

**Ordinance No. 7
of the Rector of Poznan University of Technology
of 25 March 2025
(RO/III/7/2025)**

**on amending Ordinance No. 12 of the Rector of Poznan University of Technology of 31 March 2023
on the introduction of the Rules and regulations for the remuneration
of Poznan University of Technology employees**

Acting pursuant to Article 23 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), **it is ordered** as follows:

§ 1

In the Rules and regulations for the remuneration of Poznan University of Technology employees, constituting an appendix to Ordinance No. 12 of the Rector of Poznan University of Technology of 31 March 2023 on the introduction of the Rules and regulations for the remuneration of Poznan University of Technology employees, Chapter 9 is read as follows:

"9. SUPPLEMENTARY REMUNERATION IN A PROJECT

§ 16

1. An employee, taking into account the provisions of this section, is granted 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 domestic and foreign sources.
2. Supplementary remuneration may be granted in the amount specified by:
 - 1) an hourly rate;
 - 2) a monthly lump amount.
3. Supplementary remuneration is granted 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 due for the performance of several tasks, based on different scopes of duties.
6. Supplementary remuneration is granted to an employee (also a project leader) by the Rector at the request of a project leader, 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 specimen of an application for supplementary remuneration is specified in Appendix No. 12. An application for supplementary remuneration for an employee who is not a project leader is accompanied by the scope of tasks signed by a project leader and an employee, and in the case of an application for remuneration for a project leader – 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 granted provided that adequate funds for this remuneration have been secured in the project budget together with additional annual remuneration and an 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. In the event when:
 - 1) the funds provided in the project budget for the payment of supplementary remuneration are insufficient

- to grant the planned supplementary remuneration in the amounts determined in accordance with the provisions of this section – the amount of hourly rates of remuneration calculated, in accordance with the provisions of this section, for employees assigned with the performance of tasks in the project, subject to point 2, is reduced proportionally;
- 2) there is a lack of funds secured in the project budget for all derivatives from supplementary remuneration referred to in section 8 – the awarding of remuneration is possible provided that these derivatives are financed by an organizational unit in which a project is implemented.
10. The maximum number of hours for which supplementary remuneration may be granted are 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 Appendix No. 14. The rate calculated in such a way, subject to section 19, also applies to the calculation of the monthly flat-rate supplementary remuneration.
 12. The rate calculated according to the rules set out in Table No. 1 of Appendix No. 13 may not exceed the rate for 1 hour specified in Table No. 2 of Appendix 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 a project leader, and in the case of a project leader 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 its payment is the submission of a monthly working time sheet to the Human Resources Office, through a project leader.
 15. The flat-rate 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 benefits specified in the Act on financial benefits from social insurance in the event of illness and maternity.
 16. If an employee fails to perform all or part of the tasks that constituted the basis for granting a flat-rate 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 a project leader, and in the case of remuneration of a project leader – the Director of an organizational unit in which a 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 section 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 the 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 the financing institution."

§ 2

The Ordinance enters into force on the date of signing.

The original signed by
Rector
of Poznan University of Technology
Professor Teofil Jesionowski, Ph.D., D.Sc.