

REMUNERATION REGULATIONS
FOR THE EMPLOYEES OF THE JAN KOCHANOWSKI UNIVERSITY IN
KIELCE

General Provisions

§ 1

The Remuneration Regulations for the Employees of the Jan Kochanowski University in Kielce, hereinafter referred to as the Regulations, establish the conditions for remuneration for work and other work-related benefits and the rules for their award at the Jan Kochanowski University in Kielce, hereinafter referred to as the University.

§ 2

The provisions of the Regulations apply to all employees of the University.

§ 3

To matters concerning the determination of conditions of remuneration for work and other work-related benefits and the rules for their award, not regulated in the Regulations, the provisions of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws of 2020, item 85, as amended), hereinafter referred to as the Act, the Labor Code, other laws, and legal acts issued on their basis shall apply.

Terms and conditions of remuneration for work

§ 4

1. An employee has the right to equal remuneration for the same work or for work of equal value. Works of equal value are those the performance of which requires comparable professional qualifications from employees, evidenced by documents provided for in separate regulations or practice and professional experience, as well as comparable responsibility and effort.
2. The rates of remuneration components, as specified in the tables, which are annexes to these Regulations, are determined within the framework of the funds provided in the material and financial plan of the University.
3. Decisions on determining the amount of base remuneration, functional allowance and other components of an employee's remuneration are made by the rector.
4. The rector's base remuneration and functional allowance are determined in accordance with the rules set forth in the Act.
5. The University Council may grant the rector a task-related allowance, as specified in the Regulations.
6. Base remuneration, seniority allowance, functional allowance and task-related allowance shall be paid to an academic teacher in advance, and other components of remuneration – in arrears, with the exception of special allowance, the payment date of which should be specified each time in the decision on its award.
7. The right to remuneration paid in advance shall expire on the last day of the month in which the employment relationship ceases, but the employee shall retain the remuneration paid for that month.

8. Employees of the University, in accordance with the rules set forth in separate regulations, are entitled to apply the deductible costs of copyright.

§ 5

1. Under the terms of these Regulations, employees are entitled to the following components of remuneration on account of their employment:
 - 1) fixed remuneration components:
 - a) base remuneration,
 - b) seniority allowance,
 - 2) variable remuneration components:
 - a) functional allowance,
 - b) managerial allowance,
 - c) special allowance,
 - d) task-related allowance,
 - e) remuneration for over contract hours or overtime,
 - f) allowance for work in conditions that are harmful to health or arduous,
 - g) rector's award,
 - h) award of the Minister of Science and Higher Education,
 - i) remuneration for work in the recruitment process,
 - j) remuneration for leading or supervising student apprenticeships.
2. Employees covered by these Regulations are also entitled to holiday pay, absenteeism pay and other work-related benefits as defined by general regulations and regulations specific to public universities, as well as benefits during temporary disability.

Base remuneration

§ 6

1. The base remuneration is a fixed amount based on the employment contract or appointment established on the basis of monthly rates specified in the Regulations.
2. The hourly rate of base remuneration and allowances determined on a monthly basis, resulting from the employee's personal grade level, is determined by dividing this rate by the number of working hours to be worked in a given month, and in the case of academic teachers – by the number of 156, subject to separate regulations in this regard.
3. The rates of base remuneration set forth in the appendices to the Regulations shall apply to full-time employees.
4. Part-time employees are entitled to all components of remuneration in proportion to the amount of the working time resulting from employment.

Seniority allowance

§ 7

1. An employee under the terms of the Act is entitled to a seniority allowance of 1% of base remuneration for each year of service, paid on a monthly basis beginning with the fourth year of service, except that the allowance may not exceed 20% of the base remuneration.
2. If the acquisition of the right to a seniority allowance or the right to a higher rate of this allowance occurred on the first day of the month – the allowance is due for that month.
3. If the acquisition of the right to a seniority allowance or the right to a higher rate of this allowance occurred on a day other than the first day of the month – the allowance is payable from the first day of the month following the month in which an employee acquired the right.
4. In determining the periods of entitlement to the seniority allowance, particularly the following should be taken into account:
 - 1) completed periods of employment,
 - 2) other periods taken into account under separate provisions as periods determining employee's rights,
 - 3) the period of assistant preparatory studies taken under the regulations concerning the rules and conditions for the establishment of assistant preparatory studies in higher education institutions,
 - 4) periods of stay abroad resulting from an assignment granted under the regulations on the assignment abroad of employees for research, teaching and training purposes.
5. In determining the periods of entitlement to the seniority allowance, the periods referred to in sec. 4, item 1, shall be taken into account on the basis of the labor certificate, and the periods referred to in sec. 4, items 2–4
– on the basis of another document confirming their service, except that if the employee is simultaneously in more than one employment relationship, the periods referred to in sec. 4 shall be taken into account after the employee submits a statement that they were not taken into account with another employer.
6. The seniority allowance is earned for days for which an employee receives the remuneration. The seniority allowance is reduced by 1/30 for each day of absence from work due to sickness and other reasons specified in the Law on Money Benefits from Social Insurance in case of Illness and Maternity, and is included in the base of sick pay determined in accordance with the provisions of Art. 92 § 1 and 2 of the Labor Code, and is included in the base of benefits paid from the Social Insurance Institution (ZUS), determined in accordance with Art. 41 sec. 1 of the Law of June 25, 1999 on Money Benefits from Social Insurance in case of Illness and Maternity (Journal of Laws of 2020, item 870, as amended).
7. In the case of being employed with more than one employer at the same time, the periods giving entitlement to the seniority allowance are determined separately for each employment relationship. When calculating the periods giving entitlement to the seniority allowance, the periods of employment with another employer, where the employee is or was simultaneously employed, and other periods taken into account by the other employer shall not be taken into account.
8. The documents indicated in sec. 7, drawn up in a foreign language, must be submitted with their translation by a sworn translator into Polish.
9. The seniority allowance shall be paid on the date of payment of remuneration for the work.

Functional and managerial allowance

§ 8

1. A functional allowance shall be granted for leading a team of not less than 5 persons, including the person in charge. The amount of a functional allowance cannot exceed 67% of a professor's remuneration and depends on the number of team members and the complexity of the tasks.
2. A managerial allowance may be granted to an attorney-at-law, as well as for managing a team of less than 5 people, together with the person in charge. The amount of a managerial allowance cannot exceed 67% of a professor's remuneration and depends on the number of team members and the complexity of the tasks.
3. An investor's supervisor may be granted an investor's supervision allowance for the time he/she performs activities within its framework.
4. An employee working as a laborer who additionally organizes and directs the work of a brigade of at least 5 people, including the foreman, may be granted a managerial allowance in an amount not exceeding 15% of the base remuneration based on the personal grade level.
5. Functional allowance shall be paid from the first day of employment in the positions referred to in sec. 1 until the last day of the month in which the termination of employment occurred. In the case of the allowances specified in paragraphs 2–4, they are granted for the period indicated by the rector's decision.
6. Functional allowance is not granted to an academic teacher during the period of suspension.
7. Functional allowance is paid on the date of payment of remuneration for work.
8. Functional and managerial allowances are reduced by 1/30 for each day of justified absence from work due to illness and other specified in the law of June 25, 1999
on Money Benefits from Social Insurance in case of Illness and Maternity (Journal of Laws of 2020, item 870, as amended).
9. Functional and managerial allowances are included in the base of sick pay determined in accordance with the provisions of Article 92 § 1 and 2 of the Labor Code, and are included in the base of benefits paid from the Social Security Institution (ZUS), determined in accordance with Article 41 sec. 1 of the Law of June 25, 1999
on Money Benefits from Social Insurance in case of Illness and Maternity (Journal of Laws of 2020, item 870, as amended).
10. To allowances other than the functional allowances specified in this paragraph, the regulations on functional allowances shall apply, according to their amount. The provisions of the first sentence shall not apply to sec. 4.
11. The provisions of the Act shall apply to matters not covered by this provision regarding functional allowances.

Special allowance and task-related allowance

§ 9

1. Due to a temporary increase in job duties or temporary assignment of additional tasks, or due to the nature of the work or the conditions of its performance, an employee may be granted:

- 1) a special allowance from funds from sources other than the subsidy from the state budget in an amount not exceeding 80% of the sum of the employee's base remuneration and functional allowance,
 - 2) task-related allowance from the university's funds from a subsidy from the state budget in an amount not exceeding 80% of the sum of the employee's base remuneration and functional allowance.
2. The total amount of allowances referred to in sec. 1 granted to an employee may not exceed 80% of the sum of the employee's base remuneration and functional allowance.
 3. The allowances referred to in sec. 1 items 1 and 2 are granted for a fixed period.
 4. The allowance referred to in sec. 1 item 1 shall not be reduced by 1/30 for each day of absence from work due to illness and any other reason specified in the Law on Money Benefits from Social Insurance in case of Illness and Maternity, and the allowance shall not be included in the base of sick pay determined in accordance with the provisions of Art. 92 § 1 and 2 of the Labor Code, while it is included in the basis of benefits paid from the Social Insurance Institution (ZUS), determined in accordance with Art. 41 sec. 1 of the Law on Money Benefits from Social Insurance in case of Illness and Maternity of June 25, 1999 (Journal of Laws of 2020, item 870, as amended).
 5. The allowance referred to in sec. 1 item 2 shall be reduced by 1/30 for each day of absence from work due to illness and any other reason specified in the Law on Money Benefits from Social Insurance in case of Illness and Maternity, and the allowance shall be included in the base of sick pay determined in accordance with the provisions of Art. 92 § 1 and 2 of the Labor Code, and is included in the base of benefits paid from the Social Insurance Institution (ZUS), determined in accordance with Art. 41 sec. 1 of the Law on Money Benefits from Social Insurance in case of Illness and Maternity of June 25, 1999 (Journal of Laws of 2020, item 870, as amended).

Remuneration for over contract hours

§ 10

1. For over contract hours of work, a teacher is paid at a rate per computing hour equivalent to 45 minutes.
2. The rate of remuneration for over contract hours is determined by an order of the rector issued while respecting the powers of the trade unions.
3. The type and the number of teaching hours, and the rules for calculating teaching hours are specified in the Work Regulations.
4. The amount of over contract hours is determined on the basis of accounting for the actual hours worked.
5. Remuneration for over contract work is granted after accounting for teaching hours established according to the plan, once a year, within 2 months after the end of the academic year, unless the rector orders accounting in shorter periods.
6. Remuneration for over contract work is determined on the basis of the highest of the rates in effect during the period to which the settlement referred to in sec. 5 applies.
7. Remuneration for over contract work shall not be recalculated in the event of a change in the rates determined in accordance with sec. 2, made after the settlement referred to in sec. 5.
8. Remuneration for over contract hours and work on Sundays or holidays for employees who are not academic teachers is determined in accordance with the provisions of the Labor Code.

Allowance for work in conditions that are harmful to health or arduous

§ 11

1. An employee may be granted an allowance for work in conditions that are harmful or arduous to health.
2. The rules for granting and the amount of allowance for work in conditions that are harmful or arduous to health are determined by an order of the rector issued while respecting the powers of the trade unions.

Awards

§ 12

1. An employee may receive the rector's award for professional achievement.
2. For exemplary performance of employee duties directly related to the implementation of projects or grants financed from external sources, the Rector may grant an award to an employee of the University according to the rules set forth in separate regulations. The granting of awards is possible if the budget of a given Project provides for the possibility of granting awards.

§ 13

1. The rules for granting rector's awards to academic teachers are determined by an order of the rector issued while respecting the powers of the trade unions.
2. The award fund is created at 2% of the personal remunerations planned for the year for this group of employees.

§ 14

The rules for granting rector's awards to employees who are not academic teachers are determined by an order of the rector issued while respecting the powers of the trade unions, subject to § 29.

Other elements of remuneration

§ 15

An academic teacher, for participation in the work of an admissions committee, may be awarded additional remuneration once in a given academic year in an amount depending on the number of candidates for studies and the function performed in the committee, not exceeding 70% of the rate of the minimum base remuneration of an assistant, as specified in the Appendix to the Regulations. The rules for granting this remuneration shall be determined by an order of the rector issued while respecting the powers of the trade unions.

§ 16

1. An academic teacher for directing or supervising student placements is entitled to a one-time additional payment in a given academic

year in an amount not exceeding 65% of the rate of the minimum base remuneration of an assistant, as specified in the Appendix to the Regulations.

2. An academic teacher may be granted a monthly task-related allowance in the academic year from October to July for supervising student placement. The rules for granting task-related allowances shall be determined by an order of the rector issued while respecting the powers of the trade unions.

§ 17

The remuneration of a promoter, assistant promoter and reviewer in the proceedings for the conferral of the degree of doctor (in Polish: doktor), the degree of doctor habilitated (in Polish: doktor habilitowany) or the title of professor, as well as of the member of the habilitation committee, is determined by the Act and separate regulations, respectively.

Remuneration for work provided in relation to projects financed by external sources

§ 18

1. Employees working on projects or grants financed and co-financed from external sources are paid according to the rules contained in these Regulations.
2. In the event that the guidelines or rules of the program under which the project or grant is implemented establish other rules for the remuneration of work performed for the project or grant, those guidelines or rules shall take precedence over the provisions of these Regulations.
3. When determining the amount of remuneration financed from external sources to an employee, one should be guided by the guidelines for the eligibility of expenses under the program in which the project or grant is implemented, and follow the principle of reasonable financial management, which applies to the University.

§ 19

1. Remuneration of the University's employees performing work under projects or grants financed and co-financed from external sources is determined in accordance with the approved budget of the respective project or grant and should be in accordance with the guidelines for eligibility of expenses in individual projects or grants.
2. Remunerations are paid during the period of the project or grant implementation for work done. In the event of non-performance of assigned tasks, the project or grant manager may request a replacement and assigning the remuneration to another person.
3. The amount of the various types of remuneration referred to in the regulations and the rules for their payment should take into account the conditions of settlement arising from the project in question.
4. Full accounting of the project, including salaries, is the responsibility of the manager or coordinator of the project or grant being implemented.

§ 20

1. Remuneration of employees performing work on projects or grants financed and co-financed from external sources may be carried out in the following forms:
 - 1) special allowance – entrusting within the scope of duties additional tasks related to the implementation of the project or grant for a specified period,

- 2) remuneration for the secondment of all or part of a full-time position for the implementation of a project or grant for the duration of the project or grant by changing the terms of the employment relationship,
 - 3) establishing a separate employment relationship exclusively for tasks related to the implementation of projects or grants and receiving remuneration for this.
2. Academic teachers carrying out teaching activities in the form of overtime hours within the framework of the Project, if according to its terms and conditions it is possible, may receive additional remuneration for their teaching activities during the period of its implementation, up to the amount of twice the rate for an overtime hour provided for an academic teacher employed at the University in the position of professor.

§ 21

1. The fixed amount of remuneration is valid for the entire period of the project or grant implementation. A change in the amount of remuneration is allowed only if such a possibility is provided for by the terms and conditions of a given project or grant and the amounts for remuneration in the changed amount are included in its budget.
2. In the event of discontinuation of work for a project or grant, under the secondment, the University guarantees that the employee's base remuneration will be maintained at a level not lower than it was prior to the commencement of work on the project or grant.

§ 22

1. The remuneration of employees remunerated in the form referred to in § 20 sec. 1 item 2 and 3 consists of the base remuneration and other remuneration components, as defined in the Regulations.
2. Any additions to the basic remuneration must be in accordance with the guidelines for eligibility of expenses in each program.
3. Any additions to the basic remuneration are granted with particular regard to the principle that employees are entitled to equal pay for equal work or work of equal value.
4. The calculation of contributions from the remunerations of the University's employees working on projects, for social security, health insurance, the Labor Fund, and the Employee Benefits Fund, as well as the allowance for awards, must be in accordance with the guidelines for the eligibility of expenses in individual programs.
5. When determining the base remuneration, all components of the employed employee's remuneration should be taken into account, which in total cannot exceed the amount budgeted for remunerations in the implemented project.

§ 23

1. An application with a proposal for the form and amount of remuneration for the project or grant manager shall be submitted to the rector for approval by the appropriate vice-rector.
2. An application with a proposal for the form and amount of remuneration for employees who are to perform tasks directly related to the implementation and execution of the project or grant, shall be submitted to the rector for approval by the manager or coordinator of the project or grant, in consultation with their immediate supervisor.
3. For vice-rectors, deans, directors of institutes, heads of departments, heads of interdepartmental units, non-faculty units, the director of the doctoral school and the chancellor who

participate in the performance of tasks directly related to the implementation and execution of the project or grant, the form of remuneration and its amount under the rules set by the Regulations shall be determined by the rector.

4. For the rector, the form of remuneration and its amount under the rules of the Regulations shall be determined by the University Council.

§ 24

1. The application referred to in § 23 shall be submitted in writing and shall include a justification including: the name of the project or grant, the detailed scope of activities/work performed by the employee or a description of the employee's position in the project or grant; information on the employee's qualifications; an indication of the form of remuneration and its amount and the total amount of remuneration including derivatives planned for remuneration in a given project or grant; the period for which the remuneration was granted; the source of funding of the employee's remuneration and, if required by the terms of the Project or the regulations in force in this regard, information on the employee's obligation to keep individual time sheets documenting the activities performed by the employee.
2. The approved proposal constitutes an annex to the employment contract or the act of appointment. It may also form the basis for the Human Resources Department to draw up an employment contract, in accordance with the legal provisions applicable in this regard.

Benefits from the employee benefit fund

§ 25

1. Employees are entitled to benefits from the employee benefit fund under the rules set forth in separate regulations.
2. The allowance for the employee benefit fund is created in accordance with the provisions of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended) and the introductory provisions of the Act of July 3, 2018 – Provisions introducing the Act – Law on Higher Education and Science (Journal of Laws of 2018, item 1669).
3. A contribution for the employee benefit fund may be reduced or increased in a given calendar year, in agreement with the trade unions operating at the University.

Transitional and final provisions

§ 26

1. To projects or grants financed and co-financed from external sources not completed by the date of entry into force of the Regulations, the provisions of the Regulations may apply, provided that the terms and conditions of a given project or grant provide for the possibility of changing the form of employment and remuneration rules provided for in the Regulations, and the budget of a given project makes it possible to change the amount of remuneration.
2. In the event that it is not possible to make the changes referred to in sec. 1, employees shall receive remuneration, including additional remuneration in the amount and on the terms specified in Resolution No. 61/2015 of the Senate of the Jan Kochanowski University in Kielce of September 24,

2015 on the Regulations on the allocation and principles of payment of remuneration to employees of the Jan Kochanowski University in Kielce, financed by funds from sources other than grants from the state budget and from sources other than payment for educational services, for work provided by University employees in the implementation of projects, including projects financed by the European Union Framework Programs, EU Structural Funds and other international programs, subject to compliance with the eligibility of expenses in individual programs.

§ 27

Employees who, prior to the effective date of these Regulations, were assigned pay grades and higher rates of remuneration or allowances in their positions shall retain their previous grades and rates.

§ 28

Until the implementation of changes in computerized human resources and payroll systems are completed, but no later than December 31, 2020, the issues related to the reduction or non-reduction of components of remuneration for each day of absence from work due to illness and other reasons specified in the Law on Money Benefits from Social Insurance in case of Illness and Maternity, and issues related to the inclusion or not in the base sick pay determined in accordance with the provisions of Article 92 § 1 and 2 of the Labor Code or in the base of benefits paid from the Social Insurance Institution (ZUS), determined on the basis of Art. 41 sec. 1 of the Law of June 25, 1999 on Money Benefits from Social Insurance in case of Illness and Maternity (Journal of Laws of 2020, item 870 as amended), are implemented based on the existing rules.

§ 29

Awards for employees who are not academic teachers in 2020 are granted according to the following rules:

- 1) applications for awards in relation to employees of subordinate units are presented to the rector by:
 - a) vice-rectors,
 - b) deans of faculties and heads of university-wide, non-faculty and interdepartmental units,
 - c) a director of the University Library,
 - d) chancellor, who also requests awards for service and labor employees,
- 2) the applications referred to in item 1 shall take into account the proposed amount of the award,
- 3) to an employee who is not an academic teacher and who has not been nominated for an award by the persons referred to in item 1, and with respect to an employee directly subordinate to the rector, the rector may also grant an award in the amount specified in item 8 on his/her own initiative,
 - 4) awards are given specifically for:
 - a) significant achievements in professional work,
 - b) many years of distinguished attitude at work, in particular, exemplary fulfillment of duties, initiative and commitment in performing tasks, improving productivity and quality of work,

- 5) when granting the award, the specifics of the work on the given position shall be taken into account,
- 6) awards may be granted to employees who have been employed by the University for at least two years, as of October 1, 2020,
- 7) an employee loses the right to an award in a given year if a penalty is applied to him/her for violation of work order and discipline,
- 8) the amount of the award should not be less than twice the amount of the award fund per one eligible employee of the University who is not an academic teacher and more than five times the amount in a given year,
- 9) the award fund is created in the amount of 1% of the personal remunerations planned for a given year for this group of employees; the distribution of the amount of the fund for the applicants specified in point 1, rector and the amount set aside at the disposal of the rector (the so-called rector's reserve) is made annually in consultation with the trade unions.

§ 30

1. The Remuneration Regulations have been agreed with the company trade unions operating at the University and come into force two weeks after being made known to employees.
2. The Regulations may be amended or supplemented in the same manner in which they were introduced.

TABLE
of monthly base remuneration rates for academic teachers employed in research & didactic,
research and didactic positions

No.	Position	% of the professor's minimum remuneration
1	Professor	100%
2	University professor	83%
3	Visiting professor	83%
4	Assistant professor (in Polish: adiunkt)	73%
5	Senior research fellow (in Polish: docent)	50%
6	Assistant	50%
7	Instructor	50%
8	Language teacher	50%
9	Lecturer	50%

*Appendix No. 2 to the Remuneration Regulations for the
Employees of the Jan Kochanowski University in Kielce*

TABLE
of monthly rates of the base remuneration of certified librarians and certified
scientific documentation and information specialists

No.	Position	Minimum rate of the basic remuneration in PLN
1	Senior certified curator, senior certified documentalist	3800.00
2	Certified curator, certified documentalist	3400.00
3	Library adjunct, scientific documentation and information adjunct	3000.00
4	Library assistant, scientific documentation and information assistant	2600.00

TABLE

of basic positions, qualifications and rates of minimum remuneration and functional or managerial allowance of scientific-technical, engineering-technical, administrative, economic and service employees

No.	Position	Qualification requirements		Rate	Category	Minimum pay grade	% of remuneration Grade I
		education	years of service	of the minimum base remuneration in PLN	of the functional (managerial) allowance		
1	Chancellor	higher, master's degree	8, including 4 in a managerial or independent position	3690.00	5–8	X	142.0%
2	Bursar;	higher, master's degree	8, including 4 in a managerial or independent position	3530.00	4–7	IX	135.6%
3	Vice-chancellor	higher	6, including 3 in a managerial or independent position	3530.00	4–7	IX	135.6%

4	Vice-bursar	higher	6, including 2 in a managerial or independent position	3360.00	3–6	VIII	129.3%
5	Internal auditor	under separate regulations		3200.00	2–6	VII	123.0%
6	Administrative manager of a facility or other separate organizational unit and other equivalent positions	higher	6	3200.00	3–6	VII	123.0%
7	Deputy administrative manager of a facility or other separate organizational unit and other equivalent positions	higher	5	3030.00	2–5	VI	116.7%
8	Attorney-at-Law	under separate regulations		3200.00	2–6	VII	123.0%
9	Plenipotentiary for classified information protection	under separate regulations		3200.00	1–3	VII	123.0%

10	Chief specialist, office director; head of a department or other equivalent organizational unit, network administrator	higher	5	3200.00	2–6	VII	123.0%
11	Chief specialist for occupational health and safety	under separate regulations		3200.00	2–6	VII	123.0%
12	Senior scientific and technical specialist, senior engineering and technical specialist, senior financial, administrative or economic specialist or teaching, research or information technology specialist, deputy manager of the department or other equivalent organizational unit, student house manager, data protection officer	higher	5	3030.00	2–6	VI	116.7%
13	Senior specialist for occupational health and safety	under separate regulations		3030.00	2–6	VI	116.7%

14	Patent agent	under separate regulations		3030.00	2–6	VI	116.7%
15	Scientific and technical specialist, engineering and technical specialist, financial, administrative or economic specialist or teaching, research, information technology or production organization specialist, senior master, student house deputy manager	higher	3	2870.00	1–4	V	110.4%
		secondary	8				
16	Specialist for occupational health and safety	under separate regulations		2870.00	1–4	V	110.4%
17	Senior (or independent): technical, economic, administrative or financial clerk, physicist, mathematician and other equivalent positions, mechanic, technologist, designer, master	higher	–	2600.00	–	II	100.0%
		secondary	4				

18	Investor supervision senior inspector	under separate regulations		2790.00	1–2	IV	107.3%
19	Senior inspector for occupational health and safety	under separate regulations		2790.00	–	IV	107.3%
20	Investor supervision inspector	under separate regulations		2790.00	1	IV	107.3%
21	Inspector for occupational health and safety	under separate regulations		2790.00	–	IV	107.3%
22	Technical, economic, administrative, financial or technician clerk, warehouse worker	secondary	–	2600.00	–	II	100.0%
		basic vocational	2				
23	Property protection inspector	secondary	–	2600.00	–	II	100.0%
		basic	2				
24	Technical assistance, administrative assistance, laboratory technician and other equivalent positions	basic vocational	–	2600.00	–	I	100.0%

25	Janitor, maintenance employee, senior janitor, senior doorkeeper, property protection officer, keeper, porter	basic	—	2600.00	—	I	100.0%
26	Auxiliary worker of administration or service	basic	—	2600.00	—	I	100.0%

TABLE
with qualifications and rates of minimum wages of workers employed in labor positions

No.	Qualification requirements	Rate of the minimum base remuneration in PLN	Minimum pay grade	% of remuneration Grade I
1	Laborers without professional preparation	2600.00	I	100.0%
2	Laborers after training, with the professional skills needed to perform work of an auxiliary nature	2600.00	I	100.0%
3	Qualified laborers with the professional skills required to perform the work under supervision or independently	2600.00	I	100.0%
4	Laborers with professional preparation to perform independent work of a complex nature	2600.00	I	100.0%
5	Highly skilled workers with a technician's or master's degree in an occupation in which they perform difficult and precise work independently	2600.00	II	100.0%
6	Passenger car driver – according to separate regulations	2600.00	I	100.0%
7	Truck driver – according to separate regulations	2600.00	II	100.0%

8	Bus driver – according to separate regulations	2600.00	I	100.0%
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TABLE

with positions, qualifications and rates of minimum remuneration of library workers as well as scientific documentation and information workers

No.	Position	Qualification requirements		Minimum pay grade	Minimum rate	% of remuneration Grade I
		Education	Years of service in a scientific library			
1.	Senior curator	according to separate requirements ¹	15	VIII	3360	129.3%
2.	Library curator	academic degree	6	VII	3200	123.0%
		higher, master's degree	10			
3.	Senior librarian, senior documentalist, senior book conservator	higher, master's degree	6	VI	3030	116.7%
		higher	8			
4.	Librarian, documentalist	higher, master's degree	4	V	2870	110.4%

¹ Requirements for a senior curator:

- completed master's degree in library science and science information, or other master's degree and postgraduate degree in library science and scientific information, or other in library science, or a degree in library science,
- 15 years of service in a scientific library,
- a one-month internship in a scientific library other than the home library.
- internal apprenticeship – required once in the employee's career, at the home library, covering all departments.

	book conservator	higher	5			
		secondary	6			
5.	Junior librarian, junior documentalist, junior book conservator	higher	0	IV	2790	107.3%
		secondary	2			
6.	Library storekeeper	basic vocational	0	III	2620	100.9%

TABLE

with positions, qualifications and rates of minimum remuneration and functional or managerial allowance for employees of publishing and printing sector

No.	Position	Qualification requirements		Rate	Category	Minimum pay grade	% of remuneration Grade I
		education	years of service	of the minimum base remuneration in PLN	of the functional (managerial) allowance		
1	Manager (director) of a publishing house or printing plant, editor-in-chief	higher	5	2870.00	3–6	V	110.4%
2	Deputy manager (deputy director) of a publishing house or printing plant, deputy editor-in-chief, secretary of a publishing house, head of an editorial office	higher	4	2790.00	2–5	IV	107.3%
	6						
	4		—				

3	Department manager: typesetting, computer graphics or equivalent unit	higher	4	2790.00	1–3	IV	107.3%
4	Technical editor	secondary	3	2620.00	–	III	100.9%
5	Editor	higher	2	2620.00	–	III	100.9%
6	Graphic designer	secondary	1	2620.00	–	III	100.9%
7	Computer typesetting or computer graphics operator	higher	–	2600.00	–	II	100.0%
		secondary	2				
8	Computer scientist, technologist	higher	–	2790.00		IV	107.3%
9	Drafter, proofreader	secondary	–	2600.00	–	II	100.0%
10	Bookseller	secondary	–	2600.00	–	II	100.0%
11	Printing machine mechanic	secondary	–	2600.00	–	I	100.0%
12	Photographer, bookbinder, offset copier, offset editor, computer typesetting exposition operator, photosetting screen monitor operator, typesetting computer system		–	2600.00	–	II	100.0%

	operator					
13	Operator of: xerographic printer, duplicating machines, bookbinding machines, offset machines and letterpress machines	—	2600.00	—	I	100.0%
14	Auxiliary worker	—	2600.00	—	I	100.0%

TABLE
with monthly rates of functional (managerial) allowance for academic teachers in managerial positions

No.	Position	Rate of functional (managerial) allowance in PLN
1.	Vice-rector of the University	3000.00 - 4200.00
2.	Other academic teachers on managerial positions	200.00 - 3000.00

TABLE

with monthly rates of functional (managerial) allowance for certified librarians, scientific documentation and information certified workers, as well as for library workers and scientific documentation and information workers who are not academic teachers

No.	Position	Functional (managerial) allowance rate
1	Director of the University Library	1500.00 - 2500.00
2	Deputy Director of the University Library	500.00 - 1500.00
3	Head of a department (section) of the University Library, head of a departmental or institute library, head of a departmental or institute scientific information center	100.00 - 500.00
	Head of a department (section) in a library or a scientific information center	

TABLE
with monthly minimum base remuneration rates for employees who are not academic teachers

Category	Indicator	Rate
I	1.000	2600
II	1.000	2600
III	1.009	2620
IV	1.073	2790
V	1.104	2870
VI	1.167	3030
VII	1.230	3200
VIII	1.293	3360
IX	1.356	3530
X	1.420	3690
XI	1.483	3860
XII	1.546	4020
XIII	1.735	4510
XIV	1.893	4920

TABLE

with monthly rates of functional allowance for employees who are not academic teachers

Category	Minimum rate	Maximum rate
1	100	300
2	120	360
3	150	450
4	200	600
5	250	1000
6	300	1600
7	500	1800
8	1000	2000

.....
Full name

DECLARATION

I declare that I have been informed by the Human Resources Department of the Jan Kochanowski University in Kielce that the condition for determining the amount and payment of a severity allowance referred to in Article 138 of the Act of July 20, 2018 – Law on Higher Education and Science, is that I must provide the Human Resources Department of the Jan Kochanowski University in Kielce with employment certificates and other documents confirming completed periods of employment, the period of assistant preparatory studies, the period of doctoral studies and other periods considered under separate regulations as periods on which employee rights depend.

At the same time, I have been informed by the Human Resources Department of the Jan Kochanowski University in Kielce that the condition for determining the amount and payment of jubilee awards, referred to in Art. 141 of the Act of July 20, 2018 – Law on Higher Education and Science, is that I document all completed periods of employment and other periods if, based on separate regulations, they are subject to inclusion in the period of work on which employee rights depend.

....., date

.....
signature

Note: fill in if you have more than one employment relationship at the same time

² At the same time I declare that the periods of work and other periods documented by me (e.g., doctoral studies, assistant preparatory studies) **have not been/have been** taken into account by another employer in determining the periods of entitlement to seniority allowance.

....., date

.....
signature

² **Instruction:** in the case of being employed with more than one employer at the same time, the periods giving entitlement to the seniority allowance are determined separately for each employment relationship; when determining the periods of entitlement to the seniority allowance, periods of employment with another employer, with whom the employee is or was simultaneously employed, and other periods taken into account with another employer shall not be taken into account.