

**REMUNERATION REGULATIONS FOR EMPLOYEES OF THE JAN KOCHANOWSKI UNIVERSITY  
OF KIELCE  
General Provisions**

**§ 1**

The Remuneration Regulations for employees of the Jan Kochanowski University of Kielce, hereinafter referred to as the Regulations, set out the conditions for remuneration for work and other work-related benefits, as well as the rules for granting them at the Jan Kochanowski University of Kielce, hereinafter referred to as the University.

**§ 2**

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

**§ 3**

In matters concerning the determination of the conditions for remuneration for work and other work-related benefits and the rules for their granting, not regulated in these Regulations, the provisions of the Act of 20 July 2018 – Law on Higher Education and Science, hereinafter referred to as the Act, the Labour Code, other acts and legal regulations issued on their basis shall apply.

**Terms and conditions of remuneration for work**

**§ 4**

1. An employee is entitled to equal remuneration for equal work or for work of equal value. Work of equal value is work the performance of which requires comparable professional qualifications from employees, confirmed by documents provided for in separate regulations or by practice and professional experience, as well as comparable responsibility and effort.
2. The rates of remuneration components specified in the annexes attached to these Regulations shall be determined within the limits of the funds provided for in the University's material and financial plan.
3. Decisions on the determination of the basic salary, functional allowance and other components of an employee's remuneration shall be taken by the Rector.
4. The basic salary and functional allowance of the Rector shall be determined in accordance with the rules laid down in the Act.
5. The University Council may grant the Rector a task allowance referred to in the Regulations.
6. Basic salary, seniority allowance, functional allowance and task allowance shall be paid to academic teachers in advance, and other components of remuneration shall be paid in arrears, with the exception of the special allowance, the payment date of which shall be specified each time in the decision granting it.

7. The right to remuneration paid in advance expires on the last day of the month in which the employment relationship ceased, except that the employee retains the remuneration paid for that month.
8. University employees are entitled to apply tax-deductible costs for copyrights on the terms specified in separate regulations.

## **§ 5**

1. Pursuant to the provisions of these Regulations, employees are entitled to the following remuneration components under the terms of their employment:
  - 1) fixed remuneration components:
    - a) basic remuneration,
    - b) seniority allowance,
  - 2) variable remuneration components:
    - a) functional allowance,
    - b) management allowance,
    - c) special allowance,
    - d) task allowance,
    - e) project allowance,
    - f) remuneration for overtime work,
    - g) allowance for work in conditions harmful to health or arduous,
    - h) Rector's award,
    - i) award from the Minister for Higher Education and Science,
    - j) remuneration for work in the recruitment procedure,
    - k) remuneration for supervising student internships or providing care for these internships,
    - l) other remuneration not listed above, resulting from generally applicable laws, including announcements from the Ministry responsible for higher education.
2. Employees covered by these Regulations are also entitled to holiday pay for periods of absence from work and other work-related benefits specified in general regulations and regulations applicable to public universities, as well as benefits payable during periods of temporary incapacity for work.

## **Basic remuneration**

## **§ 6**

1. Basic remuneration is a fixed amount resulting from an employment contract or an act of appointment or an act of election, determined on the basis of monthly rates specified in the Regulations.
2. The hourly rate of basic remuneration and allowances to remuneration determined by a monthly rate, resulting from the employee's personal classification, shall be determined by dividing this rate by the number of hours to be worked in a given month, and in the case of academic teachers – by 156, subject to separate regulations in this respect.

3. Basic remuneration rates set out in the annexes to the Regulations shall apply to full-time employees.
4. Part-time employees are entitled to all components of remuneration in proportion to the number of hours worked under their employment relationship.

### **Seniority allowance**

#### **§ 7.**

1. An employee is entitled, under the terms specified in the Act, to a seniority allowance amounting to 1% of his/her basic remuneration for each year of service, paid on a monthly basis, starting from the fourth year of service, provided that this allowance cannot exceed 20% of the basic remuneration.
2. If the right to the seniority allowance or the right to a higher rate of this allowance was acquired on the first day of the month, the allowance shall be paid for that month.
3. If the right to the seniority allowance or the right to a higher rate of this allowance was acquired on a day other than the first day of the month, the allowance shall be paid from the first day of the month following the month in which the employee acquired this right.
4. When determining the periods entitling an employee to a seniority allowance, the following shall be taken into account:
  - 1) completed periods of employment;
  - 2) other periods taken into account on the basis of separate provisions as periods on which employee rights depend;
  - 3) periods of preparatory assistant studies completed under the provisions governing the rules and conditions for the establishment of preparatory assistant studies at higher education institutions;
  - 4) periods of stay abroad resulting from a referral granted under the provisions on sending employees abroad for scientific, teaching and training purposes.
5. When determining the periods entitling to a seniority allowance, the periods referred to in paragraph 4(1) shall be taken into account based on a work certificate, and the periods referred to in paragraph 4(2)-(4) shall be taken into account based on other documents confirming their completion, except that if an employee is simultaneously in more than one employment relationship, the periods referred to in paragraph 4 shall be taken into account after the employee submits a statement that they have not been taken into account by another employer.
6. The seniority allowance shall be payable for days for which the employee receives remuneration. The seniority allowance shall be reduced by 1/30 for each day of absence from work due to illness or other reasons specified in the Act on cash benefits from social insurance in the event of illness and maternity, and shall be included in the basis for calculating remuneration for the period of illness determined pursuant to the provisions of Article 92 § 1 and 2 of the Labour Code, and is included in the basis for benefits paid by the Social Insurance Institution (ZUS), determined pursuant to the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity (Journal of Laws of 2023, item 2780, as amended).

7. In the case of simultaneous employment in more than one employment relationship, the periods entitling to the seniority allowance shall be determined separately for each employment relationship. When determining the periods entitling to the seniority allowance, periods of employment with another employer with whom the employee is or was simultaneously employed, as well as other periods taken into account by another employer, shall not be considered.
8. Documents referred to in paragraph 7, drawn up in a foreign language, shall be submitted together with their translation into Polish by a sworn translator.
9. The seniority allowance shall be paid on the date of payment of remuneration for work.

### **Functional and management allowances**

#### **§ 8**

1. A functional allowance shall be granted for managing a team consisting of at least 5 persons, including the manager. The amount of the 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 management allowance may be granted to an Attorney-at-law, as well as for managing a team consisting of fewer than 5 persons, including the manager. The amount of the management allowance cannot exceed 67% of a professor's remuneration and depends on the number of team members and the complexity of the tasks.
3. The functional allowance for the Vice-Rector, Dean, Vice-Dean, Head of a University-wide Unit is granted on the basis of the function performed and does not depend on the management of a team or the number of members in the team.
4. An investment supervision inspector may be granted an allowance for investment supervision for the time spent performing activities within its scope.
5. An employee employed in a manual labour position who additionally organises and manages the work of a team consisting of at least 5 people, including the foreman, may be granted a management allowance not exceeding 15% of the basic remuneration resulting from his/her personal classification.
6. The functional allowance shall be payable from the first day of employment in the positions referred to in paragraphs 1 and 3 until the last day of the month in which the function ceased to be performed. In the case of allowances specified in paragraphs 2-4, they shall be payable for the period specified in the Rector's decision.
7. An academic teacher shall not be entitled to a functional allowance during the period of suspension from duties.
8. The functional allowance shall be paid on the date of payment of remuneration for work.
9. The functional and management allowance shall be reduced by 1/30 for each day of justified absence from work due to illness or other reasons specified in the Act of 25 June 1999 on cash benefits from social insurance in the event of illness and maternity.
10. The functional and managerial allowance shall be included in the basis for calculating remuneration for the period of illness determined pursuant to Article 92 § 1 and 2 of the Labour Code and shall be included in the basis for benefits paid by the Social Insurance

Institution (ZUS), determined under Article 41(1) of the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity.

11. In matters not regulated in these Regulations concerning functional allowances, the provisions of the Act shall apply.

### **Special and task allowances**

#### **§ 9**

1. Due to a temporary increase in official duties or temporary assignment of additional tasks, or due to the nature of the work or the conditions under which it is performed, an employee may be granted:
  - 1) a special allowance from funds other than the state budget subsidy, in an amount not exceeding 80% of the sum of the employee's basic remuneration and functional allowance;
  - 2) a task allowance from university funds originating from a state budget subsidy in an amount not exceeding 80% of the sum of the employee's basic remuneration and functional allowance.
2. The total amount of the allowances referred to in paragraph 1 granted to an employee cannot exceed 80% of the sum of the employee's basic remuneration and functional allowance.
3. The allowance referred to in paragraph 1(1) is granted for a fixed period. The allowance referred to in paragraph 1(2) is granted for an indefinite or fixed period.
4. The allowance referred to in paragraph 1(1) shall not be reduced by 1/30 for each day of absence from work due to illness or other reasons specified in the Act on cash benefits from social insurance in the event of illness and maternity, and this allowance shall not be included in the basis for calculating remuneration for the period of illness determined pursuant to Article 92 § 1 and 2 of the Labour Code, and shall not be included in the basis for benefits paid by the Social Insurance Institution (ZUS), determined under the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity.
5. The allowance referred to in paragraph 1(2) shall be reduced by 1/30 for each day of absence from work due to illness and other reasons specified in the Act on cash benefits from social insurance in the event of sickness and maternity, and this allowance shall be included in the basis for calculating sick pay determined pursuant to the provisions of Article 92 § 1 and 2 of the Labour Code and is included in the basis for benefits paid by the Social Insurance Institution (ZUS), determined under the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity.

### **Project allowance**

#### **§ 10**

1. An employee shall be paid a project allowance for performing tasks in projects financed or co-financed from external sources.
2. The allowance referred to in paragraph 1 shall be granted for a period specified in the project terms and conditions.

3. The allowance referred to in paragraph 1 shall not be reduced by 1/30 for each day of absence from work due to illness or other reasons specified in the Act on cash benefits from social insurance in the event of illness and maternity, and shall not be included in the basis for calculating remuneration for the period of illness determined pursuant to Article 92 § 1 and 2 of the Labour Code, and shall not be included in the basis for calculating benefits paid by the Social Insurance Institution (ZUS), determined under the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity.

### **Remuneration for overtime work**

#### **§ 11**

1. For overtime work, teachers shall receive remuneration calculated according to an hourly rate corresponding to 45 minutes.
2. The rates of remuneration for overtime work shall be specified in a Rector's order issued while maintaining the rights of trade unions.
3. The types and scope of teaching activities and the rules for calculating teaching hours shall be specified in the Regulations.
4. The basis for determining the number of overtime hours shall be:
  - 1) the number of hours actually worked,
  - 2) Rector's hours and days introduced by decision of the Rector of the UJK without the obligation to make up for them,
  - 3) hours resulting from the conversion rates specified in the Regulations.
5. Remuneration for overtime work is granted after the settlement of teaching hours determined in accordance with the plan, once a year, within 2 months of the end of the academic year, unless the Rector orders settlement in shorter periods.
6. Remuneration for overtime work shall be determined based on the highest of the rates applicable in the period covered by the settlement referred to in paragraph 5.
7. Remuneration for overtime work shall not be recalculated in the event of a change in the rates specified in accordance with paragraph 2, made after the settlement referred to in paragraph 5.
8. Remuneration for overtime work and work on Sundays or public holidays for employees who are not academic teachers shall be determined in accordance with the provisions of the Labour Code.

### **Allowance for work in conditions harmful to health or arduous**

#### **§ 12**

1. An employee may be granted an allowance for work in conditions harmful or arduous to health.
2. The rules for granting and the amount of the allowance for work in conditions harmful or arduous to health are specified in a Rector's order issued while maintaining the rights of trade unions.

### **Award**

### **§ 13**

1. An employee may receive the Rector's Award for professional achievements.
2. For exemplary performance of employee duties directly related to the implementation of projects or grants financed from external sources, the Rector may award an employee of the University in accordance with the rules set out in separate regulations. The award may be granted if the budget of the project in question provides for the possibility of granting awards.

### **§ 14**

1. The rules for granting the Rector's awards to academic teachers are specified in the Rector's order issued
2. The award fund is created in the amount of 2% of the personal remuneration planned for a given year for this group of employees.

### **§ 15**

1. The rules for granting the Rector's awards to employees who are not academic teachers are specified in the Rector's order issued while maintaining the rights of trade unions.
2. The award fund is created in the amount of 1% of the personal remuneration planned for a given year for this group of employees.

## **Other remuneration components**

### **§ 16**

For participation in the work of the admissions committee, additional remuneration may be awarded 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 100% of the minimum basic salary of an assistant, as specified in the Annex to these Regulations. The rules for awarding this remuneration are specified in a Rector's order issued while maintaining the rights of trade unions.

### **§ 17**

1. An academic teacher who supervises student internships or oversees these internships is entitled to a one-time additional remuneration in a given academic year in an amount not exceeding 65% of the minimum basic remuneration of an assistant, as specified in the Annex to these Regulations.
2. An academic teacher supervising student professional internships may be granted a monthly task allowance in a given academic year in the period from October to July. The rules for granting task remuneration are specified in the Rector's order issued while maintaining the rights of trade unions.

### **§ 18**

The remuneration of the supervisor, assistant supervisor, and reviewer in proceedings for the award of a doctoral degree, postdoctoral degree, or professorship, as well as that of a member

of the habilitation committee, shall be determined by the Act and separate regulations, respectively.

### **§ 19**

University employees may receive other variable components of remuneration than those listed above. The rules for their award are determined by the Rector, while maintaining the rights of trade unions.

### **Remuneration for work performed for projects financed from external sources**

### **§ 20**

1. When determining the amount of remuneration financed from external sources for an employee, the guidelines on the eligibility of expenditure under the programme in which the project or grant is implemented should be followed, and the principle of sound financial management applicable to the University should be observed.
2. If the competition or guidelines or rules of the programme under which a given project or grant is implemented establish different rules for remuneration for work performed for the project or grant, those guidelines or rules shall take precedence over the provisions of these Regulations.

### **§ 21**

1. Employees performing tasks in projects financed or co-financed from external sources shall receive a project allowance.
2. Forms of employment in the projects referred to in paragraph 1:
  - 1) project manager – this should be understood as a person who, according to the financing agreement, is responsible for managing the project, leading the project team and achieving the project's objectives and results;
  - 2) work package leader (WP Leader) – this should be understood as the person who, according to the financing agreement, is responsible for managing the work package in a project carried out by a consortium;
  - 3) team member – this should be understood as the person who carries out substantive tasks in the project.
3. The project allowance is determined taking into account:
  - 1) the form of employment in the project;
  - 2) the amount of the budget allocated to the University within the framework of the project.
4. In the case of the project budget referred to in paragraph 1, specified in a foreign currency, it shall be converted into Polish zloty at the exchange rate provided by the financing institution in the relevant documents. If the exchange rate has not been specified, the average exchange rate shall be used pursuant to the provisions of the Act on Accounting, the provisions of the University's accounting policy and the rules set out in the guidelines and Regulations of the competition for the given source of funding and in the agreement with the institution financing the project.



5. A template for the application for a project allowance is attached as Annex 1 to the Regulations.
6. The project allowance shall be granted and paid for each hour of work on the project, subject to the employee's working time specified in the work regulations, with the proviso that the average monthly working time for an academic teacher is 168 hours.
7. The project allowance is paid monthly, in arrears, in the month following the submission of the timesheet. A template timesheet is provided in Annex 2.
9. In the group of research and teaching staff, the working time allocated to the implementation of the project referred to in paragraph 1 cannot exceed 45% of the working time of an academic teacher specified in the Regulations, unless the employee has been granted a reduction in teaching hours.
10. The amounts used as the basis for calculating the project allowance for an employee hired by the University are specified in Table 1 – Annex 4 to these Regulations.
11. The hourly rate for the projects referred to in paragraph 1 is calculated using the following formula:

$$\text{hourly rate} = \frac{\text{the amount resulting from the rates specified in Table 1, Annex 4}}{\text{average monthly hours worked}}$$

12. The amount of the monthly project allowance is calculated by multiplying the hourly rate specified in paragraph 11 by the number of hours worked on the project by the employee in a given month, as documented by the time card or the employee's statement.
13. For part-time employees, the hourly rate shall be determined in proportion to the number of hours worked.
14. The remuneration paid under the project referred to in paragraph 1 shall consist of:
  - 1) the employee's monthly basic remuneration together with derivatives, in the part eligible for the project, calculated on the basis of their hourly or daily rate multiplied by the number of hours or days devoted to the project by the employee in a given month, documented based on the employee's timesheet or his/her statement, depending on the requirements of the project;
  - 2) the employee's monthly project allowance (calculated in accordance with paragraph 11).
- §15 15. In the absence of guidelines from the funding institution, the monthly basic remuneration of the employee referred to in paragraph 14(1) shall include the employee's basic salary, seniority allowance, functional allowance, annual additional remuneration (the so-called 13th month's salary).
16. The basic remuneration together with the project allowance cannot exceed the amount in Polish zlotys equivalent to the gross amount specified by the Minister responsible for higher education and science. If the basic remuneration together with the project allowance, calculated according to the rules specified in paragraph 11, exceeds this amount, the employee shall be entitled to the amount in Polish zlotys equivalent to the gross amount specified by the Minister responsible for higher education and science.

17. The rules contained in paragraph 11 do not apply to situations where the level of additional remuneration related to the implementation of a project is determined by the financing institution. In such cases, the rules or limits set by the financing institution shall apply.

## **§ 22**

1. Remuneration of University employees performing work under projects or grants financed and co-financed from external sources, with the exception of projects referred to in § 21, shall be determined according to the approved budget of a given project or grant and shall comply with the guidelines for the eligibility of expenditure in individual projects or grants.
2. Remuneration shall be paid during the period of implementation of the project or grant referred to in paragraph 1 for work performed unless the competition or guidelines or rules of the programme under which the project or grant is implemented stipulate otherwise. In the event of failure to perform the tasks entrusted, the project or grant manager may request a replacement and the award of 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 reflect the accounting conditions resulting from the project referred to in paragraph 1.
4. The manager or coordinator of the project or grant referred to in paragraph 1 is responsible for the full accounting of the project, including remuneration.

## **§ 23**

1. Remuneration for employees performing work for projects or grants financed and co-financed from external sources, referred to in § 22, may be paid, if permitted by the competition or guidelines or rules of the programme under which the project or grant is implemented, in the following forms:
  - 1) special allowance – entrusting additional tasks related to the implementation of the project or grant for a fixed period of time, remuneration for the secondment of all or part of the full-time position for a fixed period of time to implement the project or grant for its duration by changing the terms and conditions of employment,
  - 2) establishing a separate employment relationship exclusively for tasks related to the implementation of projects or grants and receiving remuneration for this.
2. Academic teachers conducting teaching activities in the form of overtime hours as part of the project referred to in § 22, may, if possible under its terms and conditions, receive additional remuneration for the teaching activities performed during its implementation, up to twice the rate per overtime hour provided for an academic teacher employed at the University as the University professor.

## **§ 24**

1. The agreed remuneration shall apply throughout the entire duration of the project or grant referred to in § 22. A change in the amount of remuneration shall be permissible only if such a possibility is provided for in the terms and conditions of the project or grant and the revised remuneration amounts are included in its budget.

2. In the event of cessation of work for the project or grant referred to in § 22, the University guarantees that the employee's basic remuneration will be maintained at a level not lower than that applicable before the commencement of work on the project or grant, taking into account the increases applicable to the given group of employees.

#### **§ 25**

1. All supplements to the basic remuneration must comply with the guidelines for the eligibility of expenditure in individual programmes.
2. All supplements to the basic remuneration shall be granted with particular regard to the principle that employees are entitled to equal remuneration for equal work or for work of equal value.
3. The calculation of contributions from the remuneration of University employees working on projects for social security, health insurance, the Labour Fund, and the Company Social Benefits Fund, as well as the deduction of awards, must comply with the guidelines for the eligibility of expenditure in individual programmes.
4. When determining the basic remuneration, all components of the employee's remuneration must be taken into account, which together cannot exceed the amount planned for remuneration in the project being implemented.

#### **§ 26**

1. A proposal specifying the form and amount of remuneration to be paid to the project or grant manager, except in cases where a project allowance is payable, shall be submitted to the Vice-Rector for approval.
2. A proposal for the form and amount of remuneration for employees who shall perform tasks directly related to the implementation and execution of the project or grant referred to in § 22 shall be submitted by the project or grant manager or coordinator, in consultation with their immediate superior, to the Rector for approval.
3. For Vice-Rectors, Deans, Directors of Institutes, Heads of Departments, Heads of Intra-Faculty and University-wide Extra-Faculty Units, the Director of the Doctoral School and the Chancellor who are involved in the performance of tasks directly related to the implementation and execution of the project or grant referred to in § 22, the form and amount of remuneration shall be determined by the Rector in accordance with the rules set out in the Regulations.
4. For the Rector, the form and amount of remuneration shall be determined by the University Council in accordance with the rules set out in the Regulations.

#### **§ 27**

1. The application referred to in § 26 shall be submitted in writing and shall include a justification covering: the name of the project or grant, a detailed scope of activities/work performed by the employee or a description of the workstation in the project or grant; information on the employee's qualifications; indication of the form of remuneration and its amount, as well as 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 for the employee's remuneration and, if required by the terms of the Project or applicable regulations, information on the employee's obligation to keep individual time sheets documenting the activities performed by the employee.

2. The approved application constitutes an annex to the employment contract or act of appointment or act of nomination or decision to grant a special allowance. It may also constitute the basis for the Human Resources and Social Affairs Division to draw up an employment contract or a decision to grant a special allowance, in accordance with the applicable legal provisions.

### **Benefits from the company's (University) social benefits fund**

#### **§ 28**

1. An employee is entitled to benefits from the company social benefits fund on the terms specified in separate Regulations.
2. A contribution to the company social benefits fund shall be made pursuant to the provisions of the Act of 20 July 2018 – Law on Higher Education and Science and the provisions implementing the Act of 3 July 2018 – Provisions implementing the Act – Law on Higher Education and Science (Journal of Laws of 2018, item 1669).
3. The contribution to the company social benefits fund may be reduced or increased in a given calendar year, in consultation with the trade unions operating at the University.

### **Transitional and final provisions**

#### **§ 29**

The Regulations apply to all projects or grants awarded to the unit on the basis of applications submitted after the date of their entry into force.

#### **§ 30**

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