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<h1 style="margin: 0;">CAREER CODE</h1> <h2 style="margin: 0;">for Non-Academic Staff</h2> <h3 style="margin: 0;">AMBIS university, a.s.</h3>		
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<b>First</b>		

## **Art. I Introductory Provisions**

- (1) The Career Regulation (hereinafter referred to as the "**Regulation**") governs the development procedures for employees who are not classified as academic staff (hereinafter referred to as "**employees**") of AMBIS University, a.s. (hereinafter referred to as "**AMBIS**").
- (2) The Regulation establishes principles, rules, and procedures for the career development and personal growth of AMBIS employees.
- (3) The aim of the Regulation is to create a transparent system for staff development, to support internal mobility, to increase work quality, and to strengthen employee motivation.

## **Art. II Scope**

- (1) The Regulation applies to all employees of AMBIS.
- (2) The Regulation is binding for all organizational units of AMBIS and is implemented in accordance with applicable legal regulations and AMBIS internal rules, as well as with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

## **Art. III**

- (1) The Regulation contributes to raising the level and expertise of AMBIS employees. It is aimed at improving quality and its management.
- (2) An employee may choose:
  - a career path towards specialized activities,
  - a path of developing professional competencies,
  - or a trajectory towards a managerial position.

## **Employee evaluation and development**

### **Art. IV Development Interview with the HR Director**

- (1) Every non-academic employee undergoes an individual development interview with the HR Director once a year.
- (2) The interview focuses mainly on:
  - overall satisfaction and motivation,
  - professional ambitions and plans,
  - feedback on working conditions and the team,
  - interest in training or internal mobility,
  - work-life balance.
- (3) The interview is confidential. Records are stored only in the HR department.

## **Art. V**

### **Evaluation Interview with the Direct Supervisor**

- (1) Each employee undergoes an evaluation interview with their direct supervisor twice a year.
- (2) The interview covers mainly:
  - performance evaluation and work results,
  - fulfillment of established goals,
  - teamwork and communication,
  - identification of development needs and potential,
  - proposal for training or change of job role.
- (3) The interview record serves as a basis for decisions on rewards and development.

## **Art. VI**

### **Internal Mobility**

- (1) All vacancies are offered to internal employees through an internal selection process.
- (2) Based on a development or evaluation interview with the HR Director or direct supervisor, an employee may be offered priority transfer to another position within internal mobility, if the change is consistent with their professional development, competencies, and organizational needs. Transfers are always carried out in agreement with the employee.
- (3) An employee may at any time express interest in changing position or department through the HR department.
- (4) In case of internal transfer, the following is ensured:
  - a. training and support from the new supervisor,
  - b. the possibility of salary adjustment after successful adaptation,
  - c. HR support in the role change process.

## **Art. VII**

### **Education and Training**

- (1) Employees may participate in training related to their job performance.
- (2) Training must be approved by the direct supervisor and the HR Director.
- (3) Priority is given to training focused on:
  - a. professional knowledge and systems (e.g., accounting, IT tools),
  - b. development of soft skills (e.g., communication, presentation),
  - c. managerial skills,
  - d. tools for greater efficiency (e.g., Excel, CRM systems).
- (4) The HR department may also offer internal workshops to enhance competencies across departments.

## **Art. VIII**

### **Support for Entering a Managerial or Senior Position**

- (1) Employees entering a managerial or senior position may use individual coaching with the HR Director.
- (2) Coaching includes:
  - a. preparation for the new role and responsibilities,
  - b. development of competencies in team leadership and work organization,
  - c. resolving specific situations associated with adaptation to the new role.
- (3) The recommended scope of coaching is 2 to 6 sessions during the first 2 to 3 months after starting the new position.

## **Art. IX**

### **Adaptation Process**

- (1) A new employee is assigned a “mentor” – an experienced colleague from the team.
- (2) Within 1 month of starting, an interview is held with an HR department representative to verify employee satisfaction.
- (3) After 2.5 months, an evaluation interview is held with the supervisor to assess adaptation.

## **Art. X**

### **Transparency of Career Advancement**

- (1) Criteria for promotion to a managerial or senior position include:
  - a. consistently high-quality work performance,
  - b. teamwork and proactivity,
  - c. ability to take responsibility,
  - d. motivation for personal development,
  - e. positive outcomes from evaluation interviews.
- (2) An employee may request the HR Director to create an individual development plan to prepare for a higher role.

## **Art. XI**

### **Recognition and Rewards**

Employees may be recognized for exceptional work results, proactive approach, improvement suggestions, willingness to help beyond their duties, or long-term high performance through one of the following forms:

- a. **non-financial benefit:** e.g., an extra day off, participation in an interesting training of their choice,
- b. **financial reward:** a one-time motivational bonus granted beyond regular evaluation,
- c. **public recognition:** thanks at a meeting, in the internal newsletter, or at a school event.

**Art. XII**

**Related Internal Regulations and Other Internal Legal Acts**

Statute of AMBIS.

**Art. XIII**

**Common, Transitional, and Final Provisions**

- (1) The Regulation is published in the AMBIS electronic repository, and all members of the academic community and other AMBIS employees have the right to consult it at any time.
- (2) Gender- neutral masculine forms are used in this Regulation to designate the persons involved.
- (3) This Regulation enters into force on the day of signing and becomes effective on the date indicated on the title page. It is binding for AMBIS employees and will be regularly updated in accordance with legislative requirements.

**Art. XIV**

**Distribution**

- (4) Copy No. 1 – Administrator’s copy.
- (5) Copy No. 2 – Loan copy.