4. paragraph 3) of the Rector's Directive. C_{vyk} cannot be paid for activities that are rewarded within the framework of other internal regulations of the UNI components (excellent publications, obtaining a grant, etc.). The award of C_{vyk} must be duly justified in the evaluation of the CDP performance.

Article 8

Rules for evaluating employees from other parts of TBU

- (1) The evaluation of CDP, fulfilment of AVWC, classification into performance categories, determination of personal evaluations and awarding of rewards for employees from other parts of TBU who participate in UNI activities within the framework of development projects managed at UNI, is carried out similarly to that for UNI employees. However, only activities demonstrably related to the

operation and development of UNI are evaluated. Activities that are not related to UNI are not included in the evaluation.

Article 9

Final provisions

(1) This Directive shall enter into force on 1 October 2025.

(2) Personal assessments granted with validity until 31 October 2025 are not affected by this Directive. In accordance with this Directive, new personal assessments will be granted for the first time from 1 November 2025.

(3) This directive was discussed with trade unions operating at TBU on 5 September 2025.

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