

## **Guideline No. 1/2021**

### **On the Management of the Departments of the Institute and on Awarding Bonuses to Employees**

For the smooth operation of the research as well as secondary and other activities in the scientific departments, in the temporary research teams and in the Technical and Economic Management (hereinafter referred to as the “Departments”) of Institute of Atmospheric Physics of the Czech Academy of Sciences, v. v. i. (hereinafter referred to as “IAP”), I hereby issue this Guideline regulating certain aspects of the management of the Institute’s organisational units and of awarding bonuses to employees.

#### **1. I order** that the Heads of the Departments

(a) regularly **organise** meetings of the employees of the Departments in order to, without limitation

- give information and delegate tasks from the IAP management to the individual employees;
- collect suggestions, recommendations and information from the individual employees for the Institute’s management;
- assign work tasks;
- evaluate the performance of work tasks;
- communicate with each other;

(b) **evaluate**, at least once a year, the work **activity** of the employees; such evaluation may be carried out orally as well as in writing;

(c) **inform** the employees, at least once a year, **of the copyright protection**, of the related legislation and of their rights and obligations arising from this;

(d) **inform** the IAP **Director**, at least once a year, of the implementation of points (a) to (c).

#### **2. I specify and adapt the criteria and methods of awarding bonuses** to IAP employees as follows:

(a) The employees will receive bonuses for exceptional results of their work and activities performed in an excellent manner, beyond their normal work duties, with increased efforts or under arduous working conditions; the indicative list of the activities and results for which, in particular, bonuses are awarded is attached as Annex 1 hereto;

(b) Bonuses are usually awarded twice a year, specifically for June and November;

(c) The Director shall determine the amount of funds intended for the bonuses awarded by the individual Heads of the Departments (Department Bonuses) and bonuses awarded by the Director (Institute Bonuses);

(d) Department Bonuses shall be awarded, in particular, for activities and results directly relating to the activity of that Department; Institute Bonuses shall be awarded for the activities and results that go beyond one Department, relate to the activities of IAP as a whole or go beyond IAP;

(e) The Heads of the Departments may nominate employees for Institute Bonuses;

(f) The Heads of the Departments decide on the amount of Department Bonuses, the Director decides on the amount of Institute Bonuses;

(g) The Heads of the Departments and the Director shall inform the employees of the amount of bonuses awarded by them and the reasons why they were awarded, without undue delay after their awarding.

Remuneration for publishing activity and supervision of students' theses is regulated separately by the relevant Director's Order.

**3. I establish the Education Fund** (hereinafter referred to as the "Fund") in the Departments performing research activity provided that

(a) the Fund is intended in particular for professional training for researchers and other employees;

(b) the amount of the Fund shall be 10% of the amount allocated for the operation of the Department;

(c) the Head of the Department shall decide on the use of the Fund upon the request of an employee;

(d) increasing the share of the Fund in financing the operation of the Department shall be, if necessary, the responsibility of the Head of that Department;

(e) if the Fund is not exhausted in any Department by 31 October, the Head of that Department may use the money from the Fund also for some other purposes.

**4. I establish standing committees for the recruitment of new researchers** under the following conditions:

(a) In each Department performing research activity, one committee for the recruitment of employees in that Department shall be established;

(b) The committee shall comprise of the Head of the Department and two other employees of that Department who are appointed on a permanent basis by the Director upon proposal of the Head of the Department; the list of the members and chairs of the committees is attached as Annex 2 hereto;

(c) Should the salary of any recruited employee be paid from the project funds, the principal investigator or co-investigator of that project for IAP shall be another member of the committee (no matter from which Department the principal investigator or co-investigator are); if there are more such projects, the principal investigators or co-investigators of all these projects shall be the members of the committee;

(d) Discrimination for any reason in recruitment of new employees is unacceptable; examples of the reasons and manifestations of impermissible discrimination are attached as Annex 3 hereto.

5. This Guideline becomes effective on 1 January 2022.

In Prague, on 21 December 2021

Doc. RNDr. Radan Huth, DrSc.

Director of Institute of Atmospheric Physics of the Czech Academy of Sciences, v. v. i.

## **Annex 1 to Guideline No. 1/2021 On the Management of the Departments of the Institute and on Awarding Bonuses to Employees**

### **Indicative list of activities rewarded by bonuses**

Institute Bonuses are awarded for, without limitation:

- popularisation activity such as
  - lectures for the public, primary and high schools, non-university and non-academic institutions etc.;
  - presentation in media;
  - IAP's external presentation and organising such presentation, e.g. through the social network or the Institute's web page;
  - preparation of materials used for popularisation activity;
- organising whole Institute events such as seminars, workshops, lectures etc.;
- work in committees, boards and other IAP's bodies with no other compensation;
- work in committees, boards and other bodies of the Academy of Sciences or other institutions, scientific societies etc. with no other compensation;
- care for the IAP's internal infrastructure such as information technology, computer networks etc.;
- enterprising proposals aimed at rationalisation or other improvements within IAP.

Department Bonuses are awarded for, without limitation:

- particularly successful, proactive etc. solution of research and other tasks;
- exceptional reliability in performing tasks;
- enterprising proposals aimed at rationalisation or other improvements within the individual Departments;
- active effort to obtain projects, in particular international ones;
- professional, methodical and other guidance of students and other young workers;
- performing the duties of another employee for a long period of time.

## **Annex 2 to Guideline No. 1/2021 On the Management of the Departments of the Institute and on Awarding Bonuses to Employees**

### **Composition of the committees for the recruitment of new researchers**

#### Department of Meteorology:

Chair: RNDr. Pavel Sedlák, CSc.

Members: RNDr. Marek Kašpar, PhD., RNDr. Petr Zacharov, PhD.

#### Department of Climatology:

Chair: Mgr. Romana Beranová, PhD.

Members: doc. RNDr. Jan Kyselý, PhD., RNDr. Eva Pejchová Plavcová, PhD.

#### Department of Ionosphere and Aeronomy:

Chair: RNDr. Jan Laštovička, DrSc.

Members: Ing. Jaroslav Chum, PhD., Ing. Dalia Obrazová, CSc.

#### Department of Space Physics:

Chair: Ing. Ivana Kolmašová, PhD.

Members: prof. RNDr. Ondřej Santolík, Dr., Ing. Jan Souček, PhD.

#### Group of Numerical Simulations of Heliospheric Plasmas:

Chair: Ing. Štěpán Štverák, PhD.

Members: Mgr. Petr Hellinger, Dr., Ing. David Herčík, PhD.

## **Annex 3 to Guideline No. 1/2021 On the Management of the Departments of the Institute and on Awarding Bonuses to Employees**

### **Examples of reasons and manifestations of impermissible discrimination**

These include but are not limited to discrimination on the basis of gender, sexual orientation, family status and family situation, nationality, religion, age, race, health status, hair and eye colour, political belief or membership in political parties and other organisations, or a lack thereof.