



JAGIELLONIAN UNIVERSITY
IN KRAKÓW

75.0200.21.2020

Ordinance No. 27
by the Jagiellonian University Rector
of 17 March 2020

on the Rules for Remunerating Jagiellonian University Employees

Pursuant to Article 77² in conjunction with Article 3¹(1) of the act of 26 June 1974 – Labour Code (Polish Journal of Laws 2019.1040, as amended), and Article 126(2) of the act of 20 July 2018 Law on Higher Education and Science (Polish Journal of Laws 2020.85) and Clause 22(5) Statute of the Jagiellonian University, after obtaining acceptance from the trade unions operating at the Jagiellonian University, I hereby order as follows:

§ 1

1. The Rules for remunerating Jagiellonian University employees are hereby introduced, attached as annex hereto, hereinafter referred to as the “Rules”.
2. Whenever this Ordinance refers to:
 - 1) University – this shall mean the Jagiellonian University;
 - 2) employee – this shall mean a person employed at the Jagiellonian University (excluding the Medical College) pursuant to a job contract, appointment, nomination, regardless of the type of work, full time or part time job, or position held.

§ 2

1. Until 30 September 2020, monthly minimum basic salary rates of University employees holding positions of certified librarians and certified scientific documentation and information employee shall be determined according to the existing regulations.
2. Until 30 September 2020, monthly minimum rates of functional allowance for certified librarians and certified scientific documentation and information employees shall be determined according to the existing regulations.

§ 3

1. Special, additional, and supplementary allowances awarded to employees for a specific term pursuant to existing regulations, as well as additional allowances awarded pursuant to the Memorandum of 27 May 2009 on the terms for awarding additional allowances to retiring Jagiellonian University employees, shall be applicable until the end of term for which they have been awarded.
2. Special or additional allowances awarded to employees for indefinite term pursuant to the existing regulations shall be applicable until 31 December 2020.

§ 4

Terms for awarding one-off additional allowance to academic teachers for:

- 1) acting as promotor of started doctoral programmes that have not been completed as of the date of enforcement of this Ordinance;
- 2) drafting reviews with respect to started doctoral programmes that have not been completed as of the date of enforcement of this Ordinance, *doctor habilitatus* proceedings, or proceedings with respect to the award of the title of professor;

shall be governed by the existing regulations.

§ 5

Employees performing work at the University's organisational unit receiving a subsidy to co-finance activities aimed at quality improvement pursuant to Article 94b(1)(2) and Article 94b(1)(6) of the Act of 27 July 2005 Higher Education Law, can receive an allowance (pro-quality allowance) until the funds from the subsidy have been exhausted.

§ 6

Remuneration of employees hired on projects or programmes financed from external sources:

- 1) in force upon the enforcement of these Rules; or
- 2) applications for launch (financing) of which are submitted between 1 April 2020 and 1 October 2020;

shall be governed by existing regulations, unless the regulations of the programmes of projects allow amendments to the employee remuneration terms according to these Rules without waiting period and while observing pay grades, in which case the provisions of these Rules shall apply.

§ 7

Remuneration to academic teachers for overtime work (in excess of contracted allocation) until 30 September 2020 shall be governed by the existing regulations.

§ 8

The enforcement of this Ordinance to the extent of adaptation of the job contracts and the appointments to these Rules, as well as drafting templates of letters to enforce these Rules, shall be the responsibility of the Human Resources Department Manager.

§ 9

This Ordinance shall enter into force within two weeks from its announcement, with the reservation that Annex 10 to these Rules to the extent of overtime work rates shall enter into force on 1 October 2020.

§ 10

The following shall become void:

- 1) Ordinance No. 28 of the Jagiellonian University Rector of 23 February 2017 on the Rules for remunerating Jagiellonian University employees;
- 2) Ordinance No. 34 of the Jagiellonian University Rector of 26 April 2013 introducing the Rules for employment and remuneration of people forming part of the Jagiellonian University with respect to project co-financed from sources other than stipulated in Article 94(1) of the act of 27 July 2005 Higher Education Law (as amended);

subject to the terms of Clauses 2-7.

The Rector

Prof. dr hab. med. Wojciech Nowak

Rules for Remunerating Jagiellonian University Employees

General Terms

§ 1

The Rules for remunerating Jagiellonian University employees, hereinafter referred to as the “Rules”, specify the terms of remunerating for work, as well as other benefits and allowances related to work, and the terms for award thereof.

§ 2

1. The Rules shall apply to Jagiellonian University employees, excluding employees employed at organisational units pursuing tasks referred to in Clause 201 of the Statute of the Jagiellonian University that use the traditional name of *Collegium Medicum* (Medical College).
2. Whenever these Rules refer to:
 - 1) Employer or the University – this shall mean the Jagiellonian University;
 - 2) employee – this shall mean an employee of the Jagiellonian University (except for *Collegium Medicum*/ Medical College).
3. Before admitting an employee to work, the Employer must have the employee acquainted with these Rules. Employee’s statement of having been acquainted with these Rules shall be placed in one’s personal files.

§ 3

1. These Rules have been implemented pursuant to Article 77² of the act of 26 June 1974 – Labour Code (Polish Journal of Laws 2019.1040, as amended), and Article 126(2) of the act of 20 July 2018 Law on Higher Education and Science (Polish Journal of Laws 2020.85), hereinafter referred to as the “Act”.
2. Matters related to setting remuneration for work (salary) and other benefits and allowances related to work, not regulated in detailed in these Rules, shall be governed by the Act, Labour Code, and the generally applicable labour law.

§ 4

1. The following is determined:
 - 1) tabular monthly minimum basic salary rates for academic teachers employed at research/didactic, research and didactic positions, in the wording specified in Annex 1 to these Rules;
 - 2) tabular monthly minimum basic salary rates for administrative workers, in the wording specified in Annex 2 to these Rules;
 - 3) tabular monthly minimum basic salary rates for engineering scientists and technical engineers, in the wording specified in Annex 3 to these Rules;
 - 4) tabular monthly minimum basic salary rates for service and blue-collar workers, in the wording specified in Annex 4 to these Rules;
 - 5) tabular monthly minimum basic salary rates for library employees, scientific documentation, and information employees, as well as museum employees, in the wording specified in Annex 5 to these Rules;
 - 6) tabular monthly minimum basic salary rates for publishing and DTP employees, in the

- wording specified in Annex 6 to these Rules;
- 7) tabular monthly minimum basic salary rates for archive employees, in the wording specified in Annex 7 to these Rules;
 - 8) tabular monthly rates of function allowance for academic teachers holding management functions, in the wording specified in Annex 8 to these Rules;
 - 9) tabular monthly rates of function allowance for employees other than academic teachers holding management functions, in the wording specified in Annex 9 to these Rules.
2. In the event of a change to the minimum basic salary or function allowance at specific positions under generally applicable regulations, the JU Rector shall issue an ordinance to adapt the tables forming Annexes 1-9 to these Rules so that the minimum basic salary rates are not lower than stipulated in such regulations.

Terms and Conditions of Remuneration for Work

§ 5

1. Remuneration for work is determined in the amount corresponding to the type of job and qualifications required to perform the job.
2. Remuneration is due for work completed. Employees shall keep their right to remuneration for the time of non-performing the job exclusively when the labour law regulations state so. Employees cannot renounce their right to remuneration, or to transfer the right onto another person.
3. On employee's request, the Employer shall be obligated to make available the documents forming the basis for calculating one's remuneration, for viewing.
4. Information about the amount of remuneration achieved by employees shall be confidential and subject to data protection, except for cases regulated separately in generally applicable regulations, in particular including Article 140(5) of the Act.
5. The amount of basic salary, function allowance, and other components of employee's remuneration shall be determined by the person authorised to represent the Employer, in the meaning of Article 3¹ of the Labour Code.
6. Basic salary and function allowance of the Jagiellonian University Rector shall be determined by the minister at the request of the University Council.
7. The University Council may award the Jagiellonian University Rector with a task-related allowance on the terms stipulated in Article 138(3) of the Act.

§ 6

1. Employee's remuneration shall be payable by bank transfer at one bank account indicated by the employee in a written statement, whereby the employee must be stated as the holder or co-holder of the account.
2. Employees submitting a written or electronic request for payment in cash shall receive the remuneration at the bank holding the University's account pursuant to one's identity card.
3. All employees shall receive individual excerpts from payroll, the "payslips", as adopted at the University.

§ 7

1. Remuneration of academic teachers shall be paid in advance for a given month, on the first business day of the month, whereas the remuneration of employees other than academic teachers is paid in arrears for monthly periods on the 26th day of a month.
2. Benefits and allowances are paid on the same days as the remuneration.
3. If the payment date with respect to employees other than academic teachers falls on a non-business day, the payment shall be made on the last business day preceding the remuneration

payment date.

4. Variable components of the remuneration or components in variable amount, except for function allowance attributable to academic teachers and the task-related allowance, shall be paid to all employees in arrears.

Components of the Remuneration and Job-Related Benefits

§ 8

1. On the terms stipulated in these Rules, the following components of remuneration shall apply at the University:
 - 1) basic salary;
 - 2) work experience allowance;
 - 3) function allowance;
 - 4) task-related allowance;
 - 5) remuneration for overtime work in excess of contracted allocation;
 - 6) overtime allowance;
 - 7) allowance for work in harmful or onerous conditions;
 - 8) night shift allowance;
 - 9) shift work allowance;
 - 10) bonus (incentive allowance);
 - 11) awards;
 - 12) one-off allowance;
 - 13) periodical allowance;
 - 14) commercialisation allowance;
 - 15) commercial services (Polish: KDU) allowance;
 - 16) scientific achievements allowance;
 - 17) Rector's allowance;
 - 18) pre-retirement allowance.
2. Apart from components listed in section 1, authorised employees shall have the right to additional job-related benefits and allowances:
 - 1) additional annual remuneration (the "thirteenth pay");
 - 2) jubilee award;
 - 3) business trip allowances;
 - 4) retirement or pension severance pay;
 - 5) post-mortem allowance;
 - 6) severance pay referred to in the act of 13 March 2003 on special terms of terminating job contracts with employees for reasons not attributable to employees (severance pay for termination of job contract for reasons not attributable to the employee);
 - 7) equivalent for unused vacation;
 - 8) equivalent for working clothes laundry;
 - 9) equivalent for use of one's own clothing for occupational purposes;
 - 10) lump sum for using one's own car for job-related purposes;
 - 11) lump sum for using one's own tools in the case of teleworking.
3. Components of the remuneration may be fixed or variable.
4. Fixed components of the remuneration shall include fixed components stipulated in the Act (as listed in section 1 points 1 and 2 above) and components listed in section 1 point 3, 4, 7, 13, and 18 if awarded in a fixed amount pursuant to a contract or Employer's decision for a term of at least 3 (three) months.
5. Variable components of the remuneration shall include variable components listed in section 1 points 5 and 6, and 8 through 10 if the Employer's decision on their award or the job contract indicates that such components are variable in nature.
6. Components of the remuneration may also be of non-periodical or one-off nature, depending on

the Employer's decision on the award thereof (as listed in section 1 points 11 and 12, and points 14 through 17).

Basic Salary

§ 9

1. Basic salary shall constitute the amount under a job contract or appointment, whereas if employed as a part time job, basic salary shall be calculated proportionately to the working time envisaged in the job contract/appointment.
2. Hourly rate of basic salary shall be calculated by dividing the basic salary by the number of hours worked/to be worked in a given month. If an average hourly rate is to be determined, the amount of current basic salary shall be divided by 168.

Other Components of the Remuneration

§ 10

Work Experience Allowance

1. Work Experience Allowance shall be attributable in the amount of 1% basic salary per each year of employment. The Allowance shall be paid in monthly periods, starting from the fourth year of employment, whereas the Allowance amount must not exceed 20% basic salary.
2. The period authorising employees to Work Experience Allowance shall include completed employment periods in all workplaces.
3. Job term authorising employees to Work Experience Allowance shall also include:
 - 1) other periods accounted for pursuant to generally applicable regulations as periods accounted for when determining employee rights;
 - 2) periods of preparatory studies for assistants (junior scholars) according to regulations on the terms and conditions of establishing preparatory studies for junior scholars at higher schools/universities;
 - 3) periods of stays abroad on delegation pursuant to regulations governing employee delegation abroad for scientific, academic, and training purposes.
4. Work Experience Allowance shall be attributable for days for which the employee receives remuneration and for absence at work due to illness or the need for personal care over a child or a sick family member covered by the right to keep remuneration, or if the employee receives social insurance benefit (sickness benefit, care benefit, rehabilitation allowance).
5. If the acquisition of the right to the Work Experience Allowance or the right of a higher rate of the Allowance occurred:
 - 1) on the first day of the month, the Allowance shall be attributable for the month;
 - 2) on a day other than the first day of the month, the Allowance shall be attributable starting from the first day of the month following the month of the right acquisition.
6. In the event of working under more than one job contracts simultaneously, the periods authorising to the Work Experience Allowance shall be determined separately for each job contract.
7. When determining periods authorising employees to the Work Experience Allowances, periods referred to in section 2 shall be accounted for pursuant to job certificates or another document, including certificates issued by employers for the purposes of determining work experience, whereas periods referred to in section 3 shall be determined pursuant to other certification documents, provided that if the employee works under more than one job contract at a time, the periods referred to in sections 2 and 3 shall be accounted for after the employee has provided a statement that they have not been accounted for by the other employer(s).

§ 11

Function Allowance

1. Function Allowance shall be attributable to employees for management of a team of at least 5 (five) people, including the team manager.
2. The amount of the Function Allowance shall depend on the number of employees of the organisational unit managed, as well as complexity of the tasks related to the function.
3. Function Allowance rates have been stipulated in Annexes 8 and 9 to these Rules.
4. Employees additionally organising and managing the work of a brigade comprising at least 5 (five) people working at blue-collar positions and service employees listed in the Labour Rules, including the manager, shall be entitled to a Function Allowance of maximum 15% basic salary in one's pay grade.
5. Function Allowance shall be attributable from the first day of awarding the function until the last day of the month of termination, whereas the employee shall keep the remuneration paid for the month, subject to section 8.
6. If employed part time, the Function Allowance shall be attributable proportionately to the part time of work.
7. Function Allowance shall be attributable in the period of excused absence at work, not longer than for 3 (three) months.
8. Function Allowance shall not be attributable in the event where the function is no longer held or if the activities are not performed due to vacation referred to in Article 130 or Article 131(1) of the Act and lasting for at least 3 (three) months, also including unpaid vacation.
9. Function Allowance shall not be attributable to academic teachers during suspension.

§ 12

Task-Related Allowances

1. The JU Rector/JU Chancellor may award the following task-related allowances:
 - 1) for temporary increase in professional duties; or
 - 2) for temporary additional tasks; or
 - 3) for the nature of the work; or
 - 4) for working conditions.
2. Task-Related Allowances shall be awarded before proceeding with the tasks for a period not longer than 12 months or as a one-off event after task completion.
3. Total amount of Task-Related Allowances must not exceed 80% of basic salary and Function Allowance in a month.
4. Task-Related Allowances shall be attributable in the period of excused absence at work, not longer than for 3 (three) months.
5. Task-Related Allowances shall not be attributable in the event of vacation referred to in Article 130 or Article 131(1) of the Act and lasting for at least 3 (three) months, also including unpaid vacation.
6. Investor's supervision inspector may receive the Task-Related Allowance for the time of performing activities under the investor's supervision.
7. The following may apply for the Task-Related Allowances:
 - 1) Dean – with respect to Faculty employees;
 - 2) head of faculty internal unit, with the Dean's consent, with respect to employees of the unit;
 - 3) director/head of organisational unit - with respect to employees of organisational units other than stipulated in section 2;
 - 4) respective JU Vice-Rector, JU Chancellor, or JU Bursar - with respect to heads of University administration units;
 - 5) JU Chancellor or JU Bursar - with respect to their deputies.

8. With respect to JU Vice-Rectors, JU Deans, JU Chancellor, JU Bursar, and directors/heads of extradepartmental or interdepartmental, shared or auxiliary units, decisions on awarding the Task-Related Allowances shall be made by the JU Rector on the Rector's own initiative or on request of respective JU Vice-Rector.

§ 13

Remuneration for Overtime Work in excess of Contracted Allocation

1. Academic teachers shall receive remuneration for overtime work in excess of contracted allocation as per hourly rate for overtime work for academic teachers employed at research/teaching and teaching positions.
2. Remuneration for overtime work shall be paid exclusively for hours actually worked (no allocation factors applied).
3. In order to determine the method for calculating and accounting for hours worked, including overtime work in excess of contracted allocation during excused absence at work, in order to determine the amount of remuneration attributable to academic teachers in such periods, the following shall apply:
 - 1) during illness or other unpredicted but excused absence of academic teachers, for the purpose of determining the number of class hours, class hours scheduled as determined for the given position which would fall during such absence shall be accounted for as hours worked according to the schedule;
 - 2) in the case of academic teachers for whom no classes were scheduled due to:
 - a) employment after the beginning of the academic year,
 - b) predicted absence at work, in particular due to sabbaticals, long-term illness, unpaid leave, or other leave, military service, maternity leave, parental leave, paternity leave, or childcare leave,
 - c) termination of job contract before the end of the academic year,- class hours worked shall be accounted for as one thirtieth of the annual teaching classes limit for a given position determined in the manner stipulated in section 3(1) per each week of absence in the period where classes are held at the University.
4. Remuneration for overtime work shall be determined pursuant to the highest rate applicable in the settlement period, lasting from the start of the classes until confirmation of the number of classes held by the academic teacher in the Individual Class Performance Chart. Remuneration for overtime work paid after settlement of overtime work in excess of contracted allocation in the adopted settlement period shall not be recalculated.
5. Rules for payment of remuneration for overtime work in excess of contracted allocation have been stipulated in Annex 10 to these Rules.

§ 14

Overtime Allowance

1. Apart from regular remuneration and unless they have received compensation in the form of days off work, employees other than academic teachers shall receive an allowance for overtime work as follows:
 - 1) 100% remuneration – for overtime work:
 - a) at night,
 - b) on Sundays and holidays, which are not employee's working days, according to the applicable schedule,
 - c) on a day off work granted to the employee in return for working on a Sunday or holiday, according to the applicable schedule;
 - 2) 50% remuneration – for overtime work on any other day.

2. The allowance in the amount stipulated in section 1 shall also be attributable for each hour of overtime work due to exceeding average weekly working standard in the adopted settlement period, unless such standard was breached as a result of working overtime covered by the right to an allowance in the amount stipulated in section 1.
3. The Allowances stipulated in section 1 shall be calculated on the basis of the employee's basic salary.

§ 15

Allowance for Work in Harmful or Onerous Conditions

1. Employees may receive Allowance for Work in Harmful or Onerous Conditions.
2. Rules and procedure for awarding the Allowance for Work in Harmful or Onerous Conditions and the list of such works shall be stipulated by the JU Rector by way of an Ordinance.
3. The Periodical Allowance shall be reduced for the period of incapacity for work due to illness, or other circumstances justifying the payment of a sickness benefit or social insurance benefits calculated as for the sickness benefit.

§ 16

Night Shift Allowance

Employees performing work at night shall be entitled to an allowance per each hour of work at night, as stipulated in the JU Labour Rules, amounting to 20% hourly rate of basic salary, not lower than 20% hourly rate under minimum salary stipulated in separate regulations.

§ 17

Shift Work Allowance

Employees working in the shift work system shall have the right to an allowance of 10% hourly rate of basic salary per each hour of work on the afternoon shift, as stipulated in the JU Labour Rules.

§ 18

Bonus (Incentive Allowance)

1. Employees other than academic teachers can be awarded monthly bonus (Incentive Allowance) to the amount of 30% basic monthly salary if the conditions stipulated in section 2 have been met.
2. The award of the bonus (Incentive Allowance) and its amount are preconditioned by the model performance of tasks under the allocated scope of activities, and particularly depends on:
 - 1) performance of additional tasks as instructed, considering the number and type of additional tasks ordered;
 - 2) showing special involvement, innovation, and creativity when performing the tasks;
 - 3) professional achievements.
3. The bonus (Incentive Allowance) shall be attributable for the time effectively worked.
4. The Bonus (Incentive Allowance) shall be reduced for the period of incapacity for work due to illness, or other circumstances justifying the payment of a sickness benefit or social insurance benefits calculated as for the sickness benefit.
5. Applications for the award of the Bonus (Incentive Allowance) shall be submitted at the JU Information Portal, indicating the persons concerned, bonus amount, and clear justification.
6. The application for bonuses (Incentive Allowances) shall be submitted directly via the

employee's superior, approved by the head of respective division/funds operator, as well as JU Bursar in the financial aspect (countersigning system).

7. The final acceptance of the bonus amount shall be by the JU Rector/JU Chancellor.
8. Applications for bonuses must be submitted at the latest by the 5th day of the month following the month for which the bonus is awarded.
9. The bonus shall be paid in arrears on the date of payment of remuneration for the following month.

§ 19

Awards

1. The JU Rector may grant the awards referred to in Article 145 of the Act, on the terms stipulated in Annexes 11 and 12 to these Rules.
2. The JU Rector may grant awards other than stipulated in section 1 on request of juries or University community, on the terms stipulated by them, from the funds they operate, in particular including:
 - 1) The "Jagiellonian Laurel" Award of the Rector of the Jagiellonian University;
 - 2) The Pro Arte Docendi Award of the Rector of the Jagiellonian University;
 - 3) The Hugo Kołłątaj Award of the Rector of the Jagiellonian University.
3. The Awards referred to in sections 1 and 2 may be awarded irrespectively of the employee's absence period and, therefore, the employee shall keep the right thereto in the period of incapacity for work due to illness, or other circumstances justifying the payment of a sickness benefit or social insurance benefits calculated as for the sickness benefit.

§ 20

One-Off Allowance

1. The JU Rector/JU Chancellor shall grant a one-off allowance to employees for:
 - 1) holding the function of promotor or auxiliary promotor in a proceeding involving the award of the doctoral degree;
 - 2) holding the function of reviewer in a proceeding involving the award of the doctoral degree or *doctor habilitatus* degree;
 - 3) membership in a committee in a proceeding involving the award of the *doctor habilitatus* degree;
 - 4) drafting a review or assessment of scientific, academic, and organisational achievements in the contest proceeding before employment at the position of an academic teacher;
 - 5) management and care over student's professional training;
 - 6) participation in works under recruitment proceedings;
 - 7) membership in a committee verifying the outcomes of learning.
2. The JU Rector/JU Chancellor may award One-Off Allowance on their own initiative to the employee due to the type of duties performed by the employee, including tasks related to the University's conclusion of contracts on projects, in particular including:
 - 1) with respect to academic teachers:
 - a) method of conducting research,
 - b) method of performing teaching duties,
 - c) organisational work,
 - d) involvement in actions aimed at developing the research and teaching potential of the University;
 - 2) with respect to employees other than academic teachers:
 - a) method of performing the duties, including quality and timely completion of the tasks, as well as the employees' involvement,

- b) initiation of new solutions,
 - c) high result of one's professional work,
 - d) involvement in actions aimed at developing the research and teaching potential of the University.
3. The One-Off Allowance shall be paid at a single time after the employee has completed professional duties, considering timely completion of the works, provided that in cases referred to in section 1 points 1 through 4 the allowance shall be determined and paid after the end of the proceeding.
 4. The One-Off Allowance shall be awarded within the budget for the purpose.
 5. The rates of the One-Off Allowance referred to in section 1 have been stipulated in Annex 13 to these Rules.
 6. Total amount of One-Off Allowances must not exceed 100% basic salary of the employee during a budget year.
 7. The following may apply for the One-Off Allowances:
 - 1) Dean – with respect to Faculty employees;
 - 2) head of faculty internal unit, with the Dean's consent, with respect to employees of the unit;
 - 3) director/head of organisational unit - with respect to employees of organisational units other than stipulated in section 2;
 - 4) respective JU Vice-Rector, JU Chancellor, or JU Bursar - with respect to heads of University administration units;
 - 5) JU Chancellor or JU Bursar - with respect to their deputies.
 8. With respect to JU Vice-Rectors, Deans, JU Chancellor, JU Bursar, and directors/heads of extradepartmental or interdepartmental, and shared or auxiliary JU units, decisions on awarding the One-Off Allowances shall be made by the JU Rector on the Rector's own initiative or on request of respective JU Vice-Rector.

§ 21

Periodical Allowance

1. The JU Rector/JU Chancellor may award a Periodical Allowance to the employee due to the type of duties performed by the employee, including tasks related to the University's conclusion of contracts on projects, in particular including:
 - 1) with respect to academic teachers:
 - a) method of conducting research,
 - b) method of performing teaching duties,
 - c) organisational work,
 - d) involvement in actions aimed at developing the research and teaching potential of the University;
 - 2) with respect to employees other than academic teachers:
 - a) method of performing the duties, including quality and timely completion of the tasks, as well as the employees' involvement,
 - b) initiation of new solutions,
 - c) high result of one's professional work,
 - d) involvement in actions aimed at developing the research and teaching potential of the University.
2. Periodical Allowance shall be awarded within the budget allocated for this purpose.
3. Periodical Allowance must be awarded before proceeding with the duties for a time not longer than 12 months. The 12-month period limitation shall not refer to Periodical Allowances for work on projects.
4. The Periodical Allowance shall be reduced for the period of incapacity for work due to illness, or other circumstances justifying the payment of a sickness benefit or social insurance benefits calculated as for the sickness benefit.

5. Total amount of Periodical Allowances must not exceed 100% basic salary of the employee during a budget year.
6. Periodical Allowance cannot be awarded for tasks or activities covered by another remuneration component.
7. Requests for periodical allowances shall be submitted according to the procedure for applications for one-off allowances, according to Clause 20(7) and Clause 20(8).

§ 22

Commercialisation Allowance

1. Employees may be awarded a Commercialisation Allowance for commercialisation of the Jagiellonian University's intellectual property.
2. The rules and procedure for awarding the Commercialisation Allowance shall be determined by the applicable Rules for management of copyright, similar rights, and industrial property rights, as well as commercialisation terms.
3. The Commercialisation Allowance can be awarded irrespectively of the employee's absence period and, therefore, the employee shall keep the right thereto in the period of incapacity for work due to illness, or other circumstances justifying the payment of a sickness benefit or social insurance benefits calculated as for the sickness benefit.

§ 23

Commercial Services (Polish: KDU) Allowance

1. Employees performing work under mandate, as related to the University's commercial services under internal University regulations that stipulate the terms for performing works contracted with the University by external entities, may receive an allowance related to commercial services (Polish: KDU).
2. Commercial Services (KDU) Allowance may be awarded by the JU Rector/JU Chancellor on request of the work manager, in the amount stipulated by the manager and remaining within the budget for the service, after confirming correct and timely completion of the work in the handover document approved by the work manager and the manager of the respective organisational unit.
3. Total amount of Commercial Services (KDU) Allowances must not exceed 200% basic salary of the employee during a budget year.
4. Commercial Services (KDU) Allowance shall be paid as a one-off payment in arrears.
5. Activities requested from the employee and covered by the handover document and a one-off Commercial Services (KDU) Allowance may constitute the entire activities performed by the employee within the service rendered by the University, or a clearly isolated part of activities requested from the employee, subject to individual partial acceptance, where isolation of such part of activities is related to the contractual division (in the main contract) of the service into particular milestones. The main contract shall mean the contract agreement concluded by the University with an external entity regarding contracted works to be performed by the University.

§ 24

Scientific Achievements Allowance

1. Academic teachers may be awarded an allowance for significant scientific achievements, on the terms stipulated in a separate ordinance by the JU Rector, after consultation with unit managers.
2. The Scientific Achievements Allowance cannot be awarded for scientific achievements for which the employee has received another remuneration component.

3. The Scientific Achievements Allowance can be awarded irrespectively of the employee's absence period and, therefore, the employee shall keep the right thereto in the period of incapacity for work due to illness, or other circumstances justifying the payment of a sickness benefit or social insurance benefits calculated as for the sickness benefit.

§ 25

Rector's Allowance

1. Academic teachers and employees other than academic teachers may receive Rector's Allowance, in particularly with respect to:
 - 1) significant and documented contribution to the development and promotion of the University at the national or international forum, including outstanding scientific, academic, or organisational achievements;
 - 2) acquisition of a project that is prestigious to the JU;
 - 3) outstanding and documented participation in projects;
 - 4) special initiative at work, outstanding improvement of work efficiency and quality, or model performance of employee duties of importance to the University, which clearly affect proper University functioning.
2. The JU Rector may award the Rector's Allowance to employee on the Rector's own initiative or on request of JU Vice-Rector, , JU Chancellor, JU Bursar, or Dean.
3. The Rector's Allowance can be awarded irrespectively of the employee's absence period and, therefore, the employee shall keep the right thereto in the period of incapacity for work due to illness, or other circumstances justifying the payment of a sickness benefit or social insurance benefits calculated as for the sickness benefit.

§ 26

Pre-Retirement Allowance

Employees applying to the JU Rector/JU Bursar with a request to terminate their job contract due to retirement, pointing to the termination date, may receive Pre-Retirement Allowance for the period of 24 months preceding the date of termination, on the terms stipulated in the Memorandum of 27 May 2009 on the terms of awarding additional allowances to Jagiellonian University employees who retire.

Rules for Remunerating Employees for Projects

§ 27

1. The amount and forms of remuneration for projects shall be determined considering the rules stipulated in the project guidelines, agreements on project financing, and these Rules.
2. Employees' remuneration shall be determined according to the rules applicable upon employment to the project. Changes to the guidelines in the course of the project shall refer to each new job contract, amendment to job contract, or appointment.
3. The form and amount of remuneration to project personnel, according to the programme guidelines, application for co-financing, and financing agreement, shall be determined by the project manager and the head of the unit in charge of the project.

§ 28

1. Remuneration for work on projects is awarded by the JU Rector on request of project manager.
2. The amount of remuneration referred to in section 1 should reflect the level of difficulty, nature,

and the specificity of duties, as well as necessary qualifications and competences of the employee.

3. The amount of basic salary shall be determined pursuant to average University remuneration stipulated in the communication of the JU Rector, unless the communication from JU Vice-Rector on application for a given contest states otherwise.
4. The amount of academic teacher's remuneration for teaching, which involves classes and/or preparation of teaching materials, shall be determined pursuant to rates stipulated in Annex 10, tabular rates for overtime work in excess of contracted allocation at first cycle and second cycle extramural studies, long-cycle MA studies, doctoral studies, postgraduate studies, and lifelong learning courses.
5. The amount of remuneration of persons other than academic teachers for teaching tasks, including teaching classes and/or preparation of teaching materials, shall be determined pursuant to rates per hour of classes at first cycle and second cycle extramural studies, long-cycle MA studies, extramural doctoral studies, postgraduate studies, and lifelong learning courses, as stipulated in the ordinance of the JU Rector on the rules for remunerating employees teaching classes under civil law agreements.
6. The amount of remuneration for teaching tasks in a foreign language shall be determined pursuant to rates stipulated in Annex 10 in tabular listing of rates for overtime teaching classes (in excess of contracted allocation) at paid programmes in a foreign language.
7. Gross hourly rates shall be calculated according to the rules stipulated for the project requiring such calculations. In absence of such rules, hourly rates must be calculated by dividing monthly basic salary of the employee, individual allowance for work experience, and function allowance (if applicable) by 168 hours.
8. The amount of remuneration referred to in sections 3 through 7 can be reduced or increased depending on:
 - 1) programme guidelines;
 - 2) specificity of the job position;
 - 3) employee qualifications;
 - 4) international component of the project.
9. The amount of remuneration referred to in sections 3 through 7 can be increased by the maximum of 200%, with the consent of relevant JU Vice-Rector.
10. In special cases, exclusively in the case of projects with special importance to the University, respective JU Vice-Rector may adopt a decision about increasing the remuneration in excess of the limit stated in section 8.
11. In the event where the project includes a position of a specialist not included in the communication referred to in section 3, the decision about the amount of remuneration shall be made by the relevant JU Vice-Rector pursuant to the presented market analysis. The market analysis must be performed pursuant to offers related to job positions similar to the position not included in the communication in the aspect of the scope of duties and necessary qualifications.
12. In the event where an employee is delegated to the project, after returning to the position held directly before delegation, the amount of employee's basic salary shall be guaranteed at a level not lower than the one before working on the project. The amount of remuneration must account for increase in payroll under statutory regulations in the period of employee's involvement in the project.
13. Employee's remuneration may constitute own contribution if this is compliant with the programme guidelines.

Job-Related Benefits and Allowances

§ 29

Additional Annual Remuneration (The “Thirteenth Pay”)

Employees shall have the right to additional annual remuneration on the terms stipulated in the regulations on additional annual remuneration to state budget sector employees.

§ 30

Jubilee Award

1. Employees shall have the right to jubilee awards for long-term employment, totalling:
 - 1) 75% monthly remuneration - for 20 years of work;
 - 2) 100% monthly remuneration - for 25 years of work;
 - 3) 150% monthly remuneration - for 30 years of work;
 - 4) 200% monthly remuneration - for 35 years of work;
 - 5) 300% monthly remuneration - for 40 years of work;
 - 6) 400% monthly remuneration - for 45 years of work.
2. The period authorising employees to jubilee awards shall include all prior completed employment periods, as well as other periods if, under separate regulations, such periods should be included in the employment period giving the right to the award.
3. In the event of simultaneous multiple job contracts, only one of such job contract terms shall be included in the period giving right to the award.
4. Employees shall acquire the right to jubilee awards on the day where the employee reaches the period authorising the employee to receive the award.
5. Employees shall be obligated to document their right to the jubilee award if their personal files feature no relevant documentation.
6. The jubilee award must be paid immediately upon the employee’s acquisition of the right thereto.
7. The calculation basis for the jubilee award shall be formed by the remuneration attributable to the employee on the day of acquiring the right thereto or, if more favourable for the employee, remuneration attributable on the payment date.
8. If the employee has acquired the right to the jubilee award while being employed on other terms than on the payment date, the basis for calculating the award shall be formed by the remuneration attributable on the day of acquiring the right thereto.
9. Awards shall be calculated on the terms applicable when determining the monetary equivalent for vacation.
10. In the event of job contract termination due to pension related to incapacity for work or retirement, the employee who is less than 12 months short to acquiring the right to the jubilee award counting from the date of termination shall receive such an award on the termination date.
11. If, upon enforcement of regulations whereby periods previously not included in the term authorising employees to benefits will now be included in such term, the employee becomes authorised to two or more awards, such employee shall receive only one, highest award.
12. Employees who, upon enforcement of regulations referred to in section 11, have been employed for a period longer than required for a given award whereas the period authorising such employee to a higher degree award is due within 12 months from that day, such employees shall receive the lower award in the full amount, while on the day of acquiring the right to the higher award, the difference between the two awards shall be paid.
13. Regulations stated in sections 11 and 12 shall apply, respectively, if the employee was authorised to the higher degree award on the day of documenting one’s right to the award, and if the employee acquires the right within 12 months from that day.

§ 31

Business Trip Allowances

Employees shall be entitled to reimbursement of business trip expenses on the terms stipulated in generally applicable regulations and internal acts of the University.

§ 32

Retirement or Pension Severance Pay

1. Academic teachers that retire or go on pension due to incapacity for work shall have the right to a one-off severance pay at the university constituting one's basic workplace, totalling 300% basic salary received for the last full month of employment.
2. The regulation in section 1 shall apply to employees other than academic teachers, accordingly.
3. University employees who have received severance pays cannot re-acquire rights to such pay.

§ 33

Post-Mortem Allowance

1. In the event of employee's death during the term of the job contract or during the term of receiving sickness benefit after termination, the family shall have the right to post-mortem allowance.
2. The amount and terms for awarding the post-mortem allowance to family members have been stipulated in the Labour Code.

§ 34

Severance Pay for Termination of Job Contract for Reasons Not Attributable to the Employee

In the event of termination of a job contract for reasons not attributable to the employee, the employee shall have the right to severance pay on the terms stipulated in generally applicable regulations.

§ 35

Equivalent for Unused Vacation

1. Academic teachers shall be entitled to monetary equivalent for the period of unused vacation, on the terms applicable when calculating remuneration for vacation, provided that the equivalent per one day of vacation, in the part determined pursuant to fixed components, shall be calculated considering the remuneration due on the month of acquiring the right to the equivalent by dividing the sum of such components by factor 21. In the case of persons employed part time, the factor shall be proportionately reduced, considering employee's working time.
2. Employees other than academic teachers shall have the right to monetary equivalent for the period of unused vacation on the terms and in the amount stipulated in executive acts issued pursuant to the Labour Code.

§ 36

Equivalent for Working Clothes Laundry and for Use of Own Clothing

Employees shall have the right to the equivalent for working clothes laundry and for use of own clothing on the terms stipulated in the JU Rector's Ordinance.

§ 37

Lump Sum for Using One's Own Car for Job-Related Purposes

In justified cases, on the terms stipulated in a separate agreement, employees may be awarded a lump sum for using own car for business purposes.

§ 38

Lump Sum for Using One's Own Tools in the Case of Teleworking

On the terms stipulated in the Memorandum of 21 June 2016 on the terms of teleworking at the Jagiellonian University concluded with the trade unions, employees working in the system of teleworking shall be entitled to a lump sum for using own tools for teleworking.

Benefits and Allowances for Vacation and during Temporary Incapacity for Work

§ 39

Remuneration for Vacation and Leaves referred to in Articles 130 and 131(1) of the Act

1. When calculating remuneration for vacation of employees other than academic teachers, generally applicable regulations shall apply.
2. Academic teachers shall have the right to remuneration for the vacation time in the same amount as for the time worked. When calculating remuneration for vacation of academic teachers, the rules stipulated in the Act and generally applicable regulations shall apply, provided that:
 - 1) fixed components of the remuneration must be accounted for in the amount due in the month the academic teacher uses his/her vacation;
 - 2) variable components of the remuneration to be paid for overtime work (in excess of contracted allocation) shall be accounted for when calculated remuneration for the period of vacation pursuant to the remuneration paid to the academic teacher in the period of 12 months preceding the month where the vacation begins, which amount shall be hereinafter referred to as "calculation basis", and if the academic teacher has been employed at the university for a period shorter than two months before the vacation is granted, pursuant to remuneration paid in that period;
 - 3) remuneration per day of vacation in the part determined pursuant to fixed components shall be calculated by dividing the sum of the components attributable in the month of vacation by the number of business days in the month. Such calculated remuneration per day of vacation shall be multiplied by the number of days of such vacation;
 - 4) remuneration per day of vacation in the part determined pursuant to variable components shall be calculated by dividing the calculation basis by 251 days. If the academic teacher has been employed for a period shorter than 12 months, the calculation basis shall be divided by the number of business days in one's employment period. Such calculated remuneration per day of vacation shall be multiplied by the number of days of such vacation;
 - 5) remuneration for academic teacher's vacation shall constitute the total of the remuneration in the part determined pursuant to fixed components calculated according to section 3, and variable components calculated according to section 4.
3. Remuneration for paid vacation and leaves referred to in Articles 130 and 131(1) of the Act shall

be calculated as remuneration for vacation.

§ 40

Remuneration for the Time of Incapacity for Work due to Illness

1. For the time of incapacity for work as a result of:
 - 1) a disease or isolation due to contagious disease, lasting up to the total of 33 days during a calendar year, while in the event of an employee aged over 50 up to the total of 14 days during a calendar year, the employee shall keep the right to 80% remuneration amount;
 - 2) accident on the way to or from work, or a disease during the pregnancy (during the period indicated in section 1), the employee shall keep the right to 100% remuneration amount;
 - 3) undergoing necessary medical checks for candidates for cell, tissue, and organ donors, and procedures of donating cells, tissues, and organs (during the period indicated in section 1), the employee shall keep the right to 100% remuneration amount.
2. The remuneration referred to in section 1 shall be calculated according to the terms applicable when determining the amount of the sickness benefit, and shall be paid per each day of incapacity for work, including non-business days.
3. The remuneration shall not be attributable in cases where the employee has no right to the sickness benefit, and shall not be reduced in the event where the sickness benefit is calculated according to a lower base amount.
4. In the event of incapacity for work referred to in section 1 but lasting longer than the total of 33 days during a calendar year, while in the case of an employee aged over 50 – longer than the total of 14 days during a calendar year, the employees shall be entitled to a sickness benefit on the terms stipulated in generally applicable regulations.
5. The regulations of sections 1 and 4, in the part referring to employees aged over 50, refer to employees' incapacity for work after the calendar year where the employee reaches the age of 50.

Final Provisions

§ 41

1. The contents of these Rules have been approved by the trade unions.
2. Amendments to these Rules must be made in the same form as its approval.

The Rector

Prof. dr hab. med. Wojciech Nowak

Tabular listing of monthly minimum basic salary rates for academic teachers

| No. | Position | Description | Minimum basic salary rate [PLN] |
|------------|-------------------------|---|--|
| 1 | Professor | Professor holding the academic title of <i>profesor zwyczajny</i> (full professor) | 7,000.00 |
| 2 | | Professor holding the academic title of professor | 6,410.00 |
| 3 | | Visiting professor holding the academic title of professor | 6,410.00 |
| 4 | University professor | Professor holding the academic degree of <i>dr hab. (doktor habilitowany, doctor habilitatus)</i> | 5,500.00 |
| | | Professor holding the academic degree of doctor (PhD) | 5,321.00 |
| 5 | Visiting professor | Professor holding the academic degree of <i>doctor habilitatus</i> or doctor (PhD) | 5,321.00 |
| 6 | <i>Adiunkt</i> (Reader) | <i>Adiunkt</i> holding the academic degree of <i>doctor habilitatus</i> | 5,000.00 |
| 7 | | <i>Adiunkt</i> holding the academic degree of doctor (PhD) | 4,680.00 |
| 8 | Assistant | Assistant holding the academic degree of doctor (PhD) | 3,350.00 |
| 9 | | Assistant holding the professional title of MA, MSc. Engineer, or equivalent | 3,205.00 |
| 10 | Senior Lecturer | Senior Lecturer holding the academic degree of doctor (PhD) | 4,680.00 |
| 11 | | Senior Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | 3,450.00 |
| 12 | Lecturer | Lecturer holding the academic degree of doctor (PhD) | 3,550.00 |
| 13 | | Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | 3,350.00 |
| 14 | Teacher | Teacher | 3,205.00 |
| 15 | Instructor | Instructor | 3,205.00 |

Tabular listing of monthly minimum basic salary rates for administration employees

| No. | Position | Minimum basic salary rate [PLN] |
|------------|--|--|
| 1 | Chief Specialist holding the function of the Chancellor | 10,800.00 |
| 2 | Chief Specialist holding the function of the Bursar | 10,800.00 |
| 3 | Chief Specialist holding the function of the Vice-Chancellor | 8,400.00 |
| 4 | Chief Specialist holding the function of the Vice-Bursar | 7,800.00 |
| 5 | Chief Specialist holding the function of the Faculty Administrative Director | 4,560.00 |
| 6 | Internal Auditor | 4,800.00 |
| 7 | Patent Attorney | 4,560.00 |
| 8 | Legal Advisor acting as coordinator | 6,600.00 |
| 9 | Legal Advisor | 4,800.00 |
| 9 | Data Protection Specialist | 4,560.00 |
| 10 | Chief Specialist holding the function of the Centre Director, Head of Department | 4,560.00 |
| 11 | Chief Specialist, network administrator | 3,800.00 |
| 12 | Senior Specialist | 3,500.00 |
| 13 | Specialist | 3,300.00 |
| 14 | Senior (or Independent): Clerk | 3,100.00 |
| 15 | Clerk, Cashier | 3,000.00 |
| 16 | Senior Investor's Supervision Inspector | 4,400.00 |
| 17 | Investor's Supervision Inspector | 3,800.00 |
| 18 | Chief Health & Safety Specialist | 3,800.00 |
| 19 | Senior Health & Safety Specialist | 3,500.00 |
| 20 | Health & Safety Specialist | 3,300.00 |
| 21 | Senior Health & Safety Inspector | 3,100.00 |
| 22 | Health & Safety Inspector | 3,000.00 |

Tabular listing of monthly minimum basic salary rates for engineering scientists and technical engineering employees

| No. | Position | Minimum basic salary rate [PLN] |
|------------|--|--|
| 1 | Senior Specialist in Engineering Science, Senior Specialist in Technical Engineering, Senior IT Specialist | 3,500.00 |
| 2 | Specialist in Engineering Science, Specialist in Technical Engineering, IT Specialist | 3,300.00 |
| 3 | Senior (or Independent): Technical Clerk, Physicist, Mathematician and equivalent functions, master | 3,100.00 |
| 4 | Technical Clerk, Technician, Chemist, Biologist, Physicist, and Other | 3,000.00 |
| 5 | Laboratory worker | 2,700.00 |

Tabular listing of monthly minimum basic salary rates for service employees

| No. | Position | Minimum basic salary rate [PLN] |
|------------|---|--|
| 1 | Maintenance employee, janitor, senior janitor, porter, senior porter, keeper, security officer, senior security officer, cleaning officer, cleaner | 2,600.00 |
| 2 | Security Officer - - Head of Security, - Deputy Head of Security, - Shift Commander, - Senior Security Guard – Transport Guard, - Security Guard – Transport Guard, - Junior Security Guard – Transport Guard | 2,650.00 |
| 3 | Auxiliary administrative employee or service employee | 2,700.00 |
| 4 | Gardener | 2,700.00 |

Tabular listing of monthly minimum basic salary rates for employees working at blue-collar positions

| No. | Position | Minimum basic salary rate [PLN] |
|------------|---|--|
| 1 | Workers without vocational training | 2,600.00 |
| 2 | Trained workers with expertise to the extent necessary to perform auxiliary works | 2,650.00 |
| 3 | Qualified workers with expertise to the extent required to perform work under supervision or individually | 2,650.00 |
| 4 | Workers with vocational education to perform individual work of complex nature | 2,700.00 |
| 5 | Highly qualified workers with a diploma of technician or foreman in a profession whereby they individually perform difficult and precise work | 2,750.00 |
| 6 | Car driver – according to separate regulations | 2,800.00 |
| 7 | Bus driver - according to separate regulations | 2,800.00 |

Library employees, scientific documentation, and information employees

| No. | Position | Minimum basic salary rate [PLN] |
|------------|---------------------------------|--|
| 1 | Certified Curator | 3,960.00 |
| 2 | Senior Library Curator | 3,600.00 |
| 3 | Library Curator | 3,360.00 |
| 4 | Senior Librarian | 3,120.00 |
| | Senior Documentalist | |
| | Senior Book Conservator | |
| 5 | Librarian | 2,880.00 |
| | Documentalist | |
| | Book Conservator | |
| 6 | Senior Library Stock Keeper | 2,760.00 |
| 7 | Senior Documentalist Technician | 2,760.00 |
| 8 | Junior Librarian | 2,700.00 |
| | Junior Documentalist | |
| | Junior Book Conservator | |
| 9 | Documentalist Technician | 2,700.00 |
| 10 | Library Stock Keeper | 2,700.00 |
| 11 | Book Conservator Technician | 2,700.00 |
| 12 | Junior Documentalist Technician | 2,640.00 |
| | Library Assistant | 2,640.00 |

Museum employees

| No. | Position | Minimum basic salary rate [PLN] |
|------------|-------------------------------|--|
| 1 | Certified Museum Curator | 3,720.00 |
| 2 | Museum Curator | 3,360.00 |
| 3 | Museum <i>Adiunkt</i> | 3,720.00 |
| 4 | Museum Assistant | 3,360.00 |
| 5 | Senior Conservator | 3,120.00 |
| 6 | Conservator | 2,880.00 |
| 7 | Conservation <i>Adiunkt</i> | 3,720.00 |
| 8 | Senior Conservation Assistant | 3,600.00 |
| 9 | Conservation Assistant | 3,360.00 |
| 10 | Senior Documentalist | 3,120.00 |
| 11 | Documentalist | 2,880.00 |
| 12 | Senior Repair Specialist | 3,120.00 |
| 13 | Repair Specialist | 2,820.00 |
| 14 | Trained Repair Specialist | 2,640.00 |
| 15 | Museum Guide | 3,240.00 |

**Tabular listing of monthly minimum basic salary rates for
publishing and DTP employees**

| No. | Position | Minimum basic salary rate [PLN] |
|------------|---|--|
| 1 | Editor-in-Chief acting as Publishing House Director | 4,560.00 |
| 2 | Initiating Editor | 3,600.00 |
| 3 | Coordinating Editor | 3,840.00 |
| 4 | Editorial Secretary | 3,480.00 |
| 5 | Technical Secretary | 3,480.00 |
| 6 | Junior Editor | 3,480.00 |
| 7 | Editor | 3,840.00 |
| 8 | Senior Editor | 4,080.00 |
| 9 | DTP Operator | 3,480.00 |
| 10 | Senior DTP Operator | 3,840.00 |
| 11 | DTP Specialist | 4,320.00 |
| 12 | Electronic Publications Coordinator | 3,360.00 |
| 13 | Publishing House Warehouse Manager | 3,240.00 |
| 14 | Bookbinder | 2,880.00 |

Tabular listing of monthly minimum basic salary rates for archive employees

| No. | Position | Minimum basic salary rate [PLN] |
|------------|-----------------------------------|--|
| 1 | Senior Archive Curator | 3,600.00 |
| 2 | Archive Curator | 3,360.00 |
| 3 | Curator – Paper Conservator | 3,360.00 |
| 4 | Senior Paper Conservator | 3,120.00 |
| 5 | Paper Conservator | 2,880.00 |
| 6 | Senior Archivist | 3,120.00 |
| 7 | Archivist | 2,880.00 |
| 8 | Junior Archivist | 2,700.00 |
| 9 | Senior Archive Warehouse Operator | 2,760.00 |
| 10 | Archive Warehouse Operator | 2,700.00 |

Tabular listing of monthly minimum function allowance rates for academic teachers holding management functions

| No. | Function | Function allowance rate [PLN] |
|------------|---|--------------------------------------|
| 1 | Rector | 6,410.00 |
| 2 | Vice-Rector | 4,290.00 |
| 3 | Dean | 3,300.00 |
| 4 | Vice-Dean | 2,600.00 |
| 5 | Doctoral School Director | 2,200.00 |
| 6 | Head (Director) of extra-, inter-, or intradepartmental unit employing at least 15 people | 500.00 - 2600.00 |
| 7 | Head (Director) of extra-, inter-, or intradepartmental unit employing fewer than 15 people | 300.00 - 1,800.00 |
| 8 | Deputy Head (Director) of extra-, inter-, or intradepartmental unit | 300.00 - 1,700.00 |

Tabular listing of monthly minimum function allowance rates for employees other than academic teachers and holding management functions

| No. | Functions held | | Function allowance rate [PLN] |
|-----|--|---|-------------------------------|
| 1 | JU Chancellor | | |
| 2 | JU Bursar | | 4,290.00 |
| 3 | JU Vice-Chancellor | | 3,000.00 – 3,500.00 |
| 4 | JU Vice-Bursar | | 3,000.00 – 3,500.00 |
| | | Number of employees in subordinate unit | |
| 5 | Administrative Director of Faculty, Director of Centre, Head of Department | up to 20 | 700.00 – 1,000.00 |
| | | over 20 | 1,000.00 – 1,500.00 |
| 6 | Head of Section, Deputy Administrative Director of Faculty, Deputy Director of Centre, Deputy Head of Department | | 400.00 - 700.00 |
| 7 | Main Library Director | | 500.00 - 2.600.00 |
| 8 | Deputy Director of Main Library | | 300.00 – 1,700.00 |
| 9 | Head of Department at the Main Library | | 400.00 - 700.00 |
| 10 | Head of Section at the Main Library | | 200.00 - 500.00 |
| 11 | Head of Department Library, | | 500.00 – 1,000.00 |
| 12 | Head of Institute Library, Head of Section at Faculty Library | | 200.00 - 500.00 |

AMOUNT AND RULES FOR PAYMENT OF REMUNERATION FOR OVERTIME WORK IN EXCESS OF CONTRACTED ALLOCATION

§ 1

1. In special cases justified with the need for a study programme regarding **regular programmes, extramural programmes, postgraduate programmes, doctoral school programmes, paid programmes in a foreign language and paid programmes in Polish as a foreign language, or lifelong learning courses**, academic teachers may be obligated to teach in excess of contracted allocation. The number of such overtime classes cannot exceed % for research scientists/academic teachers, while with respect to academic teachers it cannot exceed their annual maximum number of classes.
2. Academic teachers obligated to teach overtime in excess of contracted allocation, according to section 1, for four consecutive semesters, can only be asked to teach overtime in excess of contracted allocation in the academic year that follows with one's written consent.
3. Academic teachers granting their consent in the *Individual Class Allocation Chart*, hereinafter referred to as "Allocation Chart", can be entrusted with extra classes (overtime in excess of contracted allocation) in the amount not exceeding double annual number of classes.
4. The head of the organisational unit in charge of organising the teaching process shall supervise correct allocation of overtime class hours.
5. Academic teachers may accept overtime classes at a unit other than one's unit of employment exclusively with the consent of the head of one's unit of employment in charge of teaching process organisation, considering the applicable limits.
6. Academic teachers shall be obligated to state the number of all class hours allocated and held during the scheduled classes settlement period in one's Allocation Chart and the *Individual Class Performance Chart*, hereinafter referred to as "Performance Chart", as kept by the University, to correctly settle the number of the classes taught. The Allocation Charts and the Performance Charts shall be generated from the USOS system.
7. Academic teachers who are pregnant or raise children until the age of 4 must not be employed overtime in excess of contracted allocation without one's consent.

§ 2

1. For overtime work (in excess of contracted allocation) referred to in Article 127 of the Act, academic teachers shall receive remuneration calculated according to the following rules:

| No.. | Position | Description | Base for calculating overtime rates per hour |
|------|--|---|---|
| 1 | Professor | Professor with the honorary <i>profesor zwyczajny</i> (full professor) title | 1.8% - 3.6% minimum basic salary of Professor with the honorary <i>profesor zwyczajny</i> (full professor) title |
| 2 | Professor, visiting professor | Professor holding the academic title of professor | 1.8% - 3.6% minimum basic salary of Professor holding the academic title of professor |
| | | Visiting professor holding the academic title of professor | |
| 3 | University professor | Professor holding the academic degree of <i>dr hab.</i> | 1.8% - 3.6% minimum basic salary of University professor holding the academic degree of <i>dr hab.</i> |
| 4 | University professor, visiting professor | Professor holding the academic degree of <i>dr</i> (PhD) | 1.8% - 3.6% minimum basic salary of University professor holding the academic degree of <i>dr</i> (PhD) |
| | | Visiting professor holding the academic degree of <i>dr hab.</i> or <i>dr</i> (PhD) | |
| 5 | Adiunkt (Reader) | Adiunkt holding the academic degree of <i>dr hab.</i> | 1.8% - 3.6% minimum basic salary of Adiunkt holding the academic degree of <i>dr hab.</i> |
| 6 | <i>Adiunkt</i> (Reader), Senior Lecturer | <i>Adiunkt</i> holding the academic degree of <i>dr</i> (PhD) | 1.8% - 3.6% minimum basic salary of Adiunkt holding the academic degree of <i>dr</i> (PhD) |
| | | Senior Lecturer holding the academic degree of <i>dr</i> (PhD) | |
| | | Senior Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | |
| 7 | Lecturer | Lecturer holding the academic degree of <i>dr</i> (PhD) | 1.8% - 3.9% minimum basic salary of Lecturer holding the academic degree of <i>dr</i> (PhD) |
| 8 | Assistant, Lecturer | Assistant holding the academic degree of <i>dr</i> (PhD) | 1.8% - 3.9% minimum basic salary of Assistant holding the academic degree of <i>dr</i> (PhD) |
| | | Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | |
| 9 | Assistant, Teacher, Instructor | Assistant holding the professional title of MA, MSc. Engineer, or equivalent | 1.8% - 3.9% minimum basic salary of Assistant holding the professional title of MA, MSc. Engineer, or equivalent |
| | | Teacher | |
| | | Instructor | |

2. Rules stipulated in section 1 shall not apply to specification of rates regarding classes conducted in doctoral schools and classes under paid programmes in a foreign language.

- 1) For each lesson (of 45 minutes) of overtime classes (in excess of contracted allocation), academic teachers shall receive remuneration depending on the position held:

1) at stationary first cycle and second cycle studies, long-cycle MA studies, and doctoral studies, according to the rates below:

| No. | Position | Description | First cycle, second cycle, and long-cycle studies | PhD studies |
|-----|--|---|---|-------------|
| 1 | Professor | Professor with the honorary <i>profesor zwyczajny</i> (full professor) title | 126 | 126 - 252 |
| 2 | Professor, visiting professor | Professor holding the academic title of professor | 116 | 116 - 230 |
| | | Visiting professor holding the academic title of professor | | |
| 3 | University professor | Professor holding the academic degree of dr (PhD) | 99 | 99 - 198 |
| 4 | University professor, visiting professor | Professor holding the academic degree of dr (PhD) | 96 | 96 - 191 |
| | | Visiting professor holding the academic degree of <i>dr hab.</i> or <i>dr</i> (PhD) | | |
| 5 | Adiunkt (Reader) | Adiunkt holding the academic degree of <i>dr hab.</i> | 90 | 90 - 180 |
| 6 | Adiunkt (Reader), Senior Lecturer | Adiunkt holding the academic degree of <i>dr</i> (PhD) | 85 | 85 - 168 |
| | | Senior Lecturer holding the academic degree of <i>dr</i> (PhD) | | |
| | | Senior Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 7 | Lecturer | Lecturer holding the academic degree of dr (PhD) | 64 | 64 - 138 |
| 8 | Assistant, Lecturer | Assistant holding the academic degree of <i>dr</i> (PhD) | 61 | 61 - 130 |
| | | Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 9 | Assistant, Teacher, Instructor | Assistant holding the professional title of MA, MSc. Engineer, or equivalent | 58 | 58 - 125 |
| | | Teacher | | |
| | | Instructor | | |

2) at extra-mural first cycle and second cycle studies, long-cycle MA studies, and doctoral studies, postgraduate studies, and lifelong learning courses, according to the rates below:

| No. | Position | Description | Applicable rates (PLN) | |
|-----|--|--|------------------------|-----|
| | | | min | max |
| 1 | Professor | Professor with the honorary <i>profesor zwyczajny</i> (full professor) title | 126 | 252 |
| 2 | Professor, visiting professor | Professor holding the academic title of professor | 116 | 230 |
| | | Visiting professor holding the academic title of professor | | |
| 3 | University professor | Professor holding the academic degree of dr (PhD) | 99 | 198 |
| 4 | University professor, visiting professor | Professor holding the academic degree of dr (PhD) | 96 | 191 |
| | | Visiting professor holding the academic degree of <i>dr hab.</i> or dr (PhD) | | |
| 5 | <i>Adiunkt</i> (Reader) | <i>Adiunkt</i> holding the academic degree of <i>dr hab.</i> | 90 | 180 |
| 6 | <i>Adiunkt</i> , Senior Lecturer | <i>Adiunkt</i> holding the academic degree of dr (PhD) | 85 | 168 |
| | | Senior Lecturer holding the academic degree of dr (PhD) | | |
| | | Senior Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 7 | Lecturer | Lecturer holding the academic degree of dr (PhD) | 64 | 138 |
| 8 | Assistant, Lecturer | Assistant holding the academic degree of dr (PhD) | 61 | 130 |
| | | Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 9 | Assistant, Teacher, Instructor | Assistant holding the professional title of MA, MSc. Engineer, or equivalent | 58 | 125 |
| | | Teacher | | |
| | | Instructor | | |

3) in doctoral schools according to the rates below

| No. | Position | Description | Applicable rates (PLN) | |
|-----|--|---|------------------------|-----|
| | | | min | max |
| 1 | Professor | Professor with the honorary <i>profesor zwyczajny</i> (full professor) title | 200 | 400 |
| 2 | Professor, visiting professor | Professor holding the academic title of professor | 200 | 400 |
| | | Visiting professor holding the academic title of professor | | |
| 3 | University professor | Professor holding the academic degree of <i>dr hab.</i> | 150 | 330 |
| 4 | University professor, visiting professor | Professor holding the academic degree of <i>dr</i> (PhD) | 150 | 330 |
| | | Visiting professor holding the academic degree of <i>dr hab.</i> or <i>dr</i> (PhD) | | |
| 5 | <i>Adiunkt</i> (Reader) | <i>Adiunkt</i> holding the academic degree of <i>dr</i> (PhD) | 150 | 330 |
| 6 | <i>Adiunkt</i> (Reader), Senior Lecturer | <i>Adiunkt</i> holding the academic degree of <i>dr</i> (PhD) | 100 | 270 |
| | | Senior Lecturer holding the academic degree of <i>dr</i> (PhD) | | |
| | | Senior Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 7 | Lecturer | Lecturer holding the academic degree of <i>dr</i> (PhD) | 80 | 160 |
| 8 | Assistant, Lecturer | Assistant holding the academic degree of <i>dr</i> (PhD) | 80 | 160 |
| | | Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 9 | Assistant, Teacher, Instructor | Assistant holding the professional title of MA, MSc. Engineer, or equivalent | 80 | 160 |
| | | Teacher | | |
| | | Instructor | | |

4) at paid programmes in a foreign language

| No. | Position | Description | Applicable rates (PLN) | |
|-----|--|---|------------------------|-----|
| | | | min | max |
| 1 | Professor | Professor with the honorary <i>profesor zwyczajny</i> (full professor) title | 190 | 260 |
| 2 | Professor, visiting professor | Professor holding the academic title of professor | 190 | 260 |
| | | Visiting professor holding the academic title of professor | | |
| 3 | University professor | Professor holding the academic degree of <i>dr hab.</i> | 160 | 180 |
| 4 | University professor, visiting professor | Professor holding the academic degree of <i>dr</i> (PhD) | 160 | 180 |
| | | Visiting professor holding the academic degree of <i>dr hab.</i> or <i>dr</i> (PhD) | | |
| 5 | <i>Adiunkt</i> (Reader) | <i>Adiunkt</i> holding the academic degree of <i>dr hab.</i> | 160 | 180 |
| 6 | <i>Adiunkt</i> (Reader), Senior Lecturer | <i>Adiunkt</i> holding the academic degree of <i>dr</i> (PhD) | 120 | 155 |
| | | Senior Lecturer holding the academic degree of <i>dr</i> (PhD) | | |
| | | Senior Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 7 | Lecturer | Lecturer holding the academic degree of <i>dr</i> (PhD) | 64 | 155 |
| 8 | Assistant, Lecturer | Assistant holding the academic degree of <i>dr</i> (PhD) | 61 | 155 |
| | | Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 9 | Assistant, Teacher, Instructor | Assistant holding the professional title of MA, MSc. Engineer, or equivalent | 58 | 155 |
| | | Teacher | | |
| | | Instructor | | |

5) at paid programmes in Polish as a foreign language

| No. | Position | Description | Applicable rates (PLN) | |
|-----|--|--|------------------------|-----|
| | | | min | max |
| 1 | Professor | Professor with the honorary <i>profesor zwyczajny</i> (full professor) title | 126 | 252 |
| 2 | Professor, visiting professor | Professor holding the academic title of professor | 116 | 230 |
| | | Visiting professor holding the academic title of professor | | |
| 3 | University professor | Professor holding the academic degree of <i>dr hab.</i> | 99 | 198 |
| 4 | University professor, visiting professor | Professor holding the academic degree of dr (PhD) | 96 | 191 |
| | | Visiting professor holding the academic degree of <i>dr hab.</i> or dr (PhD) | | |
| 5 | <i>Adiunkt</i> (Reader) | <i>Adiunkt</i> holding the academic degree of <i>dr hab.</i> | 90 | 180 |
| 6 | <i>Adiunkt</i> , Senior Lecturer | <i>Adiunkt</i> holding the academic degree of dr (PhD) | 85 | 168 |
| | | Senior Lecturer holding the academic degree of dr (PhD) | | |
| | | Senior Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 7 | Lecturer | Lecturer holding the academic degree of dr (PhD) | 64 | 138 |
| 8 | Assistant, Lecturer | Assistant holding the academic degree of dr (PhD) | 61 | 130 |
| | | Lecturer holding the professional title of MA, MSc. Engineer, or equivalent | | |
| 9 | Assistant, Teacher, Instructor | Assistant holding the professional title of MA, MSc. Engineer, or equivalent | 58 | 125 |
| | | Teacher | | |
| | | Instructor | | |

6) in the case of teaching on an interdisciplinary programme (in individual cases justified with especially high qualifications of the teachers) – a higher rate can be determined than the applicable maximum rate for a given type of programme, to be determined by the Dean exclusively with written consent from the JU Rector – up to 100% of the applicable rate.

2. In the case of classes for students with disabilities on request of the Disabled Department (Polish: DON), the rate of remuneration per class hour shall be increased by PLN 20, whereas the rate increase must not exceed maximum rates listed in the table in section 1.
3. The rates shall be determined by the Dean, head/director of extra- or interdepartmental unit, or director of doctoral school, according to proper financial management rules. Rates higher than

minimum rates, but not exceeding maximum values, can apply if the organisational unit holds funds for this purpose approved in the material and financial schedule, as confirmed by the JU Bursar.

4. The rates must be uniform and apply at the level of a faculty, extra- or interdepartmental unit, or doctoral school. In exceptional and justified cases, it is permitted to vary the rates, in particular due to the size of groups at classes, teaching methods applied, verification methods applied, and the validation of learning outcomes.
5. Forms accounting for the rates for a specific form and level of study programme in a given unit must be submitted to the HR Department.

§ 4

1. Remuneration for work in excess of contracted allocation shall be paid after settlement of class hours actually worked, once per year, considering the period of scheduled classes settlement.
2. Payment of remuneration for overtime work in excess of contracted allocation shall be made by 1 October of a given calendar year for the previous academic year, while in special situations, where scheduled classes settlement cannot occur by 31 July for reasons attributable to the unit, the remuneration for overtime work in excess of contracted allocation shall be paid by 1 December of a given calendar year for the previous academic year.
3. Remuneration for overtime work in excess of contracted allocation shall be determined pursuant to the highest rate applicable in the settlement period, lasting from the start of the classes until confirmation of the number of classes held by the academic teacher in the Performance Chart. Remuneration for overtime work in excess of contracted allocation paid after settlement of overtime work in the adopted settlement period shall not be recalculated.
4. Remuneration for overtime work in excess of contracted allocation shall be paid after submission of forms generated from the USOS system:
 - a. collective form regarding classes held in a given academic year;
 - b. Performance Chart.
5. It is permitted to pay remuneration for overtime work in excess of contracted allocation at extramural programmes, postgraduate programmes, paid programmes in a foreign language, paid programmes in Polish as a foreign language, and lifelong learning courses after completion, after the end of the first semester and before the end of the period for schedule settlement, provided that the academic teacher has performed all classes scheduled for the year in the first semester.
6. Payment of the remuneration during the academic year, as envisaged in section 3 may occur on condition of:
 - 1) submission of the collective form regarding classes held in a given academic year;
 - 2) submission of Allocation Chart;
 - 3) confirmation of classes held by the head of the unit.
7. In particularly justified cases, with the consent of JU Vice-Rector in charge of HR and financial policy, it is permitted to introduce at least bimonthly periods for settlements of overtime work in excess of contracted allocation, calculated in calendar months.
8. Payment of remuneration for overtime work in excess of contracted allocation, as envisaged in section 5, may occur after the end of the settlement period on condition of:
 - 1) submission of the collective class schedule and Allocation Chart for a given academic year, considering full allocation at regular and extramural programmes, as well as other forms of education, as generated from the USOS system;
 - 2) confirmation by the employee, one's direct superior, and head of the JU organisational unit that the employee can perform the schedule in a given academic year, according to the Allocation Chart;
 - 3) submission of a detailed schedule of classes for the indicated settlement period, according to the general schedule;
 - 4) confirmation by the head of the JU organisational unit and direct superior that the classes

were held in a given settlement period.

9. After the end of the academic year, classes will be verified, with special consideration of hours already settled pursuant to sections 3 through 6.
10. In the event of a consent to the change of settlement periods during the academic year, the JU Vice-Rector in charge of HR and financial policy shall issue a decision setting the rules for settling overtime work in excess of contracted allocation in the transitional period.

RULES FOR GRANTING AWARDS TO ACADEMIC TEACHERS OF THE JAGIELLONIAN UNIVERSITY

§ 1

1. The University shall allocate funds to the JU Rector's Awards for academic teachers in the amount of 2% of planned annual funds for payroll allocated to this group of employees.
2. The funds referred to in section 1 are allocated for outstanding scientific, academic, or organisational achievements, and for the entire career of scientific, academic, and organisational achievements of academic teachers.
3. The requests must account for: scientific, academic, or organisational achievements in the previous calendar year.
4. The award can be granted to an academic teacher who has worked at the University for at least one year.

§ 2

1. Awards from the funds stipulated in Clause 1(1) can be granted to:
 - 1) academic teachers employed at the University under job contracts;
 - 2) retired academic teachers – for achievements during the period for which the award is granted.
2. Academic teachers may receive awards from the funds stipulated in Clause 1(1) once in a calendar year.

§ 3

1. The JU Rector shall award individual or team awards of the 1st, 2nd, and 3rd degree.
2. The award amounts shall be determined annually by the JU Rector.
3. The amount of the award shall be based on minimum basic salary of a professor, as stipulated in the generally applicable regulations.
4. The amount of the award shall vary for scientific activities, academic (teaching) activities, and organisational activities.
5. The distribution of a team award among the awarded team members shall depend on the contribution of particular members; however, the award attributable to a single team member cannot exceed the full amount of individual award and cannot be lower than 10% of the amount of individual award of the respective degree.

§ 4

1. The awards shall be granted, in particular, for:
 - 1) original and creative scientific achievements documented with:
 - a) scientific publications of major impact to the state of knowledge and orientation of further research,
 - b) structural, technological, and project-related works characterised with innovative and scientific approach to the problem;
 - 2) education of research staff, confirmed with undertaking the initiated research problems by other scientists, acting as a promotor, consultant, and expert or reviewer with respect to other scientific papers;
 - 3) specific ventures that have resulted in material improvement of teaching conditions, learning outcomes, and the quality of dissertations;
 - 4) acting as author or co-author of outstanding manuals, scripts, methodological guides, or curricula;

- 5) outstanding *doctor habilitatus* or doctoral dissertations.
2. The requests must account for scientific, academic, or organisational achievements in the calendar year preceding the year of the award.
3. Awards can also be granted to outstanding academic teachers for their entire scientific, academic, or organisational career.

§ 5

1. Requests for award granting can only be submitted within the limit of funds allocated for the awards to a given organisational unit.
2. Requests for the awards can be submitted by:
 - 1) Dean – with respect to Faculty employees;
 - 2) head of faculty internal unit, with the Dean’s consent, with respect to employees of the unit;
 - 3) director/head of organisational unit - with respect to employees of other organisational units.
3. Deans of faculties and directors of doctoral schools – after obtaining approval from the respective council – shall submit the requests to the JU Rector.
4. Directors and heads of extradepartmental, interdepartmental, interuniversity, and shared units – after obtaining approval from the respective council and acceptance from the respective JU Vice-Rector – shall submit requests to the JU Rector.
5. The JU Rector may also grant an award on the Rector’s own initiative.

§ 6

1. The JU Rector shall grant awards on the occasion of the beginning of the academic year.
2. In exceptional cases, on the Rector’s own initiative or on request of an authorised person referred to in Clause 5(1) and Clause 5(2), the JU Rector may grant awards also on other dates.

§ 7

All voting at the councils referred to in Clause 5(3) with respect to requests for awards shall be by secret vote.

§ 8

1. Requests for awards must include, in particular, the following:
 - 1) type of award proposed;
 - 2) degree of award proposed;
 - 3) justification of the award proposed;
 - 4) amount of the award proposed.
2. Requests for team awards must additionally specify the amount of the awards proposed for particular team members.
3. Requests for awards for scientific activities must be accompanied with publications for which the award is requested.
4. Requests for awards granted by the JU Rector must be submitted at the JU HR Department by the deadline stipulated by the JU Rector.

§ 9

Requests referred to in Clause 5, together with specified amounts referred to in Clause 1(1), shall be submitted by the JU Rector for acceptance by the respective Awards Committee.

§ 10

Not later than within seven days from the session of the Committee referred to in Clause 9, the JU HR Department shall present the list of candidates for awards to the University trade unions.

§ 11

After request approval according to the procedure stipulated in Clauses 7 and 9, the JU Rector shall make the decision on award granting.

§ 12

1. Awards shall be handed over according to the procedure stipulated by the JU Rector.
2. Laureates of the JU Rector's Award shall receive a diploma stipulating the degree of the award, type of achievement, and the amount of the award.
3. A copy of the diploma shall be placed in the laureate's personal files.

RULES FOR GRANTING AWARDS TO EMPLOYEES OTHER THAN ACADEMIC TEACHERS OF THE JAGIELLONIAN UNIVERSITY

§ 1

1. The University shall allocate funds to the JU Rector's awards for employees other than academic teachers in the amount of 1% of planned annual funds for payroll allocated to this group of employees.
2. The funds referred to in section 1 shall be allocated to awards for employees of the University under job contracts.
3. Requests for awards should account for employees' achievements in the previous calendar year.

§ 2

1. Awards from the funds stipulated in section 1(1) can be granted to:
 - 1) employees working for at least two years at the University (as of the date of submitting requests for the awards);
 - 2) retired employees for achievements at work in the period for which the awards are granted.
2. Employees may receive awards from the funds stipulated in Clause 1(1) once in a calendar year.

§ 3

1. The JU Rector shall award individual or team awards of the 1st, 2nd, and 3rd degree.
2. The amount of the awards shall be determined annually by the JU Rector.
3. The distribution of a team award among the awarded team members shall depend on the contribution of particular members; however, the award attributable to a single team member cannot exceed the full amount of individual award and cannot be lower than 10% of the amount of individual award of the respective degree.

§ 4

The award can be awarded for special achievements at work, for initiative at work, for improving the work efficiency and quality, and for model fulfilment of professional duties.

§ 5

1. Requests for the awards can be submitted by:
 - 1) JU Vice-Rector – with respect to employees of units directly subordinate to the Vice-Rector;
 - 2) Dean – with respect to employees of Faculty organisational units;
 - 3) Director/head of extradepartmental, interdepartmental, or shared units/head of pan-University administration unit with respect to employees of such units after approval from the respective JU Vice-Rector;
 - 4) JU Chancellor – with respect to one's deputies and employees of directly subordinate units;
 - 5) JU Vice-Chancellor – with respect to employees employed at the subordinate units, after approval from the JU Chancellor;
 - 6) JU Bursar – with respect to one's deputies and all other employees of the JU Bursary. The JU Rector may grant awards, on the Rector's own initiative, to the JU Chancellor, JU Bursar, and employees of directly subordinate organisational units.
2. The JU Rector may grant award, on the Rector's own initiative, to other employees, not listed in section 2.

§ 6

1. The JU Rector shall grant awards on the occasion of the beginning of the academic year.
2. In exceptional cases, on the Rector's own initiative or on request of an authorised person referred to in Clause 5(1), the JU Rector may grant awards also on other dates.

§ 7

1. Requests for award granting can only be submitted within the limit of funds allocated for the awards to a given organisational unit.
2. Requests for awards must include, in particular, the following:
 - 1) specification of the type of award proposed;
 - 2) specification of the degree of award proposed;
 - 3) justification of the award proposed,
 - 4) amount of the award proposed.
3. Requests for team awards must additionally specify the amount of the awards proposed for particular team members.
4. Requests for awards must be submitted at the JU HR Department by the deadline stipulated by the JU Rector.

§ 8

Requests referred to in Clause 5, together with specified amounts referred to in Clause 1(1), shall be submitted by the JU Rector for acceptance by the respective Awards Committee.

§ 9

Not later than within seven days from the session of the Committee referred to in Clause 8, the JU HR Department shall present the list of candidates for awards to the University trade unions.

§ 10

After request approval according to the procedure stipulated in Clause 8, the JU Rector shall make the decision on award granting.

§ 11

1. Awards shall be handed over according to the procedure stipulated by the JU Rector.
2. The laureates of the JU Rector's Award shall receive written notification about the award, signed by the JU Rector or JU Chancellor.
3. Copies of the notification about the JU Rector's award shall be placed in employees' personal files.

Rates of additional remuneration for academic teachers

1. For participation in works under recruitment proceedings
a) to long-cycle MA studies, as well as first cycle and second cycle studies

| No. | Type of work | Maximum rate [PLN] |
|-----|--|-----------------------|
| 1 | Management of department recruitment team | 2,000.00 |
| 2 | Participation in department recruitment team | 1,400.00 |
| 3 | Participation in the examination team | |
| | a) chair | 1,000.00 |
| | b) secretary | 1,000.00 |
| | c) team member | 800.00 |

- b) to PhD studies

| No. | Type of work | Maximum rate [PLN] |
|-----|---------------------------------------|-----------------------|
| 1 | Participation in the committee | |
| | a) chair | 2,000.00 |
| | b) deputy chair | 1,900.00 |
| | c) secretary | 1,800.00 |
| | d) committee member | 1,700.00 |
| 2 | Participation in the examination team | |
| | a) chair | 1,600.00 |
| | b) member of examination team | 1,000.00 |

2. For management or care over student's professional training: **PLN 790.00 – 1,592.00**
3. For acting as a promotor in the doctoral programme: **PLN 5,320.30**
4. For acting as an auxiliary promotor in the doctoral programme: **PLN 3,205.00**
5. For a review in a proceeding regarding doctoral degree award: **PLN 1,730.70**
6. For a review in a proceeding regarding *doctor habilitatus* degree award: **PLN 2,115.30**
7. For a review in a proceeding regarding the award of professor's title: **PLN 2,564.00**
8. For participation in the works of habilitation (*doctor habilitatus* degree) committee:

| No. | Function | Remuneration amount [PLN] |
|-----|-----------|---------------------------|
| 1 | Chair | 2,115.30,PLN |
| 2 | Secretary | 2,115.30,PLN |
| 3 | Member | 1,089.70,PLN |

9. For drafting a review or assessment of achievements in the qualification proceeding before the employment at the position of university professor or visiting professor of a person not having the academic title of professor, professor of art, academic degree of *doctor habilitatus*, or *doctor habilitatus* in art: **PLN 1,600.00**
10. For drafting a review or assessment of achievements in the qualification proceeding before the award of the honorary title of *profesor zwyczajny* (full professor): **PLN 1,800.00**
11. For membership in a committee validating outcomes of learning:

| No. | Function | Rate per 1 ECTS point subject to verification within procedure for validation of learning outcomes |
|-----|------------------|--|
| 1 | Chair | 35.00 PLN |
| 2 | Committee member | 30.00 PLN |
| 3 | Expert | 25.00 PLN |