

On the basis of paragraph 4 of Article 17 of the Public Sector Salary System Act (Official Gazette of the Republic of Slovenia, no. 95/07, official consolidated text, hereinafter referred to as "ZSPJS", as amended to 58/2008, 69/2008 ) and point 7 of paragraph 1 of Article 271 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia no. 90/2008, official consolidated text no. 6 (UPB6)), the Management Board of the University of Maribor adopted, at its 26<sup>th</sup> session of 22 December 2008, the following

## **RULES**

### **on the promotion of employees of the University of Maribor to salary grades**

#### **I. GENERAL PROVISIONS**

##### Article 1

(scope)

These Rules lay down the method and procedure for verification of compliance with the requirements for promotion of employees of the University of Maribor.

Under these Rules, promotion to salary grades shall not exclude simultaneous appointment to faculty ranks provided appointment requirements are met in accordance with relevant regulations of the University of Maribor governing promotion requirements and procedures.

Employees of the University of Maribor (hereinafter referred to as "University") may be promoted to salary grades every three years provided they meet the requirements for promotion.

##### Article 2

(definition of terms)

Under these Rules, the *responsible person* shall be either:

- the dean of a university member (for teaching staff and researchers)
- the director (for employees at other university members)
- the chief secretary (for administrative staff of the Rector's Office)

The term *period for promotion* shall mean a period calculated from the most recent promotion or from the initial employment at the University of Maribor, in which an employee receives three annual appraisals that facilitate his/her promotion.

The term *appraisal period* shall mean the period from 1 January to 31 December.

Job performance shall be evaluated by

Appraisals signed by the Rector shall be made by a three-member committee.

### Article 3

(promotion requirements)

The requirement for promotion shall be positively appraised job performance demonstrated in the previous period for promotion. Performance appraisal shall focus on the following elements:

- work results
- independence, creativity and accurateness
- reliability
- quality of cooperation and organization of work
- other job-related skills

Job performance elements are appraised as:

- above average
- average
- below average

A detailed description of criteria by job performance elements referred to in the first paragraph of this Article is given in Annex 1.

Performance appraisal:

- above average if between 62 and 100% of criteria are met
- average if between 22 and 61.9% of criteria are met
- below average if between 0 and 21.9% of criteria are met

A negative appraisal of teacher performance of employees occupying posts falling within group D shall mean that, in the current period for promotion, the employee falls in the lower 20% in relation to the average performance at the university member for the past two out of three years. When appraising performance, the weighted mean with regard to the percentage of teaching conducted at the university member shall be taken into account.

## **II. METHOD AND PROCEDURE FOR VERIFYING COMPLIANCE WITH PROMOTION REQUIREMENTS**

### Article 4

(verification of compliance with promotion requirements)

Method of appraisal by individual criteria:

- a) work results shall be appraised with regard to:
- professional competence – total of points under criterion A (Knowledge and professional competence shall be taken into account when determining the amount of the performance-related bonus for regular work.)
  - scope – planned volume of work already carried out, performance of additional tasks and ability to utilize working hours rationally
  - timeliness – requested or planned work results for each appraisal period of regular job performance

- b) Independence, creativity and accurateness shall be appraised with regard to:
- independence – the need to acquire detailed instructions and to be kept under supervision for each appraisal period of regular job performance
  - creativity – total of points under criterion E (Innovation shall be taken into account when determining the amount of the performance-related bonus for regular work.)
  - accurateness –frequency of errors and quality of work for each appraisal period of regular job performance
- c) Reliability shall be appraised as follows:
- total of points under criterion B – Quality and accurateness shall be taken into account when determining the amount of the performance-related bonus for regular work.
- d) Quality of cooperation and organization of work shall be appraised with regard to:
- cooperation – collaboration, teamwork, attitude towards colleagues and transfer of knowledge for each appraisal period of regular job performance
  - organization of work – total of points under criterion D (Volume and efficiency shall be taken into account when determining the amount of the performance-related bonus for regular work.)
- e) Other job-related abilities shall be appraised with regard to:
- interdisciplinarity –linking of knowledge from various fields and overview of one's own field of work for each appraisal period of regular job performance
  - attitude towards users of services – total of points under criterion C (Attitude to work and resources shall be taken into account when determining the amount of the performance-related bonus for regular work.)
  - communication – use of written and spoken language, the establishment of both internal and external social networks for each appraisal period of regular job performance
  - other – particularities of individual activities or professions in the public sector for each appraisal period of regular job performance

Compliance with promotion requirements shall be verified by means of the overall performance appraisal based on annual performance appraisals.

Annual performance appraisals shall be based on both the results of regular job performance appraisals under the collective agreement for the public sector and comparative appraisals with regard to other criteria.

The notification of annual performance appraisal to be submitted to employees upon payment of the salary for January shall be kept in the employee's personal file. It shall be used for determining the overall performance appraisal.

## Article 5

(appraisal procedure)

For employees of the University of Maribor who have completed a three-year period of promotion, the responsible person or the employee's superior, appointed by the responsible person, shall complete a work performance appraisal sheet, which is an integral part of these Rules (Annex II) and submit it to the personnel service at the university member/other university member/Rector's Office by 10 September each year at the latest.

If an employee is absent for three years, he cannot be promoted except in the case of maternity or childcare leave where the employee is promoted by one pay grade automatically.

Job performance may be appraised as above average if the sum of appraisals under the appraisal criteria shall be considered average and the employee's performance has been appraised as above average under at least three elements of job performance.

## Article 6

(verification of compliance with the requirements)

The procedure for verifying the fulfilment of conditions shall be carried out by 10 September each year when the responsible person shall propose a promotion or revision of the employee's employment contract in order to promote the employee to a higher salary grade. Conclusion of an annex shall be proposed in the event of a promotion of an employee occupying a post classified in the same tariff class. When an employee is transferred to another post in the same or a higher tariff class, a new employment contract shall be concluded.

Promotions may also be proposed by employees.

An employee shall be awarded a one-grade promotion provided that he/she has achieved an above average appraisal three times in a row.

On the proposal of the responsible person and on the basis of funding secured by the relevant organizational unit of the University, an employee who achieved above average appraisal under all elements of job performance shall be awarded a maximum two-grade promotion.

## Article 7

(promotion)

When a public employee fulfils the conditions for promotion to a higher salary grade, he/she shall be notified in writing of the promotion. Together with the notification, the employee shall receive in writing a proposed annex to the employment contract or a proposal for a new employment contract.

The employee shall receive a salary on the basis of the salary grade earned by a promotion from 1 October onward.

When a public employee is transferred to another post within the University of Maribor, the period for promotion shall not be stayed if the new post is classified in the same or lower tariff class.

#### Article 8

(promotions of employees falling within pay group B)

An employee from salary group B shall be awarded the number of potential three-year promotions for the post concerned if transferred to a new post after the termination of the term of office.

Performance appraisals of employees referred to in the first paragraph of this Article shall be determined as follows:

- for a year in which, pursuant to the general act laying down performance appraisals of directors engaged in various fields in the public sector, he/she received a regular work performance payment exceeding 50%, his/her appraisal shall be excellent/above average;
- for a year in which, pursuant to the general act laying down performance appraisals of directors engaged in various fields in the public sector, he/she received a regular work performance payment of up to 50%, his/her appraisal shall be very good/average;
- for a year in which, pursuant to the general act laying down performance appraisals of directors engaged in various fields in the public sector, he/she received no payment for regular work performance, his/her appraisal shall be good/average

A salary grade attained through promotions in accordance with this article shall not exceed the highest salary grade pertaining to a post or title to which an employee is assigned after the termination of the term of office.

After the termination of the term of office, employees referred to in the first paragraph of this Article shall not be promoted in accordance with this Article if dismissed for reasons of fault.

#### Article 9

(promotions of teaching staff occupying posts requiring a relevant appointment)

In the event of appointment to a higher faculty rank, an employee of the University of Maribor shall not be promoted to a higher tariff group or job title automatically in accordance with the appointed faculty rank. Consequently, a new employment contract

An employee who has been appointed to a higher faculty rank may be promoted to a higher tariff group or job title only on the basis of a proposal of the responsible person at the university member, an adequately systematised post and financial resources provided by the university member. Before the employee is transferred to a higher salary grade, the responsible person shall obtain the consent of the Rector. In

this case, the next period of promotion shall begin on the day the new employment contract has been concluded.

### **III. PROTECTION OF RIGHTS**

#### Article 10 (protection of rights)

Employees of the University of Maribor may claim the protection of rights concerning promotions under procedures and in the manner set out in in the Public Sector Salary System Act.

### **IV. TRANSITIONAL ANSD FINAL PROVISIONS**

#### Article 11

Employees of the University of Maribor whose period for promotion started before the commencement of the payment of salaries under the Public Sector Salary System Act and the adoption of these Rules, provisions of the Rules on Promotions of the University of Maribor (UM Announcements XVII – 1 – 1999) shall be taken into account for performance appraisals in the period from 1 October 2008 to the adoption of these Rules. On the basis of the aforementioned Rules, annexes in force at that time shall be completed. For the period after the adoption of these Rules, the relevant provisions of these Rules shall be taken into account. Employees of the University of Maribor who meet the requirements for promotion in accordance with the provisions of the Rules on Promotions (UM Announcements XVII – 1 – 1999) shall be promoted within 30 days from the adoption of these Rules.

After the commencement of the payment of salaries under the Public Sector Salary System Act and the adoption of these Rules, the appraisal sheet, which is an integral part of these Rules, shall be completed for all employees for the entire appraisal period for promotion from 1 January 2008 to 1 January 2009, which shall be based on performance appraisal by elements referred to in the first paragraph of Article 4 of these Rules, with the exception of employees to be promoted as of 1 January 2009. For employees lacking one appraisal in order to be promoted, the score shall be multiplied by a factor of 3/2.

Before obtaining three annual performance appraisals of above average, the responsible person shall, in accordance with the Public Sector Salary System Act, take into account the criteria laid down in Annex 1 when establishing the element of above average performance in order to determine the total sum of appraisals.

The period of promotion shall not be stayed upon the adoption of these Rules,

For employees of the University of Maribor who achieved the 5<sup>th</sup> promotion grade in accordance with the regulations in force until the adoption of the Public Sector Salary System Act and the Collective Agreement for the Public Sector, the period of promotion shall not be stayed upon adoption of these Rules. Such employees may be promoted in accordance with the first paragraph of Article 7 in the first

procedure of verification of compliance with promotion requirements under these Rules.

#### Article 12

These Rules shall enter into force on the fifteenth day following their publication in the Official Gazette of the Republic of Slovenia. Prior to publication, the University of Maribor must obtain the approval of the Higher Education Council of the Republic of Slovenia.

Chair of the Management Board

Assoc. Prof. Zmago Turk, PhD