

POZNAN UNIVERSITY OF TECHNOLOGY

REMUNERATION REGULATIONS FOR EMPLOYEES OF POZNAN UNIVERSITY OF TECHNOLOGY



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REMUNERATION REGULATIONS FOR EMPLOYEES OF POZNAN UNIVERSITY OF TECHNOLOGY

GENERAL PROVISIONS

§ 1

1. The Remuneration Regulations for Employees of Poznan University of Technology, hereinafter referred to as the "Regulations", set out the terms and conditions for remuneration for work and other work-related allowances, as well as the rules for their award and detailed qualification requirements for particular job positions.
2. The provisions of the Regulations apply to all employees of Poznan University of Technology.
3. The employer is obliged to familiarize each newly hired employee with the content of these Regulations before allowing him/her to commence work.
4. In matters related to determining the terms and conditions of remuneration for work and other work-related allowances and the rules for their award not included in the Regulations, one applies the provisions of the Labour Code, the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended) and other acts and legal provisions issued on their basis and contained in the University's internal normative acts.

§ 2

Whenever the Regulations refer to:

- 1) employer or University – it should be understood as Poznan University of Technology;
- 2) Act – it should be understood as the Act of 20 July 2018 - Law on Higher Education and Science;
- 3) Labour Code – it should be understood as the Act of 26 June 1974 - Labour Code;
- 4) Statutes – it should be understood as the Statutes of Poznan University of Technology;
- 5) Regulations – it should be understood as these Remuneration Regulations;
- 6) Work Regulations – it should be understood as the Work Regulations of Poznan University of Technology;
- 7) Organizational Regulations – it should be understood as the document that contains a description of the structure of the University;
- 8) Rector – it should be understood as the Rector of Poznan University of Technology,
- 9) employee – it should be understood as a person employed at Poznan University of Technology regardless of the type of employment contract concluded, both being and not being an academic teacher;
- 10) Professor's remuneration – it should be understood as the gross remuneration rate specified in the binding regulation issued on the basis of Article 137 section 2 of the Act;
- 11) individual remuneration – it should be understood as the gross remuneration rate of an employee determined on the basis of the type of work performed and the remuneration components;
- 12) employment contract – it should be understood as both an employment contract and an appointment;
- 13) subsidies – it should be understood as the financial resources referred to in Article 366 points 1 and 2 of the Act;
- 14) grants – it should be understood as funds other than the subsidy awarded to the University from the state budget;
- 15) organizational unit – it should be understood as organizational units specified in the Statutes, Organizational Regulations and Regulations of individual units of Poznan University of Technology.

§ 3

The Regulations specify, among others:

- 1) a table of monthly minimum base salary rates for academic teachers employed in the group of research and didactic staff, constituting Attachment No. 1;
- 2) a table of monthly minimum rates of base salary rates for employees who are not academic teachers, constituting Attachment No. 2;
- 3) a table of basic job positions, qualification requirements and minimum salary grade categories and the special-duty allowance of employees hired at administrative, economic, research-technical, engineering-technical positions, publishing activities and service employees, constituting Attachment No. 3;

- 4) a table of basic job positions, qualification requirements and minimum salary grade categories and the special-duty allowance of employees hired for the implementation of projects, constituting Attachment No. 4;
- 5) a table of basic job positions, qualification requirements and minimum salary grade categories and the special-duty allowance of library employees and employees dealing with scientific documentation and information, constituting Attachment No. 5;
- 6) a table of basic job positions, qualification requirements and minimum salary grade categories of employees hired at blue-collar positions, constituting Attachment No. 6;
- 7) a table of monthly minimum rates of the special-duty allowance for academic teachers, constituting Attachment No. 7;
- 8) a table of monthly minimum rates of the special-duty allowance for employees who are not academic teachers, constituting Attachment No. 8;
- 9) a table of monthly minimum rates of the special-duty allowance for employees hired in the library, constituting Attachment No. 9;
- 10) a table of minimum rates of remuneration of academic teachers for overtime work, constituting Attachment No. 10;
- 11) regulations for awarding bonuses to employees who are not academic teachers, constituting Attachment No. 11;
- 12) a template of the application for supplementary remuneration in a project (hourly, lump sum), constituting Attachment No. 12;
- 13) Table No. 1 – a method of calculating the hourly rate for determining the amount of supplementary remuneration in a project and Table No. 2 – maximum hourly rates for 1 calculation hour for determining the amount of supplementary remuneration in a project, constituting Attachment No. 13;
- 14) calculation of the hourly rate of supplementary remuneration in a project financed from external national and international sources, constituting Attachment No. 14.

2. TERMS AND CONDITIONS OF REMUNERATION FOR WORK

§ 4

1. Remuneration is paid for work performed. An employee is entitled to receive remuneration for the time when work is not performed only if it is specified in labour laws.
2. Remuneration for work should be set in a way that corresponds in particular to the type of work and qualifications required for its performance, and takes into account the amount and quality of work performed.
3. The amount of remuneration components is determined as part of the funds provided for personal remuneration in the operational and financial plan of the entity financing an employee's remuneration and in the operational and financial plan of the University.
4. The source of financing employees' remuneration may include: subsidies, targeted grants, entity grants, the University's own revenues and funds from projects implemented by the University, financed in particular using the resources from the National Science Centre (NCN), the National Centre for Research and Development (NCBiR) or other European projects, including Horizon 2020, Horizon Europe.
5. The base salary of an academic teacher and the sum of the base salary and the statutory bonus of an employee who is not an academic teacher for a full month's working time may not be lower than the minimum wage, the amount of which is determined by separate regulations.
6. A part-time employee is entitled to remuneration components in an amount proportional to the working time resulting from the employment relationship.
7. An employee may not waive the right to remuneration or transfer it to another person.
8. The final decision on the amount of the base salary, special-duty allowance and other components of the University employees' remuneration, taking into account in particular their qualifications, individual assessment, achievements, length of service, as well as the importance of the tasks entrusted, is made by the Rector.
9. In cases justified by the important interests of the University, the Rector may decide to determine the terms of remuneration on an individual basis. This applies in particular to individuals with outstanding scientific and professional achievements who perform tasks of significant importance to the University.
10. The Rector decides on the base salary of former Rectors, current Vice-Rectors, Deans, Directors of Centres and the Library, as well as the Chancellor and the Bursar.

11. The Rector determines by a separate decision the amount of the base salary increase awarded to employees in connection with obtaining the title of Professor, and the academic degrees of D.Sc. or Ph.D.
12. In particularly justified cases, the Rector may decide to exempt an employee who is not an academic teacher from qualification requirements regarding the level of education or length of service for a given position.
13. At an employee's request, the employer is obliged to make it possible to view the documents on the basis of which his/her remuneration is calculated.
14. The employer is obliged to protect the confidentiality of information regarding employees' individual remuneration and other benefits due to them. The provisions of the previous sentence do not apply to the remuneration of persons to whom the provisions on access to public information apply.
15. The amount of employees' individual remuneration is the employer's confidential information within the meaning of the provisions on combating unfair competition and is subject to the prohibition of disclosure by an employee and the University on the basis of reciprocity. The provision of section 14, the second sentence applies accordingly. The remuneration of the Rector, the Bursar and persons performing the functions of the University's bodies are public.
16. The Rector may allocate additional financial resources to increase remuneration from the payroll if the University has funds for this purpose from sources other than those specified in Articles 365 and 459 of the Act.
17. As part of the funds held, the Rector, on his own initiative or at the request of the Head of an organizational unit, may decide to increase the base salary of an employee.
18. If it is necessary to hire an employee from outside the University to carry out tasks in a project, the remuneration (taking into account all components of remuneration, including supplementary remuneration in a project) of such an employee may be determined on the basis of market rates. Remuneration based on market rates may also be set for a University employee who has been entrusted for a definite period of time with the execution of important tasks, including tasks in projects.
19. The general rules for effecting salary increases, for which the University has received additional targeted funds from the Ministry of Science and Higher Education, are determined by the Rector in consultation with the trade unions operating at the University.
20. The base salary, seniority allowance, special-duty allowance and task allowance are paid to an academic teacher in advance. The remaining components of remuneration are paid in arrears, after the settlement of work or tasks.
21. Employees who are not academic teachers are paid the entire salary in arrears.
22. The dates of payment of remuneration to employees are specified in the Work Regulations in § 64 in Part IV entitled "Payment of remuneration for work".

3. REMUNERATION COMPONENTS

§ 5

1. An employee's remuneration consists of:
 - 1) fixed remuneration components, which include:
 - a) base salary;
 - b) seniority allowance;
 - 2) variable remuneration components, listed in sections 2 and 3.
2. An academic teacher may receive variable remuneration components, such as:
 - 1) special-duty allowance;
 - 2) task allowance;
 - 3) supplementary remuneration in a project;
 - 4) one-off allowance;
 - 5) research allowance and didactic allowance;
 - 6) remuneration for overtime work;
 - 7) allowance for work performed in conditions that are harmful to health or uncomfortable;
 - 8) additional remuneration for:
 - a) work in the recruitment committee;
 - b) supervision of student internships;
 - c) tasks performed as part of projects financed from external national and international sources, for

- which no supplementary remuneration has been granted in a project.
- 9) additional annual remuneration – determined on the terms and in the amount specified in generally applicable regulations.
 3. An employee who is not an academic teacher may receive variable remuneration components, such as:
 - 1) special-duty allowance;
 - 2) task allowance;
 - 3) supplementary remuneration in a project;
 - 4) one-off allowance;
 - 5) research allowance and didactic allowance;
 - 6) allowances for work done:
 - a) overtime, on Sundays and public holidays and days-off;
 - b) during the second shift;
 - c) at night – determined on the terms and in the amount specified in generally applicable regulations;
 - 7) statutory bonus;
 - 8) allowance for work performed in conditions that are harmful to health or uncomfortable;
 - 9) additional remuneration for:
 - a) work in the recruitment committee;
 - b) tasks performed as part of projects financed from external national and international sources, for which no supplementary remuneration has been granted in a project;
 - 10) additional annual remuneration – determined on the terms and in the amount specified in generally applicable regulations.
 4. The University employees are entitled to holiday pay for the period of leave, as well as to allowances payable for periods of justified absence from work, in accordance with the terms and in the amount specified by applicable law (e.g. the Regulation of the Minister of Labour and Social Policy of 8 January 1997 on the detailed rules for granting leave, determining and paying remuneration for the period of leave, and the cash equivalent for unused leave (Journal of Laws of 1997, No. 2, item 14), the Regulation of the Minister of Labour and Social Policy on the manner of justifying absence from work and granting employees leave (Journal of Laws of 2014, item 1632), the Trade Unions Act (Journal of Laws of 2019, item 1632, as amended).

4. OTHER WORK-RELATED BENEFITS

§ 6

1. An employee is entitled to the following work-related benefits:
 - 1) service anniversary awards;
 - 2) one-off retirement severance pay or disability allowance;
 - 3) severance pay due to termination of the employment contract for reasons not related to employees;
 - 4) allowance for unused leave;
 - 5) work clothing laundry allowance;
 - 6) daily subsistence allowances and other allowances related to business trips;
 - 7) remuneration for the period of incapacity for work;
 - 8) other benefits provided for in special provisions.
2. An employee may be awarded a cash award called the "Rector's Award". The rules for granting the "Rector's Award" are set out in separate regulations.
3. An employee may be granted the Award of the Minister competent for higher education and science or the Award of the Prime Minister, in accordance with separate regulations.
4. An employee is entitled to receiving a subsidy for the purchase of corrective glasses on the terms specified in the Rector's ordinance.
5. An employee is entitled to remuneration for the commercialization of the results of scientific activities on the basis of the Regulations for the management of copyright and related rights as well as industrial property rights and principles of commercialization of the results of scientific activities of Poznan University of Technology.
6. If an employee dies in the period of employment or while receiving, after termination of employment, a benefit due to incapacity for work because of an illness, his/her family is entitled to receive a death benefit

from the employer.

7. An employee and another entitled person may have a right to a benefit from the Company Social Benefits Fund, in accordance with the Regulations of the Company Social Benefits Fund in force at the University.
8. Work-related benefits are determined on the terms and in the amount specified in generally applicable regulations.

Base salary

§ 7

1. The base salary of an employee is a fixed amount resulting from an individual employment contract or appointment.
2. The base salary is awarded to an employee depending on the group in which he/she is employed, the position held, and the functions performed.
3. The amount of an employee's base salary also depends on the type of work performed, the qualifications required for its performance, an employee's experience, length of service, skills and expertise, individual achievements, as well as the amount and quality of work performed, responsibility and effort associated with the performance of particular work and its importance for the employer. The amount of the base salary of an academic teacher may also depend on the results of the Employee Performance Review.
4. In the case of the requirement of hourly settlement of performed tasks, the hourly rate of remuneration is calculated as follows:
 - for an academic teacher - by dividing the fixed components including the special-duty allowance by 168;
 - for an employee who is not an academic teacher - by dividing the fixed components of remuneration, including the statutory bonus and the special-duty allowance, by the number of working hours in a given month.
5. If it is necessary to determine the average monthly working hours of an employee who is not an academic teacher, 168 is adopted.

§ 8

1. The amount of the monthly base salary of an academic teacher employed as:
 - 1) Professor – may not be lower than specified in the regulations issued on the basis of Article 137 section 2 of the Act;
 - 2) University Professor – may not be lower than 83% of the Professor's salary;
 - 3) Assistant Professor, Docent holding the academic degree of D.Sc. or Ph.D. or an appropriate degree in the field of art – may not be lower than 73% of the Professor's salary;
 - 4) Teaching Assistant, Instructor, Language Instructor, Senior Lecturer, Lecturer – may not be lower than 50% of the Professor's salary.
2. The amount of the minimum base salary of academic teachers employed on a full-time basis at individual positions and with specific qualifications is specified in Attachment No. 1.
3. The base salary of the Rector is determined by the minister competent for higher education at the request of the University Council. The base salary of the Rector may not be higher than 300% of the average base salary of persons employed at the University at the position in which the Rector is employed, calculated on the basis of the average salary for the calendar year preceding the year of the Rector's election.

§ 9

1. The amount of the monthly minimum base salary rates for non-academic staff employed on a full-time basis is set out in Attachment No. 2.
2. The table of basic positions, qualification requirements and minimum grade categories and the special-duty allowance for non-academic staff are set out in Attachments Nos. 3, 4 and 5.

§ 10

A part-time employee is entitled to the base salary in the amount proportional to the working time resulting from the employment relationship.

6. SENIORITY ALLOWANCE

§ 11

1. An employee is entitled to the seniority allowance in the amount of 1% of the base salary for each year of employment. The allowance is paid on a monthly basis, starting from the fourth year of employment, provided that the maximum amount of this allowance does not exceed 20% of the base salary.
2. If an employee acquires the right to the seniority allowance or to a higher rate of this allowance on the first day of the month – this allowance is due for this month.
3. If an employee acquires the right to the seniority allowance or to a higher rate of this allowance during the month – this allowance is awarded starting from the first day of the month following the month in which an employee acquired this right. In the event of employment at the University, the provisions of sections 2 and 3 apply accordingly.
4. An employee is entitled to the seniority allowance for days for which he/she receives remuneration and for days absent from work because of incapacity for work due to illness or the need to personally take care of a child or a sick family member, for which he/she retains the right to remuneration or receives a social security benefit.
5. The seniority allowance is paid on the dates of payment of remuneration for work.

§ 12

1. When determining the periods entitling to the seniority allowance, the following is taken into account:
 - 1) completed periods of employment;
 - 2) completed and documented periods of employment with a foreign employer;
 - 3) other periods taken into account under separate regulations as periods on which employee rights depend;
 - 4) periods of assistant preparatory studies, completed on the basis of the provisions on the terms and conditions for creating assistant preparatory studies in higher education institutions;
 - 5) periods of stays abroad resulting from a referral granted on the basis of the provisions on referring employees abroad for scientific, didactic and training purposes.
2. If an employee remains simultaneously in more than one employment relationship, the periods entitling to the seniority allowance are determined separately for each employment relationship. When determining the periods entitling to the seniority allowance, this part of the completed periods, listed in section 1 which coincide with periods of employment at the University, is not taken into account.
3. When determining the periods entitling to the seniority allowance referred to in section 1 point 1), employment certificates, and proofs of employment are taken into account, and when determining the periods referred to in section 1 points 3)-5), also other documents confirming this fact.
4. Documents referred to in section 1 point 2) drawn up in a foreign language should be submitted to the University together with their translation into Polish.
5. Periods that were credited to an employee on the basis of the provisions in force before the entry into force of the Regulations are included in the periods entitling to the allowance or a higher rate of the allowance on the existing terms.
6. In the absence of the documentation referred to in section 1 in an employee's personal file, the condition for awarding the seniority allowance is an appropriately documented right to this allowance by an employee.
7. In the case referred to in section 6, the seniority allowance is paid after an employee has documented the right to the allowance or its higher rate. The provisions of section 2 and 3 apply accordingly.

4. SPECIAL-DUTY ALLOWANCE

§ 13

1. The special-duty allowance is awarded to employees holding managerial positions, hired at positions related to team management, except that such a team may not consist of fewer than five people, including the person in charge. The term "team" means directly or indirectly subordinated employees whose professional subordination results from the organizational structure specified in the Organizational Regulations.
2. Employees who organize and manage the work of a brigade consisting of at least five people employed at blue-collar positions, including the Foreman, are entitled to the special-duty allowance in the amount not

exceeding 15% of the base salary resulting from personal classification.

3. The amount of the special-duty allowance is determined individually and depends on the number of team employees and the degree of complexity and importance of tasks related to the function performed. The special-duty allowance is awarded by the Rector on his own initiative or at the request of the Head of the organizational unit in which an employee is hired.
4. The special-duty allowance is due from the first day of assigning the function referred to in section 1 or 2, until the last day of the month in which the function was terminated.
5. In the case of part-time employment, the special-duty allowance is proportionate to the part-time working time.
6. The amount of the minimum special-duty allowance of an academic teacher, an employee who is not an academic teacher and an employee hired in the library or their sum in the event that an employee is entitled to more than one special-duty allowance is specified in Attachments No. 7, 8 and 9, but it may not exceed 67% of the Professor's salary.
7. The amount of the Rector's special-duty allowance may not exceed 100% of the Professor's salary. The Rector's special-duty allowance is determined by the minister competent for higher education and science at the request of the University Council.

§ 14

1. An employee is entitled to the special-duty allowance for the duration of justified absence from work, but not longer than for a period of three months of uninterrupted absence, subject to section 2.
2. The special-duty allowance is not awarded to an academic teacher during the period of suspension in the performance of duties on the basis of the provisions of the Act, from the first day of the month following the month in which the suspension took place.
3. An employee hired at a position related to team management loses the right to the special-duty allowance at the end of the calendar month, following the month in which the number of the team members headed by him/her was reduced to fewer than 5 people, including the team leader.
4. The special-duty allowance is paid on the dates of payment of remuneration for work.

8. TASK ALLOWANCE

§15

1. An employee may be awarded the task allowance for:
 - 1) temporary increase in professional duties;
 - 2) temporary assignment of additional tasks;
 - 3) specific nature of work performed;
 - 4) specific working conditions.
2. The task allowance is awarded for a fixed period of time, and its amount may not exceed 80% of the sum of the base salary and the special-duty allowance due to an employee.
3. The task allowance is awarded by the Rector:
 - 1) on his own initiative;
 - 2) at the request of an employee's immediate superior;
 - 3) at the request of the Head of another organizational unit, positively assessed by an employee's immediate superior.
 - 4) at the request of a project manager.
4. The allowance is awarded in the form of monthly additional remuneration in a fixed amount or at the rate resulting from an employee's hourly involvement in the performance of the tasks specified in section 1.
5. The allowance may be awarded if an organizational unit has funds for this purpose.
6. An employee may receive several allowances at the same time, provided that each of these allowances is awarded for a different scope of tasks and in total they do not exceed the sum specified in section 2.
7. An employee is entitled to the task allowance during his/her justified absence from work, but not longer than for a period of three months of uninterrupted absence.
8. If an employee fails to perform all or part of the tasks that justified the award of the task allowance, the payment of this allowance is stopped, the entitlement to its payment is suspended or its amount is reduced in proportion to the tasks performed.

9. The special-duty allowance is not awarded to an academic teacher during the period of suspension in the performance of duties on the basis of the provisions of the Act, from the first day of the month following the month in which the suspension took place.
10. The task allowance is awarded to the Rector by the University Council.
11. The special-duty allowance is paid on the dates of payment of remuneration for work.

9. SUPPLEMENTARY REMUNERATION IN A PROJECT

§ 16

1. An employee, taking into account the provisions of this §, is awarded supplementary remuneration in a project, hereinafter referred to as remuneration, for the temporary assignment of additional tasks within the framework of projects financed or co-financed from external national and international sources.
2. Supplementary remuneration may be awarded in the amount specified by:
 - 1) an hourly rate;
 - 2) a monthly lump sum.
3. Supplementary remuneration is awarded for a definite period, not longer than the duration of a given project.
4. Additional tasks within the framework of a project should be assigned to an employee in accordance with the applicable rules in a project, to the extent necessary for their performance, within the working time standards set by the Labour Code and the Work Regulations followed by an employee and should be documented with an appropriate scope of duties.
5. An employee may receive at the same time, subject to section 10, supplementary remuneration on account of the performance of several tasks, based on different scopes of duties.
6. Supplementary remuneration is awarded to an employee (also the Project Manager) by the Rector at the request of the Project Manager, approved by: the Director of an organizational unit implementing a project and the Dean (in the case of projects implemented in institutes) or the Chancellor (in the case of projects implemented in the central administration), as well as the Vice-Rector for Research.
7. The template of the application for supplementary remuneration is specified in Attachment No. 12. The application for supplementary remuneration for an employee who is not the Project Manager is accompanied by the scope of tasks signed by the Project Manager and an employee, and in the case of the application for remuneration for the Project Manager – the scope of tasks signed by him/her and his/her superior (Director/Dean/Chancellor/Vice-Rector for Research/Rector).
8. Supplementary remuneration may be awarded provided that adequate funds for this remuneration have been secured in the project budget together with additional annual remuneration and employer's social security contributions, contribution to the Labour Fund, payment to the ECP, write-off to the Social Insurance Fund, hereinafter jointly referred to as derivatives from supplementary remuneration, subject to section 9 point 2).
9. If:
 - 1) the funds provided in the project budget for the payment of supplementary remuneration are insufficient to award the planned supplementary remuneration in the amounts determined in accordance with the provisions of this §, the amount of hourly rates of remuneration calculated in accordance with the provisions of this § for employees entrusted with the performance of tasks in a project, subject to point 2, is reduced proportionally;
 - 2) there is lack of funds secured in the project budget for all derivatives from supplementary remuneration referred to in section 8, the award of remuneration is possible provided that these derivatives are financed by an organizational unit in which a given project is implemented.
10. The maximum number of hours for which supplementary remuneration may be awarded is determined in accordance with the provisions of the Work Regulations.

11. The hourly rate of supplementary remuneration is calculated in accordance with the rules set out in Attachment No. 14. The rate calculated in such a way, subject to section 19, also applies to the calculation of the monthly lump sum supplementary remuneration.
12. The rate calculated according to the rules set out in Table No. 1 of Attachment No. 13 may not exceed the rate for 1 hour specified in Table No. 2 of Attachment No. 13.
13. The working time of employees performing additional tasks is recorded in accordance with the requirements of a project, in particular in the form of monthly working time sheets. The working time sheet is confirmed once a month by the Project Manager, and in the case of the Project Manager by his/her superior (Director/Dean/Chancellor/Vice-Rector for Research/Rector).
14. Supplementary remuneration is paid monthly after the completion of the tasks for which it was awarded. In the case of supplementary remuneration paid at an hourly rate, the condition for their payment is the submission of a monthly working time sheet to the Human Resources Office, through the Project Manager.
15. The lump sum supplementary remuneration is not subject to reduction due to absence from work caused by illness, the need to personally take care of a child or other sick family member, or being on maternity leave for which an employee receives sick pay or social security benefits. Thus, this remuneration is not included in the basis for the calculation of allowances specified in the Act on Cash Benefits from Social Insurance in the Event of Sickness and Maternity.
16. If an employee fails to perform all or part of the tasks that constituted the basis for awarding lump sum monthly supplementary remuneration, its amount is reduced, its payment is stopped or the right to remuneration is suspended.
17. An application for reduction of the amount, stoppage of payment or suspension of supplementary remuneration is submitted by the Project Manager, and in the case of remuneration of the Project Manager – the Director of an organizational unit in which a given project is implemented or the Chancellor in the case of projects implemented in central administration units. Applications require the approval of the Vice-Rector for Research.
18. The provisions of this § do not apply to the calculation of remuneration:
 - 1) for tasks performed on behalf of economic (commercial) entities;
 - 2) financed from funds constituting the University's own contribution to a project.
19. The provisions of sections 11-12 do not apply in a situation where the rules for calculating remuneration related to the implementation of a project have been determined differently by a financing institution.

10. ONE-OFF ALLOWANCE

§ 17

1. An employee may be awarded the one-off allowance.
2. The decision on the amount and date of payment of the one-off allowance is made by the Rector, taking into account the current financial situation of the University. The amount of the one-off allowance may not exceed 100% of the sum of the base salary and an employee's special-duty allowance.
3. The one-off allowance is discretionary.
4. An employee is not entitled to a claim for not being awarded the allowance.
5. Limitations on the amount of the one-off allowance referred to in section 2 do not apply to the allowance financed from external national and international sources and to the allowance paid for scientific publications for which no scientific allowance is due.

11. RESEARCH ALLOWANCE AND DIDACTIC ALLOWANCE

§ 18

1. An employee may be awarded the research allowance and the didactic allowance.
2. The Regulations for awarding research allowances and didactic allowances are determined by the Rector through a separate ordinance.

12. REMUNERATION FOR OVERTIME WORK

§ 19

1. Academic teachers receive remuneration for overtime work referred to in Article 127 of the Act, in accordance with the rules set out in the Work Regulations.
2. Remuneration for overtime work is calculated according to the following principle: the difference between the hours worked by an academic teacher in a given academic year and the annual number of teaching hours assigned to him/her, multiplied by his/her remuneration rate for an overtime hour.
3. For overtime work, an academic teacher receives remuneration calculated at the rate per one calculation hour corresponding to 45 minutes.
4. The amount of rates for overtime work for individual positions in force in the next academic year is determined by the Rector and announced in an internal ordinance before the preparation of didactic workload plans.
5. The payment of remuneration for overtime work and additional remuneration (in accordance with § 46 of the Work Regulations) takes place once a year, after the end of the academic year, no later than by 15 November, on the basis of a report prepared by the Head of a unit, approved by the Dean and submitted directly to the Human Resources Office by 30 October.
6. The payment of remuneration for overtime work and additional remuneration may take place only after an academic teacher has confirmed the performance of didactic activities (signing the didactic activities assignment card).
7. The templates and rules for completing the documents are set out in the instruction contained in the "Application for creating didactic workload cards for academic teachers and preparing documents for reporting and financial settlement of overtime work and additional remuneration", constituting an attachment to the document circulation and control instruction.
8. In the case of assigning didactic classes to an academic teacher employed in a research group, a contract of mandate is concluded with him/her.
9. The Dean of a given faculty or the Director of a given centre informs the University authorities about the scope of the unit's teaching tasks by sending the following to the Analysis and Forecast Office:
 - didactic workload plan for a given academic year by 10 October each year,
 - execution of the didactic workload in a given academic year – after settling the tasks of a given academic year.
10. Remuneration for overtime work is not subject to conversion in the event of a change in rates after the settlement for a given period.
11. Remuneration for overtime work is not due to an academic teacher during the period of suspension in the performance of duties.
12. The overtime work of an academic teacher carried out in excess of his/her annual didactic workload does not constitute overtime work within the meaning of Article 151 § 1 of the Labour Code.
13. The amount of the minimum rates for overtime work for academic teachers is specified in Attachment No. 10.

13. ALLOWANCE FOR WORK PERFORMED IN CONDITIONS THAT ARE HARMFUL TO HEALTH OR UNCOMFORTABLE

§ 20

1. An employee may receive the allowance for work in conditions that are harmful to health or uncomfortable if there are factors harmful to health or are uncomfortable in the work process.
2. The allowance for work in conditions that are harmful to health or uncomfortable is awarded for each hour of work at positions where the threshold limit value (TLV) or permissible exposure limit (PEL) are exceeded, found as a result of the work environment tests carried out.
3. Conditions harmful to health or uncomfortable are seen as situations resulting from generally applicable regulations.
4. The allowance is awarded in the manner specified in the Rector's ordinance.

14. ADDITIONAL REMUNERATION

§ 21

1. Additional remuneration is paid to an employee for:
 - a) work in the recruitment committee;
 - b) supervision of student internships;
 - c) tasks performed as part of projects financed from external national and international sources, for which no supplementary remuneration has been granted in a project.
2. An employee retains the right to additional remuneration in full, i.e. remuneration is not reduced by the days for which an employee has the right to sick pay, the right to sickness allowance, care allowance, maternity allowance, rehabilitation allowance.

§ 22

1. The chair and members of the recruitment committee are entitled to additional remuneration for their work in the recruitment committee for full-time, part-time and doctoral studies.
2. Additional remuneration is paid for the recruitment procedure after the end of a given procedure.
3. The amount of additional remuneration depends on the number of candidates applying for studies, the number of candidates applying to the doctoral school, the function performed by an employee in the committee and may not exceed 35% of the minimum Professor's salary.
4. The decision on awarding additional remuneration referred to in section 1 is taken by the Rector.

§ 23

1. An academic teacher is entitled to additional remuneration in a given academic year in the amount not exceeding 33% of the minimum Professor's salary for managing or supervising student internships.
2. The decision on awarding additional remuneration referred to in section 1 is taken by the Dean.

§ 24

An academic teacher is entitled to remuneration in accordance with applicable regulations for acting as a supervisor, auxiliary supervisor and reviewer in the procedure for awarding the Ph.D. degree, the D.Sc. degree or the title of Professor, or being a member of the D.Sc. committee.

15. OVERTIME ALLOWANCE

§ 25

In the event of overtime work, an employee has the right to the overtime allowance in the amount and on the terms specified in the Labour Code and in § 41 of the Work Regulations.

16. ALLOWANCE FOR SECOND-SHIFT WORK

§ 26

An employee who is not an academic teacher referred to in § 50 sections 3, 4 and 5 of the Work Regulations, working in shifts, is entitled to an allowance in the amount of 10% of the hourly rate of base remuneration for each hour of work in the second shift

17. ALLOWANCE FOR WORKING AT NIGHT

§ 27

1. The night time at the University is specified in the Work Regulations.
2. An employee performing night work is entitled to additional remuneration for each hour of night work in the amount of 20% of the hourly rate of base remuneration, but not lower than the allowance determined on the basis of Article 151⁸ § 1 of the Labour Code.
3. The allowance for night work is paid on the date of payment on the basis of the working time sheets.

18. STATUTORY BONUS

§ 28

1. An employee who is not an academic teacher is awarded the statutory bonus.
2. The rules for awarding the statutory bonus are set out in Attachment No. 11.

19. ADDITIONAL ANNUAL REMUNERATION ("THIRTEEN SALARY")

§ 29

1. Employees are entitled to additional annual remuneration on the terms set out in the Act of 12 December 1997 on additional annual remuneration for employees in the public sector.
2. If an employee's base salary or any other remuneration component included in the base of the additional annual remuneration is financed from external funds, funds should be secured to cover additional annual remuneration.

20. SERVICE ANNIVERSARY AWARD

§ 30

1. An employee is entitled to the service anniversary award for their length of service.
2. The amount of the service anniversary award is:
75% of monthly salary – for 20 years of service;
100% of monthly salary – for 25 years of service;
150% of monthly salary – for 30 years of service;
200% of monthly salary – for 35 years of service;
300% of monthly salary – for 40 years of service;
400% of monthly salary – for 45 years of service.
3. The period of work entitling an employee to the service anniversary award includes all completed periods of employment and other periods if, on the basis of separate regulations, they are included in the period of work on which an employee's entitlement depends.
4. An employee is obliged to document his/her right to the service anniversary award.
5. Completed periods of employment are included in the service anniversary award in accordance with § 12 section 1, points 1)-5), sections 3 and 4.
6. If an employee is simultaneously in more than one employment relationship, the periods entitling to the service anniversary award are determined separately for each employment relationship.
7. When determining the periods entitling to the service anniversary award, the part of completed periods of employment with another employer where an employee is or was simultaneously hired and which coincide with the periods of employment at the University is not taken into account.
8. The basis for calculating the amount of the service anniversary award is the remuneration due to an employee on the day of its payment, and if it is more favourable for an employee – the remuneration due on the day of acquiring the right to the award, taking into account the components of remuneration and other benefits from the employment relationship adopted to calculate the cash equivalent for holiday leave.
9. If an employee has acquired the right to the service anniversary award, being employed in a different working time than on the day of its payment, the basis for calculating the amount of the award is the remuneration due to an employee on the day of acquiring the right to the award.
10. In the event of termination of the employment relationship due to retirement or disability, an employee who is less than 12 months from acquiring the right to the service anniversary award, counting from the date of termination of the employment relationship, is granted this award together with the last remuneration that is due to him/her.
11. If, on the date of entry into force of the provisions introducing the possibility of including periods not yet included in an employee's entitlement to employee allowances, an employee's entitlement to two or more awards expires, he/she will be paid only one award – the higher one.
12. An employee who, on the date of entry into force of the provisions referred to in section 11, has a period longer than required for receiving the award of a given grade, and within 12 months from that date the period entitling him/her to acquire a higher grade award expires, the lower award is paid in full, and on the day of acquiring the right to a higher award – the difference between the amount of the higher award and the

amount of the lower award.

13. The provisions contained in sections 11 and 12 apply if on the date on which an employee documented his/her right to the award he/she was entitled to a higher grade award or if an employee acquires this right within 12 months from that date.

21. AWARDS

§ 31

1. For achievements in professional work, academic teachers and employees who are not academic teachers may receive the "Rector's Award" as part of the funds referred to in Article 145 section 2 points 1) and 2) of the Act.
2. Funds for the Rector's Awards are calculated in the amount of:
 - 1) 2% of the annual funds planned by the University for personal remuneration for academic teachers,
 - 2) 1% of the annual funds planned by the University for personal remuneration for employees who are not academic teachers.
3. The rules and mode for granting awards referred to in section 1 is determined by the Rector through a separate ordinance.
4. An employee may be granted the Award of the Minister competent for higher education and science or the Prime Minister's Award in accordance with separate regulations.

22. RETIREMENT OR DISABILITY SEVERANCE PAY

§ 32

1. An academic teacher for whom the University is the primary place of work, retiring or receiving a disability benefit, is entitled to the one-off severance pay in the amount of 300% of the base salary received for the last full month of employment.
2. An academic teacher for whom the University is not the primary place of work, retiring or receiving a disability benefit, is entitled to the one-off severance pay in the amount of one month's salary.
3. An employee who is not an academic teacher, retiring or receiving a disability benefit, is entitled to the one-off severance pay in the amount of 300% of the base salary received for the last full month of employment.
4. An employee who has received the severance pay cannot acquire the right to receive it again.

23. SEVERANCE PAY DUE TO TERMINATION OF THE EMPLOYMENT CONTRACT FOR REASONS NOT RELATED TO AN EMPLOYEE

§ 33

1. In the event of termination of the employment contract with an employee in the circumstances specified in the provisions on special rules for terminating employment relationships with an employee for reasons not related to employees, in particular in connection with the liquidation of the workplace, an employee is entitled to the severance pay in the amount of:
 - 1) one-month salary if an employee had been employed at the University for less than 2 years;
 - 2) two-month salary, if an employee had been employed at the University from 2 to 8 years;
 - 3) three-month salary if an employee had been employed at the University for more than 8 years.
2. The severance pay is determined in accordance with the rules in force when calculating the cash equivalent for annual leave.
3. The amount of the severance pay may not exceed the amount of 15 times the minimum remuneration for work, determined on the basis of separate provisions, in force on the date of termination of the employment relationship.
4. For all matters not covered by these Regulations, the provisions on special rules for terminating employment relationships with an employee for reasons not related to employees apply.

24. HOLIDAY PAY

§ 34

1. An academic teacher is entitled to remuneration, hereinafter referred to as "holiday pay", during:
 - 1) a sabbatical and other types of leave granted by the Rector pursuant to Article 130 of the Act;
 - 2) health restoration leave granted on the basis of Article 131 section 1 of the Act;
 - 3) annual leave.
2. The holiday pay is determined taking into account the remuneration and other benefits from the employment relationship, excluding:
 - 1) one-off or non-periodic payments for the performance of a specific task or for a specific achievement, including reviews;
 - 2) remuneration for annual leave;
 - 3) cash equivalent for the period of unused annual leave;
 - 4) service anniversary awards;
 - 5) Minister's Awards;
 - 6) Rector's Awards;
 - 7) other awards;
 - 8) retirement or disability severance pays;
 - 9) additional annual remuneration;
 - 10) remuneration for the period of incapacity for work due to illness or isolation due to an infectious disease;
 - 11) remuneration and compensation that an academic teacher is entitled to in the event of the termination of employment.
3. The holiday pay of an academic teacher is the sum of remuneration:
 - 1) in the part determined on the basis of remuneration components specified in monthly rates in a fixed amount and remuneration components specified as a percentage of these rates, taken into account in the amount due in the month when an academic teacher goes on leave;
 - 2) in the part determined on the basis of variable remuneration components – variable remuneration components are calculated on the basis of the average remuneration of an academic teacher from the period of 12 months preceding the month of commencement of leave, and if the employment lasted shorter, the average remuneration is calculated from the entire employment period taking into account the rates applicable on the day of commencement of leave, in accordance with section 5.
4. The holiday pay for one day of holiday leave in the part determined on the basis of fixed remuneration components is calculated by dividing the sum of these components due in the month of going on leave by 21. The remuneration for one day of leave calculated in this way is multiplied by the number of days of this leave.
5. The holiday pay for one day of holiday leave in the part determined on the basis of variable remuneration components is calculated by dividing the assessment basis specified in section 3 point 2) by 251. If an academic teacher has been employed for less than 12 months, the assessment basis is divided by the number of working days falling during the period of his/her employment. The remuneration for one day of leave calculated in this way is multiplied by the number of days of this leave.
6. An employee who is not an academic teacher is entitled to remuneration for the period of:
 - 1) leave and being away from work referred to in Article 196 section 1 and Article 223 section 1 of the Act;
 - 2) annual leave.
7. For the period of leave, an employee is entitled to remuneration that an employee would have received if he/she had worked during this time. Fixed remuneration components and variables specified in the fixed monthly rate are taken into account in the amount due in the month an employee is on leave.
8. Remuneration variable components are calculated on the basis of the average salary over a period of three months preceding the month in which the leave begins; in cases of significant fluctuations in the amount of remuneration, this period may be extended to 12 months.
9. The remuneration referred to in section 6 is calculated on the terms set out in the Regulation of the Minister of Labour and Social Policy of 8 January 1997 on detailed rules for granting holiday leave, determining and paying remuneration for holiday time and the cash equivalent for leave (Journal of Laws No. 2, item 14, as amended).

25. EQUIVALENT FOR UNUSED LEAVE

§ 35

1. If the leave entitlement is not used in whole or in part due to the termination or expiration of the employment relationship, an employee is entitled to the cash equivalent.
2. In the case of academic teachers, the cash equivalent for the period of unused annual leave is determined by applying the rules in force when calculating remuneration for annual leave.
3. In the case of employees who are not academic teachers, the cash equivalent for the period of unused leave is determined in accordance with the applicable law on the basis of the Regulation of the Minister of Labour and Social Policy of 8 January 1997 on detailed rules for granting leave, determining and paying remuneration for leave and the cash equivalent for leave (Journal of Laws No. 2, item 14).
4. The employer is not obliged to pay the cash equivalent for unused leave in the event that the parties decide to use the leave during an employee's adherence to the employment relationship on the basis of another employment contract concluded with the University immediately after the termination or expiry of the previous employment contract.

26. REMUNERATION FOR THE PERIOD OF INCAPACITY FOR WORK

§ 36

1. For the period of an employee's incapacity for work as a result of:
 - 1) illness or isolation due to an infectious disease – lasting a total of up to 33 days during the calendar year, and in the case of an employee who is over 50 years of age – lasting a total of up to 14 days during the calendar year – an employee retains the right to 80% of remuneration;
 - 2) an accident on the way to or from work or an illness while pregnant during the period specified in point 1), an employee retains the right to receive 100% of his/her remuneration;
 - 3) undergoing necessary medical examinations for potential cell, tissue and organ donors, and undergoing the cell, tissue and organ removal procedure, during the period specified in point 1), an employee retains the right to receive 100% of his/her remuneration.
2. The remuneration referred to in section 1 is calculated in accordance with the rules applicable in separate provisions when determining the sickness benefit assessment basis and paid for each day of incapacity for work, excluding days off.
3. The remuneration referred to in section 1 is not paid if an employee is not entitled to receive the sickness benefit.
4. For the period of incapacity for work referred to in section 1, lasting in total longer than 33 days during the calendar year, and in the case of an employee over 50 years of age, lasting in total longer than 14 days during the calendar year, an employee is entitled to receive the sickness benefit as specified in separate regulations.
5. The provisions of sections 1 and 4, in the part concerning an employee who is over 50 years of age, apply to an employee's incapacity for work after the calendar year in which an employee reached the age of 50.
6. The special-duty allowance and task allowance are awarded during justified absence from work, but not longer than for the period of three months a year. The allowances referred to in the previous sentence do not constitute the basis for determining remuneration for the period of incapacity for work referred to in section 1. After three months, the basis for determining the sickness benefit is not recalculated, and the amount of the allowance, if it is still due, is included in the basis of the allowance.

27. DAILY SUBSISTENCE ALLOWANCES AND OTHER ALLOWANCES RELATED TO BUSINESS TRIPS

§ 37

1. An employee, who carries out work-related tasks on the employer's orders outside the place where the employer's registered seat is located, or outside the permanent place of work, is entitled to obtain allowances to cover the costs associated with business trips.
2. On account of a business trip, an employee is awarded allowances on the terms and in the amount resulting from separate regulations.

28. WORK CLOTHING LAUNDRY ALLOWANCE

§ 38

1. An employee is entitled to the work clothing laundry allowance on the terms specified in the Rector's separate ordinance.

29. COMPANY SOCIAL BENEFITS FUND

§ 39

1. Employees and other entitled persons are entitled to cash benefits from the Company Social Benefits Fund.
2. The types of allowances as well as the rules and procedures for their awarding are specified in the Regulations of the Company Social Benefits Fund, determined by the Rector in consultation with the trade unions operating at the University.
3. The contribution to the Company Social Benefits Fund is made in accordance with the provisions of the Act.

30. DEATH BENEFIT

§ 40

1. If an employee dies in the period of employment or while receiving, after termination of employment, an allowance on account of incapacity for work because of an illness, an employee's family members are entitled to receive the death benefit from the employer.
2. The amount of the benefit referred to in section 1 depends on an employee's period of employment at the University and amounts to:
 - 1) one month's salary if an employee had been employed for less than 10 years;
 - 2) three months' salary if an employee had been employed for at least 10 years;
 - 3) six months' salary if an employee had been employed for at least 15 years.
3. The death benefit is determined in accordance with the rules in force when calculating the cash equivalent for annual leave.
4. The following members of an employee's family are entitled to receive the death benefit:
 - 1) spouse;
 - 2) other family members who meet the conditions required to receive the survivor's benefit under regulations on pensions and benefits from the Social Insurance Fund.
5. The death benefit is divided equally among all family members entitled to receive it.
6. If a deceased employee is survived by only one family member entitled to receive the death benefit, this family member is entitled to receive a half of the relevant amount specified in section 2.

31. FINAL AND TRANSITIONAL PROVISIONS

§ 41

1. The content of these Regulations has been agreed with the trade unions representing the University's employees.
2. With the entry into force of the Regulations, the internal acts of the University which covered issues related to the remuneration of employees, as long as they were regulated in these Regulations, cease to apply.
3. Employees who are in the employment relationship with the University at the time of entry into force of these Regulations acquire the right to the allowances listed in the Regulations on the terms specified therein.
4. Employees who are not academic teachers and who on the date of entry into force of the Regulations do not meet the qualification requirements set out in the attachments remain hired at their current positions.

§ 42

1. The awarded periodic components of remuneration, including special allowances and the so-called allowances from extra-budgetary funds are paid on the existing terms in the amount and for the period for which they were awarded.
1. The immediate superior is obliged to familiarize employees with the provisions of the Regulations.

2. The Regulations are communicated to employees by placing them on the University's intranet website.
3. Each newly hired employee confirms that they have read these Regulations by submitting a statement to the Human Resources Office, which is then included in an employee's personal file.

§ 44

Changes in the relevant ordinances concerning the research allowance, didactic allowance and Rector's Awards are subject to be agreed upon with the trade unions operating at the University.

§ 45

The extent not covered by the Regulations is subject to generally applicable provisions. Any amendments to the Regulations will be made in writing in the manner required for their establishment.

§ 46

The Remuneration Regulations enter into force on 15 April 2023.

**Table of monthly minimum rates of base salary
of academic teachers hired in a group of
research-didactic, research and didactic employees**

No.	Position	% of the Professor's base salary	Minimum base salary rate (in PLN)
1.	Professor	100%	7,210.00
2.	University Professor holding the academic degree of D.Sc. or Ph.D.	83%	5,985.00
3.	Assistant Professor, Docent * holding the academic degree of D.Sc. or Ph.D.	73%	5,264.00
4.	Teaching Assistant, Language Instructor, Instructor, Senior Lecturer, * Lecturer	50%	3,605.00

** persons employed as Docent, Senior Lecturer remain at these positions until the end of the employment period*

**Table of monthly minimum rates of base salary
of employees who are not academic teachers**

Group category	Base salary minimum rate (in PLN) from 01.01.2023	Base salary minimum rate (in PLN) from 01.07.2023
I-IV	2,910.00	3,000.00
V	3,000.00	3,100.00
VI	3,200.00	3,300.00
VII	3,400.00	3,500.00
VIII	3,600.00	3,700.00
IX	3,800.00	3,900.00
X	4,000.00	4,100.00
XI	4,300.00	4,400.00
XII	4,600.00	4,700.00
XIII	4,900.00	5,000.00
XIV	5,500.00	5,700.00

Table of basic job positions, qualification requirements and minimum salary grade categories and special-duty allowance of administrative, economic, research-technical, engineering-technical employees, publishing and service activities

No.	Position ¹⁾	Minimum qualification requirements		Category	
		education	number of working years	minimum grade	special-duty allowance
1.	Chancellor	Master's degree	8, including 5 in a managerial position	X	5-8
2.	Bursar	Master's degree	8, including 4 in a managerial or independent position	IX	4-7
3.	Deputy Chancellor	higher	8, including 4 in a managerial or independent position	IX	4-7
4.	Deputy Bursar	higher	6, including 3 in a managerial or independent position	VIII	3-6
5.	Director	higher	7	VIII	3-6
6.	Deputy Director	higher	6	VII	3-6
7.	Head of the Department, Office Manager, Centre Manager, Publishing Manager, Head of the University Archives, Head of the Student Housing Complex, Faculty Head of Administration or other separate organizational unit	higher	5	VII	2-6
8.	Deputy Head of the Department, Office Deputy Manager, Centre Deputy Manager, Section Deputy Head or other separate organizational unit	higher	5	VI	2-6
9.	Legal Adviser	according to separate regulations		VII	2-6
10.	Internal Auditor	according to separate regulations		VII	2-6
11.	Plenipotentiary for the Protection of Classified Information	according to separate regulations		VII	1-3
12.	Data Protection Officer	higher	5	VII	2-6
		according to separate regulations			
13.	Patent Agent	according to separate regulations		VII	2-6
14.	Chief Administrative Specialist, Chief Financial Specialist, Chief	higher	5	VII	2-6

	Bookkeeping Specialist, Chief Economic Specialist, Chief IT Specialist, Chief Project Specialist, Chief Didactics Specialist, Chief Research-Technical Specialist, Chief Engineering-Technical Specialist, Network Administrator, Holiday Resort Manager or other equivalent positions				
15.	Chief Specialist for Health and Safety at Work and Fire Safety	according to separate regulations		VII	2-6
16.	Senior Administration Specialist, Senior Financial Specialist, Senior Bookkeeping Specialist, Senior Economic Specialist, Senior IT Specialist, Senior Project Specialist, Senior Research-Technical Specialist, Senior Engineering-Technical Specialist, Senior Didactics Specialist, Senior Research Specialist, Senior Editor, Holiday Resort Manager or other equivalent positions	higher	5	VI	2-5
17.	Senior Specialist for Health and Fire Safety	according to separate regulations		VI	2-5
18.	Administration Specialist, Financial Specialist, Bookkeeping Specialist, Economic Specialist, IT Specialist, Project Specialist, Research-Technical Specialist, Engineering-Technical Specialist, Didactics Specialist, Research Specialist, Editor, Dormitory Supervisor, Facility Administrator, Senior Foreman or other equivalent positions	higher	3	V	2-4
		secondary	8		
19.	Health and Fire Safety Specialist	according to separate regulations		V	2-4
20.	Independent Administrative Clerk, Independent Financial Clerk, Independent Economic Clerk, Independent IT Clerk, Independent Bookkeeping Clerk, Independent Technician, Independent IT Of-	higher	2		
		secondary	4	III	

	ficer, Independent Technologist, Independent Constructor, Independent Foreman or other equivalent positions				
21.	Senior Administrative Clerk, Senior Financial Clerk, Senior Economic Clerk, Senior Bookkeeping Clerk, Senior IT Clerk, Senior Technician, Senior IT Officer or other equivalent positions	higher	-	II	
		secondary	2		
22.	Senior Construction Supervision Inspector	according to separate regulations		IV	
23.	Senior Inspector for Health and Fire Safety	according to separate regulations		IV	
24.	Investment Supervision Inspector	according to separate regulations		IV	
25.	Health and Safety Inspector	according to separate regulations		IV	
26.	Fire Safety Inspector	according to separate regulations		IV	
27.	Administrative Clerk, Financial Clerk, Bookkeeping Clerk, Economic Clerk, IT Clerk, Technical Clerk, Technician, IT Officer, Storekeeper or other equivalent positions	secondary	-	II	
28.	Property Protection Officer	Secondary/vocational	0/2	II	
29.	Technical Support, Administrative Support, Laboratory Technician or other equivalent positions	vocational	-	I	
30.	Maintenance Worker, Senior Porter, Teaching Rooms Cleaner, Senior Cloakroom Attendant, Support Staff Member, Senior Room Attendant, Tailor or other equivalent positions	primary	-	I	

* an extension may be added to a job position indicating the scope of matters that an employee deals with

Attachment No. 4
to the Remuneration Regulations

Table of basic job positions, qualification requirements and minimum salary grade categories and special-duty allowance of employees hired to implement projects

No.	Job position *	Minimum qualification requirements		Category	
		education	number of working years	minimum grade	special-duty allowance
1.	Head/Deputy	higher	5	VII	2-6
2.	Researcher/Expert	higher	5	VII	2-6
3.	Project Manager	higher	3	VII	2-6
4.	Substantive employee in the field of administrative, technical, IT and other equivalent types of work	higher/secondary	-	II	

* an extension may be added to a job position indicating the scope of matters that an employee deals with

Table of basic job positions, qualification requirements and minimum grade categories and special-duty allowance for library employees and employees dealing with scientific documentation and information

No.	Job position	Qualification requirements		Minimum grade category	Category of the special-duty allowance
		education	number of working years and minimum qualification requirements		
1	2	3	4	5	6
1.	Certified Curator *	higher	10 years of work in a scientific library, an appropriate state exam, publication output in the number of min. 5 items and all requirements related to library curators (no possibility of further promotion and employment at this position)	VII	2-6
2.	Senior Library Curator	higher	10 years in a scientific library, Master's degree in the field of library science and scientific information or: Master's degree and postgraduate studies in the field of library science and scientific information or other related to the specialization or: holding an academic degree or: qualifications of a certified curator, command of a foreign language, publication output: at least 2 publications in the field of library science and scientific information or related sciences connected with the specialization of the library or: active participation in conferences in the field of broadly understood library science or scientific information or related sciences connected with the specialization of the library (2 papers presented), documented record related to organizational activities	VI	2-6
3.	Library Curator	higher	8 years in a scientific library, Master's degree in the field of library science and scientific information or: Master's degree and postgraduate studies in the field of library science-scientific information or other related to the specialization or: holding an academic degree	V	2-6
4.	Senior Librarian	higher	5 years in a scientific library, external practice of 36 hours in a scientific library other than the parent library	IV	2-6
5.	Librarian	higher/ Bachelor's degree	internal practice of 20 hours, documented development and/or professional activity	III	

* employees hired as Certified Curator remain at this position until the end of the employment period

Table of basic job positions, qualification requirements and minimum grade categories of employees hired at blue-collar positions

No.	Qualification requirements	Minimum grade category
1	2	3
1.	Workers without vocational training	I
2.	Trained workers with professional skills in the scope needed to perform auxiliary work	I
3.	Skilled workers with professional skills to the extent required to perform work under supervision or independently	II
4.	Workers with vocational training to perform independent work of a complex nature	III
5.	Highly qualified workers, holding a diploma of technician or master craftsman in the profession in which they perform independently difficult and precise work	IV
6.	Passenger Car Driver – according to separate regulations	IV

Attachment No. 7
to the Remuneration Regulations

Table of monthly minimum rates of the special-duty allowance for academic teachers

No.	Special duty	Minimum rate of the special-duty allowance (in PLN)
1.	Vice-Rector	2,500.00
2.	Director of the Doctoral School	2,000.00
3.	Dean – Chair of the Discipline Council	2,000.00
4.	Vice-Dean, Director of the Institute, Director of the Centre	1,000.00
5.	Deputy Director of the Institute, Deputy Director of the Centre	600.00
6.	Head of the Division	500.00

**Table of monthly minimum rates of the special-duty allowance
for employees who are not academic teachers**

No.	Category of the Special-duty allowance	Minimum rate of the special-duty allowance (in PLN)
1.	1	100.00
2.	2	200.00
3.	3	300.00
4.	4	400.00
5.	5	500.00
6.	6	600.00
7.	7	900.00
8.	8	1,200.00

**Table of monthly minimum rates of the special-duty allowance
for employees hired in the library**

No.	Special duty	Minimum special-duty allowance rate (in PLN)
1	Director of the Library	1,200.00
2	Deputy Director of the Library	600.00
3	Head of the section in the Library	300.00

**Table of minimum rates of remuneration for academic teachers
for overtime work**

No.	Job position and qualifications	Minimum rate for an overtime hour (% of the Professor's salary)	Overtime hour rate*
1.	Professor	1.3%	100.00
2.	University Professor holding the academic degree of D.Sc. and Ph.D.	1.0%	85.00
3.	Assistant Professor holding the academic degree of D.Sc.	1.0%	85.00
4.	Assistant Professor, Docent holding the academic degree of Ph.D.	0.8%	73.00
5.	Teaching Assistant, Instructor, Language Instructor, Senior Lecturer, Lecturer	0.5%	50.00

* the amount of rates for overtime work carried out by persons who are not academic teachers is determined by the Rector through a separate ordinance

**Regulations for awarding bonuses to employees of Poznan University of Technology
who are not academic teachers**

§ 1

These Regulations establish the rules and procedure for the distribution of the Bonus Fund and awarding statutory bonuses to employees who are not academic teachers.

§ 2

A bonus is an expression of the assessment of the performance of duties and official tasks in the month for which it is awarded. Its aim is to increase motivation for efficient and faultless work and to stimulate any initiative aimed at improving the organization of work.

§ 3

A special fund, constituting 5% of the created Bonus Fund, is created at the Rector's disposal.

§ 4

1. A bonus is awarded to individual employees every month by Directors and Heads of organizational units based on the assessment of work results.
2. A bonus for Heads of organizational units of the central administration is awarded by the Rector, at the request of the Chancellor, in consultation with the Vice-Rectors or on his own initiative.
3. A bonus is awarded to the Bursar by the Rector, for whom he also determines the amount of the bonus on his own initiative.
4. A monthly individual bonus may not exceed 80% of an employee's base salary and special-duty allowance.

§ 5

Employees are evaluated by the Director or Head of a given organizational unit, taking into account the following criteria:

- 1) quality of the performance of tasks assigned,
- 2) complexity of work, degree of difficulty and conditions for its performance,
- 3) use of working time and increasing its efficiency,
- 4) organization of one's own work and work of subordinate employees and introduction of improvements,
- 5) showing initiative in solving complex issues,
- 6) work discipline,
- 7) rational use of entrusted property,
- 8) economical use of materials (spare parts), energy, means of communication, etc.,
- 9) observance of the principles of social and friendly coexistence,
- 10) compliance with health and fire safety regulations.

§ 6

1. A bonus is awarded for the time worked and for holiday leave.
2. A monthly bonus is not available in full in the case of:
 - 1) non-performance of work on the basis of sick leave or unpaid leave, lasting more than 50% of working time in a given month,

- 2) unjustified absence from work and non-compliance with work discipline,
 - 3) showing up for work in a state indicating alcohol consumption or alcohol consumption during work,
 - 4) proven misappropriation of property owned by Poznan University of Technology,
 - 5) identified abuse of social benefits,
 - 6) improper and untimely performance of work, resulting from the scope of duties, as well as specified by the supervisor's order,
 - 7) punishing an employee with a warning or disciplinary reprimand,
 - 8) failure to comply with the rules and regulations in the field of health and fire safety causing a direct threat to an employee's health and life,
 - 9) causing damage by fault to the property of Poznan University of Technology or to the property for which Poznan University of Technology is responsible.
3. Not awarding a bonus does not constitute a penalty in the light of the provisions of the Labour Regulations and the Labour Code and may be applied regardless of statutory penalties imposed upon an employee for violating the order and discipline of work.

§ 7

1. Bonus amounts not used in a given month are transferred to the next month and should be used no later than by the end of a given quarter. The amount of a monthly bonus for employees of a given organizational unit may not exceed 50% of the amount awarded for a given quarter.
2. A bonus is awarded on a monthly basis and paid on the payment date.
3. A bonus paid under these Regulations is included in the basis for calculating sickness benefits.

§ 8

Bonus applications prepared by individual organizational units should be submitted to the Human Resources Office by the 10th of each month for the previous month.

§ 9

1. The Bonus Fund is created as part of the funds held by Poznan University of Technology for personal salaries, taking as a basis the base salary of employees subject to bonuses.
2. The Human Resource Office, according to the percentage determined for a given quarter in relation to the base salary of employees subject to bonuses, divides the Bonus Fund into individual organizational units according to the current employment rate.
3. The percentage rate referred to in section 2 is set for quarterly periods by the Chancellor depending on the financial possibilities of Poznan University of Technology.

Application for supplementary remuneration in a project (hourly, lump sum)

Employee's first name and surname:	
Position:	
Organizational unit implementing the project:	
Project title and No.:	
Role played in the project from Table No. 1 of Attachment No. 13:	
Financial dimensions (cost centre, allocation account, funding source):	

Type of supplementary remuneration:	hourly*	lump sum*	lump sum (referred to in § 16 section 20)
supplementary remuneration period (dd-mm-yyyy)			
amount of the hourly rate in accordance with the attached calculation			
number of hours to be worked during the remuneration period			
number of hours to be worked per month			
max. number of hours to be worked in one month (including all projects)			
monthly lump sum remuneration			
monthly amount of the lump sum remuneration referred to in § 16 section 20			

**the application should be accompanied by a calculation of the hourly rate (Attachment No. 14)*

.....
signature of the Project Manager

.....
signature of the Director of the organizational unit

Rector's decision:

.....
signature of the Dean/Chancellor

.....
signature of the Vice-Rector for Research

.....
Rector's signature

.....
Employee's signature

Attachments: 1/ scope of duties, 2/hourly rate calculation

Table No. 1. Method of calculating the hourly rate for determining the amount of supplementary remuneration in a project

Specific criteria for remuneration increases on account of assigning additional tasks in the project	Role played in the project	Project Substantive Manager	Deputy Substantive Project Manager/WP or Stage Manager	Researcher, expert	Project Manager	Administrative or engineering-technical employee performing substantive tasks
Percentage of base salary * in relation to the role played in the project		1.80%	1.70%	1.70%	1.50%	1.00%
Amount increase in PLN gross						
Subsidy for PUT in PLN (select one option)	up to 4 mln	20.00	15.00	10.00	15.00	-
	4 mln - 10 mln	40.00	30.00.	20.00	20.00	-
	10 million and more	60.00	45.00	30.00.	30.00.	
Project that requires documentation (internal and/or external) in at least two languages		40.00	30.00.	25.00	30.00.	10.00
Project in the consortium (choose one option):	Partner	20.00	15.00	-	15.00	-
	Leader	40.00	20.00	-	20.00	-

* Base salary includes: base salary, seniority allowance and special-duty allowance (calculated per full-time job)

Table No. 2. Maximum hourly rates for 1 calculation hour to determine the amount of supplementary remuneration in a project

Position at the University /role in the project	Substantive Manager	Deputy Substantive Project Manager/WP or Stage Manager	Other (project roles)
Professor	300.00	260.00	230.00
University Professor	260.00	225.00	200.00
Assistant Professor with the academic degree of D.Sc., Assistant Professor (at least 7 years after the doctorate),	220,00	190,00	170,00
Assistant Professor (up to 7 years after the doctorate), Docent	180.00	155,00	140.00
Teaching Assistant, Language Instructor, Instructor, Senior Lecturer, Lecturer	140.00	120.00	110,00
Administrative or engineering-technical employee performing substantive tasks	120.00	110,00	100.00

**Calculation of the hourly rate of supplementary remuneration in a project
financed from external national and international sources**

Employee's first name and surname:	
Position:	
Organizational unit implementing the project:	
Project title and No.:	
Role played in the project from Table No. 1 of Attachment No. 13:	
Financial dimensions (cost centre, allocation account, funding source)	

Point	Specification	Amount (in PLN)
1	% of the base salary (base salary, seniority allowance, special-duty allowance)	
2	increasing remuneration for the scope of the project	
3	increasing remuneration for the project carried out as part of international cooperation	
4	increasing remuneration for the project in the consortium	
5	Total:	
6	maximum hourly rate of remuneration according to Table No. 2 of Attachment No. 13	
7	requested hourly rate - the amount from line 5, but not higher than the amount from line 6 (rounded up to full zlotys)	

.....
Project Manager's signature

Checked in the scope of points 2-4

Checked in the scope of point 1

.....
Project Supervisor's signature

.....
signature of the Head of the Human Resources Office