

UNIVERSITY OF BIALYSTOK WORK REGULATIONS

PART I GENERAL PROVISIONS

§1

The Work Regulations establish the organisation and order of the work process at the University of Białystok and the related rights and obligations of the employer and employees.

§2

The Work Regulations apply to all University of Białystok employees regardless of their position and working hours.

§3

Whenever the Regulations refer to:

- 1) Employer - means the University of Białystok, for which activities in labour-related matters are performed by the Rector or another person appointed by the Rector – on the basis of a relevant power of attorney,
- 2) university, workplace - means the University of Białystok,
- 3) organisational unit - shall be understood as an organisational unit of the University as defined in the University of Białystok Statutes,
- 4) employment in an organisational unit of a higher education institution - shall mean the performance by an employee of a higher education institution of the major part of their duties in that organisational unit,
- 5) Act - shall mean the Act of 20 July 2018 Law on Higher Education and Science,
- 6) head of an organisational unit - shall mean the head of an organisational unit referred to in § 48, Section 1 of the Statutes of the University, and the head of an administrative unit,
- 7) head of an administrative organisational unit - shall mean the head of an administrative organisational unit within the meaning of the organisational rules of a higher education institution.

§ 4

1. A relationship of direct professional subordination between spouses may not arise at the University, as well as between persons:

- 1) living in a shared household,
- 2) related by blood or affinity up to the second degree, or in a relationship of adoption, custody or guardianship.

2. Living in a shared household is understood to mean not only living together but also jointly meeting the needs of life.
3. The direct superior of a given employee within the meaning of Section 1 shall be the person to whom that employee reports directly on the basis of the organisational structure of the higher education institution, subject to the provisions of § 77, Section 3 of the Statutes of the University.

PART II RIGHTS AND OBLIGATIONS OF THE EMPLOYER

§ 5

1. The employer is obliged to respect the rights of employees as guaranteed by generally applicable laws, in particular the Labour Code, the Law on Higher Education and Science and the Law on Trade Unions.
2. The employer shall in particular:
 - 1) familiarize employees who undertake work with the scope of their duties, the way of performing work in designated positions and their basic rights,
 - 2) organize work in such a way as to ensure full use of working time and in such a way as to reduce the burden of work, in particular monotonous work and pre-determined work,
 - 3) ensure safe and healthy working conditions and systematic health and safety training for employees,
 - 4) pay remuneration in a timely and correct manner,
 - 5) facilitate the improvement of professional qualifications for workers,
 - 6) satisfy, as far as possible and under conditions, the living, social and cultural needs of workers,
 - 7) apply objective and fair criteria for the employment and evaluation of workers and their performance,
 - 8) maintain records of employment-related matters and personal records of employees, and keep them in a manner that guarantees confidentiality, integrity, completeness and availability in conditions that do not threaten damage or destruction,
 - 9) make available at the employee's request, and allow for inspection and copying of documentation on matters relating to their employment relationship, their personal file in accordance with the rules laid down by generally applicable legislation,
 - 10) provide employees with the necessary work materials and tools, taking into account the financing rules applicable to the employer,
 - 11) issue a work certificate to the employee within the time limit,
 - 12) respect the dignity and other personal rights of employees,
 - 13) influence the development of principles of social co-existence at the University,
 - 14) counteract discrimination in employment, in particular on the grounds of sex, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, beliefs, sexual orientation, and on the grounds of employment for a definite or indefinite period of time or full-time or part-time employment,
 - 15) counteract workplace harassment,
 - 16) inform employees about working conditions, in particular the content of the Remuneration Rules and other legal acts concerning working conditions, in a manner adopted by the employer,
 - 17) inform employees via the University's website about the possibility of full-time or part-time employment, and temporary employees about vacancies.

§ 6

In accordance with the obligation under Article 94¹ of the Labour Code, the employer shall make available the text of the provisions on equal treatment in employment and the prevention of harassment, attached as Appendix 1 to these Regulations.

PART III VIDEO SURVEILLANCE

§ 7

1. The employer uses special surveillance on the premises of the workplace and in the area around the workplace in the form of technical means for recording images (“surveillance”).
2. The area covered by surveillance and the premises covered by surveillance at the time of the introduction of these Regulations are detailed in Appendix 2 to these Regulations.
3. The surveillance system does not include sanitary rooms, changing rooms, canteens, smoking areas and rooms made available to company trade union organisations.
4. The surveillance system consists of the following elements:
 - a) event recording cameras,
 - b) devices that record and store video material on a hard disk device - a server.
5. Only image is recorded and stored on the hard disk device.
6. Surveillance is carried out in order to:
 - a) ensure the safety of employees and other persons in the workplace premises,
 - b) the protection of the University’s property, the University’s employees and other persons on the premises.
7. The employer, in connection with used surveillance system, processes the following data:
 - a) image,
 - b) the time and place of the incident recorded by the surveillance system,
 - c) the behaviour of persons whose image has been recorded on an image-recording device.
8. Surveillance is in place 24 hours a day.
9. The employer shall keep the monitoring data for a period of three months from the date of recording.
10. The employer makes available and enables the copying of the surveillance record of the employee, at their request, subject to the provisions of legislation concerning the disclosure of surveillance materials, including inscriptions containing personal data (principle of anonymization).

PART IV DUTIES OF EMPLOYEES

Chapter I General provisions

§ 8

The employee is obliged to perform the work conscientiously and carefully and follow the instructions of the superiors, which concern the work, if they are not contrary to the law or the employment contract.

§ 9

The employee shall, in particular:

- 1) respect the working hours set by the University,
- 2) observe the work regulations and order established at the university,
- 3) observe health and safety and fire regulations and rules,
- 4) take care of the welfare of the University, protect its property and keep confidential any information whose disclosure could expose the employer to damage, in particular information classified as “proprietary”, “secret” or equivalent, as well as information which is a trade secret within the meaning of the provisions on counteracting unfair competition, i.e. technical, technological, organisational information concerning the employer or other information of economic value which, as a whole or in a specific juxtaposition and collection of its elements, is not generally known to persons normally dealing with this type of information or is not readily available to such persons, provided that the employer has taken steps to keep such information

confidential.

- 5) respect the confidentiality set out in separate regulations, including those indicated in point 4 above,
- 6) comply with the University's rules on the provision of information, as laid down in the relevant internal acts of the University and communicated to employees in the manner adopted by the employer,
- 7) observe the rules of social coexistence at the university,
- 8) keep their workstation clean and tidy,
- 9) ensure that documents, tools, equipment and working areas are properly secured after use,
- 10) undergo the medical check-ups and periodic medical examinations provided for by law,
- 11) inform the employer immediately of any change in personal data,
- 12) carry out the work entrusted to them with integrity,
- 13) comply with the applicable laws related to the duties performed, in particular to comply with the provisions of the Labour Code, on copyright and related rights, as well as on industrial property,
- 14) if the employer implements an electronic access control system for the premises of the University - to have a card or other access device issued by the employer.

§ 10

In connection with the termination or expiration of the employment relationship, the employee is obliged to settle with the University from the entrusted property of the University at their disposal, in particular from the components for which quantity and value records are kept, return the access device referred to in § 9 point 14, if issued to the employee, and obtain the relevant entries in the circulation card.

Chapter II **Duties of academic teachers**

§ 11

1. In addition to the duties listed in § 8–10 of these regulations, the duties of academic teachers include those listed below.
2. The detailed responsibilities of academic teachers are determined by the Rector.

§ 12

The training and education of students or participation in the education of doctoral students consists of the implementation of the annual dimension of teaching activities and other works related to the teaching process, training and education of students or participation in the education of doctoral students.

§ 13

1. The duties carried out as part of the annual dimension of teaching activities include the reliable conduct of teaching activities resulting from study programs and education programs in doctoral schools, which include in particular:
 - 1) lectures,
 - 2) proseminars and seminars,
 - 3) classes,
 - 4) tutorials,
 - 5) field activities,
 - 6) laboratory classes,
 - 7) foreign language classes,
 - 8) classes conducted in the form of remote teaching.
2. Other work related to the teaching process, the education and training of students or participation in the education of doctoral students includes, in particular:
 - 1) verifying the learning outcomes of students and doctoral candidates,
 - 2) consultations (not less than 1 teaching hour per week),
 - 3) developing and updating syllabuses for conducted classes,

- 4) acting as year tutors,
- 5) providing academic supervision for students following an individual course of study,
- 6) supervising students on work placements,
- 7) monitoring of library resources with regard to the availability of literature recommended for the taught subject,
- 8) supervising students' master's and bachelor's dissertations and checking and reviewing them,
- 9) acting as a member and chair of the examination committee for students' master's and bachelor's degree examinations,
- 10) scientific supervision of student and doctoral student research groups,
- 11) conducting classes within the sports and artistic sections.

§ 14

1. At University persons entitled to give lectures and conduct diploma seminars, to conduct exams, to supervise and review diploma dissertations hold the title of professor, degree of habilitated doctor or equivalent with the qualifications of habilitated doctor, subject to Section 2.
2. The board of the organisational unit of a higher education institution responsible for the education in a given field of study may authorise persons holding a doctoral degree to perform the activities listed in section 1. The authorisation relates to specific classes and is granted for a limited period of time.

§ 15

The conditions imposed for teachers in the doctoral schools shall be laid down in the regulations of the respective schools.

§ 16

The conditions placed on those teaching in postgraduate programmes are set out in the regulations for postgraduate programmes.

§ 17

1. The work involved in carrying out scientific activities includes, in particular, the conduct of scientific activities and the advancement of one's own scientific level and the training of staff.
2. In particular, the primary responsibilities for the conduct of scientific activities include:
 - 1) the conduct of research financed by the subsidies and grants referred to in the Act,
 - 2) disseminating research results, in particular through scientific publications and participation in scientific conferences,
 - 3) undertaking other forms of scientific activity, including applying for grants and other research funding,
 - 4) preparing, developing, initiating conferences and symposia, in particular with regard to the subject matter (theme), proceedings of the conference or symposium.

§ 18

Duties related to increasing professional qualification include, in particular:

- 1) participation in conferences and seminars related to the performed work,
- 2) participating in training to improve teaching and research skills,
- 3) organising and participating in workshops for the exchange of experience and self-development.

§ 19

1. The organisational responsibilities of academic teachers include, in particular:
 - 1) participation in departmental and university committees,
 - 2) participation in the organisation of conferences and symposia,
 - 3) activities to promote the faculty or a unit of the university other than the faculty,
 - 4) cooperation with representatives of external institutions.

2. The duties of academic teachers also include participation in other work and implemented programmes related to the development of the scientific and didactic level of the University, as indicated by the authorities of the University or the authorities of the organisational unit of the University in which the teacher is employed.

PART V RESPONSIBILITIES OF EMPLOYEES

§ 20

Employees are prohibited from:

- 1) operating machinery and equipment not directly related to the performance of the assigned duties,
- 2) arbitrarily dismantling parts of machinery, equipment and tools and clean and repair them without authorisation,
- 3) to carry out private work on the University's premises and to use tools or equipment belonging to the employer for such work without the employer's express permission,
- 4) leaving the workplace during work without the approval of the immediate supervisor and failure to comply with the agreed working time; in relation to academic teachers – leaving the workplace and failure to observe the fixed working time during teaching, on-call time, during the planned consultations, during the organizational meetings of the unit,
- 5) disturbing the peace and order in the workplace.

§ 21

1. It is forbidden for an employee to enter or be on university premises while under the influence of alcohol or drugs.
2. Alcohol and intoxicants may not be brought onto university premises.
3. Smoking of tobacco products and electronic cigarettes is prohibited on the university premises except in clearly demarcated areas.

§ 22

1. The undertaking of additional research, teaching and organisational tasks at other universities by employees of the University must not affect the proper performance of their duties to the University.
2. An employee of the University may not carry out activities that compete with the activities of the University. Activities that are competitive with the University's activities are the performance of work by an employee within the framework of an employment relationship at another higher education institution educating in the same field of study or in a field of study pursuing a similar programme of study, as well as involvement in the activities of that school through:
 - 1) acting as a body and membership of a body,
 - 2) exercising managerial and organisational functions,
 - 3) affiliation of scientific publications,
 - 4) exploitation of the University of Białystok's achievements (without indicating that it is the achievements of the University),
 - 5) supporting efforts to obtain funding for scientific, research, teaching and organisational activities (if they are competitive with the University of Białystok's efforts),
 - 6) participation in the development of study programmes, the organisation of postgraduate studies and other forms of training and conferences,
 - 7) the lending of one's image and the affiliation of statements for promotional and advertising purposes.
3. Taking up a position at a university other than the University of Białystok may be grounds for dismissal from the University of Białystok.
4. In the case of a business activity conducted by an employee of the University, there should be no conflict of tasks and interests between the business activity conducted by the employee and the

tasks performed by the University of Białystok.

PART VI WORKING TIME

Chapter I General provisions

§ 23

1. Working time is the time during which an employee is at the employer's disposal at the University or other place designated for the performance of work. Working time should be fully utilised for professional work.
2. The working time shall not exceed 8 hours a day and on average 40 hours in a working week of an average of five days during the adopted settlement period, subject to the provisions of § 24 and the provisions on equivalent working time arrangements.
3. The employees shall have the right to rest for at least 11 hours uninterrupted daily rest and to rest for at least 35 hours uninterrupted each week.
4. Night time comprises the time between 22.00 and 6.00. Employees shall be entitled to additional remuneration for each hour of work performed during night time, as determined by separate regulations.
5. Sundays and public holidays are non-working days. Sunday or public holiday work is defined as work performed between 6.00 on that day and 6.00 on the following day.
6. Work at the university is carried out under the following working time systems:
 - 1) basic working time system,
 - 2) task-based working time system,
 - 3) equivalent working time system,
 - 4) shortened working week system.
7. Heads of organisational units of a higher education institution shall be required to organise work in such a way as to ensure that working time is fully utilised and that due quality of work is achieved, and to control the working time of subordinate staff.

Chapter II Working time of non-academic staff

§ 24

1. The weekly working time of non-academic staff, including overtime, may not exceed an average of 48 hours in an adopted settlement period not exceeding three months.
2. The basic weekly working time of full-time employment shall be fixed at an average of 36 hours in the adopted settlement period, hereinafter referred to as the reduced working time, taking into account the provisions defining the lower daily and weekly dimensions of each group of employees.

The reduced working hours do not affect the employee's payable monthly remuneration .
3. The working time after exceeding the reduced working time does not constitute overtime within the meaning of the labour law, with the case of working longer than an average of 36 hours per week, but not longer than an average of 40 hours per week, the employer in the accounting period, at the employee's request, he grants him free time for this work, in the dimension corresponding to the work provided, taking into account the organizational needs of the employer.
4. Overtime work, under labour law, is work provided after exceeding the standards set out in the Labour Code (8 hours per day and an average of 40 hours per week), subject to changes resulting from the use of working time systems other than the basic system.
5. The following hour limits shall be set for the distribution of working time, subject to the provisions of Sections 10–12 below:

- 1) for administrative, engineering and scientific-technical staff, subject to paragraph 9, Monday to Thursday between the following hours 8.00 - 15.30; on Friday 8.00 - 14.00,
- 2) the following shift hours shall be set for the service staff employed to guard the property, subject to paragraphs 6 and 7:
 - a) 1st shift: 6.00 – 14.00,
 - b) 2nd shift: 14.00 – 22.00,
 - c) 3rd shift: 22.00 – 6.00,
- 3) for other service employees, subject to paragraph 15, the following shift hours are set:
 - a) 1st shift: 6.00 – 14.00,
 - b) 2nd shift: 14.00 – 22.00,
- 4) working time schedules for library staff shall be established by heads of units with the employer's approval, with regard to the needs arising from the use of the libraries by staff, doctoral students and university students while maintaining the working time in force; in the case of persons to whom reduced working time (daily and weekly) applies, working time schedules shall be established taking into account such reduced working time.
6. The service staff referred to in Section 5 Point 2 shall be covered by the equivalent working time system. If justified by the organisation of work in a particular organisational unit of the university, the daily working hours of such employees may be extended to 12 hours.
7. Working days and public holidays, as well as the starting and finishing times of the employees referred to in Section 5 Point 2 shall be determined by the work schedule. The work schedule shall be drawn up for a settlement period and shall be communicated to the employees covered by it at least seven days before the start of the given settlement period.
8. If an employee's daily working hours are at least 6 hours, the employee shall be entitled to a break of at least 15 minutes, counted as working time.
9. The working time schedule of legal advisors is determined by the employer.
10. The working time schedule of part-time employees shall be determined by the immediate supervisors of such employees in consultation with the employees.
11. If justified by the needs of the tasks to be performed, the head of a given organisational unit of the University may, with the approval of the employer, establish a different working time schedule for the employees working in a given organisational unit of the University, within the employee's current working hours.
12. The employer, at the written request of the employee, may establish an individual schedule of the employee's working hours within the framework of the work system to which the employee is subject, in particular due to specific communication conditions concerning the employee. Changing the start and end hours of work must not result in the reduction in working times.
13. Overtime work by employees working as drivers is permitted if:
 - a) situations and events requiring action by the employee to protect human life or health and property or to deal with an emergency,
 - b) specific needs of the employer.
14. The number of overtime hours worked by an employee employed as a driver may not exceed 384 or 376 hours in a calendar year.
15. The employer sets individual working time schedules for drivers, which may provide for different starting and finishing times. In such a case, the repeated performance of work by the employee during the same day does not constitute overtime.
16. An overtime limit of 350 hours per calendar year is set for non-academic staff.

Chapter III

Working time of academic teachers

§ 25

1. Academic teachers have a task-based working time system.
2. Basic weekly working hours are set at an average of 36 hours per adopted settlement period. The

reduced weekly working time standard does not affect the amount of the employee's payable monthly remuneration.

§ 26

1. The following annual dimension of teaching activities for full-time academic teachers shall be established in the following positions:
 - 1) in the research and teaching staff group:
 - a) professor - 180 teaching hours,
 - b) university professor (UwB professor) - 210 teaching hours,
 - c) assistant professor:
 - holding a habilitated doctor degree - 220 teaching hours,
 - holding a doctoral degree - 240 teaching hours,
 - d) assistant - 240 teaching hours,
 - 2) in the teaching staff group:
 - a) professor - 360 teaching hours,
 - b) university professor (UwB professor) - 360 teaching hours,
 - c) assistant professor - 360 teaching hours,
 - d) assistant - 360 teaching hours,
 - e) Foreign language teacher - 540 teaching hours,
 - f) instructor - 540 teaching hours,
 - g) senior lecturer, lecturer - 360 teaching hours.
2. The annual teaching load of the Rector during his/her term of office is 60 teaching hours.

§ 27

The annual teaching hours of an academic teachers are determined by the employment contract.

§ 28

A teaching hour is 45 minutes.

§ 29

1. In exceptional and justified cases, the Rector may determine a lower annual level of teaching activities for a given academic teacher than those specified in § 26 Section 1 in the case of:
 - 1) entrust the academic teacher with important tasks, including the performance of managerial functions,
 - 2) the implementation of an academic research project by the teacher,
 - 3) If the academic teacher holds a disability certificate, if disability makes it difficult to hold classes in the dimension specified in § 26.
2. In the event of an absence from work involving, in particular, scientific leave, long-term illness, leave for medical treatment, unpaid leave or other forms of time off, military service, maternity leave, leave on terms of maternity leave, paternity leave, parental leave, the academic teacher's teaching schedule does cover the number of hours of teaching classes corresponding to the 1/30th annual dimension of teaching activities provided for a given position for each week of absence falling for the period in which classes are conducted at the university. Provisions of §35 Section 1 shall apply.
3. In the event of sickness or other unforeseen, excused absence from work, the number of hours indicated in an academic teacher's teaching report corresponding to 1/30 of the annual teaching load stipulated for a given position for each week of absence falling during the period when teaching is provided at the institution shall not constitute a failure to meet the fixed annual teaching load referred to in §26 of the regulations. Provisions of §35 Section 1 shall apply.

§ 30

1. If it is necessary to ensure the delivery of the study programme, an academic teachers may be required by the head of an organisational unit of a higher education institution to work additional

hours up to a maximum of:

- 1) $\frac{1}{4}$ of the annual teaching load applicable to the position – in the case of research and teaching staff,
 - 2) $\frac{1}{2}$ of the annual teaching load applicable to the position – in the case of teaching staff.
2. Upon written consent given in an individual teaching load sheet, at the request of the head of an organisational unit of the University, the Rector may entrust the academic teacher with teaching assignments of additional working hours at a level higher than that defined in Section 1 and not exceeding twice the annual teaching load for a given position (as defined in §26, Section 1).
 3. An academic teacher who is pregnant or raising a child up to the age of four may not be employed in additional working hours without the consent of the academic teacher.

§ 31

The following rules for the detailed determination and settlement of annual teaching hours and additional hours are established:

- 1) teaching hours of employees working in a particular faculty, institute, *department*, establishment or laboratory should be balanced within that faculty, institute, *department*, establishment or laboratory, which means that there can be no additional working hours for employees working in a particular organisational unit while at the same time, setting teaching hours for other employees working in the same organisational unit below the hours specified in § 26 Section1,
- 2) the head of an organisational unit of the University shall plan for teaching assignments in that unit to be carried out by an employee employed in another organisational unit of the University after obtaining the consent of the head of the organisational unit of the University in which the employee is employed,
- 3) the annual teaching load and additional working hours set for a given academic teacher shall include – in the following order - teaching assignments, resulting from the study programmes, carried out:
 - a) In full-time studies and doctoral programmes in the organisational unit of the University where the employee is employed and in doctoral schools,
 - b) In full-time studies at the branch,
 - c) In full-time studies and doctoral programmes outside the organisational unit of the University in which the employee is employed,
 - d) at Erasmus programme partner universities,
 - e) In part-time studies in the organisational unit of the University in which the employee is employed,
 - f) In part-time studies outside the organisational unit of the University in which the employee is employed,
 - g) teaching within sports and arts sections - up to 60 teaching hours per section,
 - h) conducting classes within the framework of specialist “clinics” - up to 60 teaching hours.

§ 32

If an employee of a university-wide unit teaches in more than one organisational unit of the university, the annual teaching load and additional working hours shall include the number of teaching hours taught in each of these units, proportionate to the total number of teaching hours taught by the employee in these units, in accordance with the rules laid down in § 31.

§ 33

In the event that an academic teacher does not fulfil the annual teaching load, the annual teaching load shall include the subjects performed as part of the university-wide subject offer.

§ 34

1. All teaching activities listed in § 31, point 3 carried out by an academic teacher within the annual teaching load and additional working hours, as well as teaching activities which do not result from

the academic staff member's teaching duties, shall be entered in the USOS system in the individual teaching load sheet and in the teaching activity report.

2. Each academic teacher, regardless of the size of the planned teaching load, should complete an individual teaching load sheet. Individual teaching load sheets are also completed for teachers for whom no teaching activities are scheduled (e.g. paid and unpaid leave, scholarships, etc.). The number of individual teaching load sheets submitted should be in line with the number of academic teachers in the respective organisational unit of the university.
3. The originals of the individual teaching load sheets and the lists of planned loads of all employees of the organisational unit of the university for the following academic year should be submitted to the administrative unit responsible for education before the beginning of the academic year, but no later than 30 September. Copies of individual teaching load cards are held in the organisational unit of the university where the employees for whom the cards are issued are employed.
4. Academic teachers shall, upon completion of teaching during the academic year, submit a report.
5. The original teaching reports must be submitted to the organisational unit of the administration responsible for education no later than 30 July of the relevant academic year. Copies of the reports are held in the organisational unit employing the academic teacher.
6. Changes in the planned teaching loads of academic staff that occur during the academic year are shown in the teaching hours reports.
7. The head of the organisational unit in which an academic staff member is employed is responsible for the correct accounting of the teaching hours completed by the academic staff member.

§ 35

1. Additional working hours include only those hours in excess of the number of annual teaching hours specified in § 26 Section 1, subject to Section 2–3.
2. In the event that academic teacher is employed after the beginning of the academic year, the teaching schedule for that teacher shall not include teaching assignments equivalent to 1/30 of the annual teaching load provided for the position for each week preceding the employment in a given academic year, during the period in which teaching was provided at the University.
3. In the event of termination of the employment relationship before the end of the academic year, the number of hours indicated in an academic teacher's teaching load report corresponding to 1/30 of the annual teaching load stipulated for a given position for each week following the termination of the employment relationship in a given academic year during which teaching is provided in the University shall not constitute non-fulfilment of the annual teaching load stipulated in §26 of the regulations.

§ 36

1. Academic teachers are subject to a twelve-month settlement period.
2. The 12-month settlement period is referred to as the academic year.

PART VIII LEAVE AND TIME OFF

Chapter I General provisions

§ 37

1. The employee has the right to an annual, uninterrupted, paid leave.
2. An employee cannot waive his or her right to leave.
3. The employer shall grant the leave to the employee in the calendar year in which the employee became entitled to it.
4. Annual leave should be granted in accordance with the leave schedule. The leave schedule shall be determined by the employer, taking into account the requests of employees and the need to ensure the normal course of the University's work. The leave schedule does not include the portion of leave referred to in Section 9 (granted on request). The leave schedule is realised after approval by the head of the university's organisational unit.
5. At the request of the employee, the leave may be divided into parts. At least one part of the leave should include no less than 14 consecutive calendar days.
6. The leave schedule shall be communicated to employees in the manner adopted in the respective organisational unit of the university.
7. Approved leave schedules are forwarded to the administrative unit responsible for human resources.
8. Heads of organisational units of the university are responsible for the implementation of leave schedules and the regulations governing changes to leave schedules.
9. The employer is obliged to grant, at the request of the employee and at the time indicated by the employee, no more than 4 days of annual leave in each calendar year. The employee shall make a request for leave no later than the date on which the leave begins.
10. The head of an organisational unit of a higher education institution may remove an employee employed in the relevant organisational unit of the institution from an annual leave under the conditions laid down in the Labour Code.
11. Any leave not taken within the period set out in the leave schedule must be granted to the employee no later than 30 September of the following calendar year.
12. In the event that annual leave is not taken due to the termination or expiry of the employment relationship, the employee is entitled to cash compensation for the period of unused leave.

§ 38

The employer, at the written request of the employee, may grant unpaid leave if this will not disrupt the normal course of work.

§ 39

1. A person classified as having a significant or moderate degree of disability is entitled to additional annual leave of 10 working days per calendar year. A person becomes entitled to the first additional leave after having worked for one year following the date on which he or she was classified in one of these degrees of disability.
2. The leave referred to in paragraph 1 shall not be granted to a person entitled to annual leave in excess of 26 working days or additional leave on the basis of separate provisions.

§ 40

The employer shall be obliged give the employee time off from work if this obligation arises from the Labour Code, the regulations implementing the Labour Code or from other legal provisions.

§ 41

1. An employee may receive time off from work for the time necessary to deal with important personal or family matters that need to be dealt with during working hours. Time off shall be granted by the employee's immediate superior. 2

2. The employee shall be entitled to remuneration for the time off from work referred to in paragraph 1 if they make up for the time off. Made up time off does not constitute overtime. Detailed rules for making up time off will be laid down by the Rector in a separate order.

Chapter II

Leave of academic teachers

§ 42

1. Academic staff are entitled to annual leave in the amount of 36 working days per year.
2. Annual leave should be taken during a period free from teaching. As a rule, teaching-free periods are the days and periods indicated in the organisation of the academic year as days (periods) free for students. During periods of time off for students, academic staff should either provide work (other than teaching) or take annual leave. Semester break, working days off during pre-holiday periods or Rector's days off are not additional days off for academic staff. On working days falling on such days, the academic staff member should either work or take annual leave.
3. Academic staff taking up employment for the first time, in the calendar year in which they have taken up employment, shall be entitled to annual leave at the end of each month of service, at a rate of 1/12th of their annual leave entitlement.
4. Academic teachers shall be entitled to annual leave in proportion to their period of employment if:
 - 1) They take up employment during the calendar year,
 - 2) the employment relationship is terminated during the calendar year,
 - 3) They start work after returning from unpaid leave, parental leave.
5. Part-time academic staff shall be entitled to annual leave in proportion to the length of their employment.
6. Days off resulting from a five-day working week schedule shall not be counted as annual leave.

§ 43

1. The leave schedule of academic staff is determined by:
 - 1) the Rector - for heads of organisational units of the university,
 - 2) the head of an organisational unit of a higher education institution – for academic teachers employed in a given organisational unit of a higher education institution.
2. The leave schedule shall take into account the requests of academic teachers and the need to ensure the normal course of work of the organisational unit of the university. The academic teacher acknowledges the of the annual leave dates with his/her signature. Commencement of annual leave by an academic teacher within the period set out in the leave schedule does not require a separate leave request.
3. The original leave schedule of an academic teacher shall be forwarded by 30 April each year to the administrative organisational unit responsible for human resources in order to record the dates of leave. The established leave schedule forms the basis for the financial settlement of the annual leave of academic teachers employed in a given organisational unit of the university.
4. A copy of the agreed leave schedule remains with the head of the organisational unit. The leave schedule of academic teachers shall be communicated to employees in the manner adopted in the respective organisational unit of the University.
5. Annual leave scheduled in the leave schedule may be postponed to another date only at the written request of the academic teacher, justified by compelling reasons and indicating the previous and new date of leave. Postponing the period of leave is done upon the employee's consent to deduct a possible overpayment for the settlement of holiday leave in the nearest future payment of remuneration. A template of the application for postponement of leave will be established by the Rector in a separate ordinance.
6. The granting of an annual leave to an academic teacher by the head of an organisational unit of the University on a date other than that set out in the leave schedule requires the prior approval of the immediate superior of the employee requesting the postponement of the leave.
7. The direct supervisor of an academic teacher within the meaning of Section 6 is:

- 1) the Rector - for heads of organisational units of the University,
 - 2) the head of the organisational unit – for academic teachers employed in the unit.
8. The request for the postponement of the leave referred to in Section 5, accepted by the immediate superior and approved by the leave schedule referred to in § 45, Section 1, must be submitted to the administrative unit responsible for human resources by the 23rd day of the month preceding the month:
- 1) for which the leave is scheduled in the unit's leave schedule - in the event that the annual leave is postponed to a later date,
 - 2) when the new leave date starts – in the event that annual leave is postponed to an earlier date.

§ 44

1. In the case of anticipated parental leave, annual leave should be scheduled for a date prior to the start date of the parental leave.
2. The annual leave of a retiring academic teacher should be scheduled for a date prior to the date of termination of employment.
3. The annual leave of a academic teacher employed on a fixed term should be taken in the period before the end date of the employment relationship.

§ 45

1. The Rector or a person authorised by the Rector, at the request of the administrative unit responsible for human resources, shall return the leave schedule for redrafting if it has been drawn up incorrectly.
2. If an academic teacher is not scheduled for annual leave in the leave schedule, the Rector may grant leave in the period falling between mid-July and the end of August, in the number of days to which the teacher is entitled to in the year in question. The leave is granted when the Rector signs the leave card, which supplements the leave schedule. A template for the leave card will be established by the Rector in a separate order.

§ 46

The implementation of the above provisions is the responsibility of the heads of the organisational units of the university, who are accountable to the Rector for the full use of annual leave by their subordinate academic teachers.

§ 47

1. Academic teachers complying with the conditions for leave referred to in Article 130 Point 1 of the Act may be granted leave referred to in Article 130 Point 1 of the Act by the Rector at their motivated request, subject to the opinion of the head of the organisational unit of the University.
2. The request for leave should be made at least three months before the start of the semester.
3. Leave should start at the beginning of the semester.

§ 48

1. Academic teachers preparing a doctoral dissertations may be granted a sabbatical leave of up to three months by the Rector.
2. Leave shall be granted with the consent of the head of the organizational unit of the University in which the employee is employed, on a reasoned request of the teacher, with an opinion by the supervisor who is in charge of scientific care over the preparation of the doctoral dissertation. The supervisor shall give an opinion on the request for leave in terms of the progress of the dissertation and the appropriateness of granting the leave.

§ 49

1. The employer may provide the academic teacher with paid leave for the purpose of training, scientific or teaching internship abroad, participation in a conference or participation in joint scientific research conducted with a foreign entity on the basis of a scientific cooperation agreement. Leave is granted at the request of the academic teacher.

2. Applications for leave for a period exceeding one month shall be examined by the rector. The request requires the approval of the head of the organisational unit of the university in which the employee is employed. The request should include a justification.
3. Requests for leave for a period not exceeding one month shall be examined by the Vice-Rector responsible for international cooperation. The request requires the opinion of the academic teacher's immediate superior and the approval of the head of the organisational unit of the university in which the academic teacher is employed. Refusal to grant leave shall be justified in writing by the employer or by a person authorized to represent the employer in this respect. A template of a request referred to in Sections 2 and 3 shall be established by the Rector in a separate ordinance.
4. Academic teachers shall submit the completed and approved request to the administrative unit responsible for international cooperation at least 14 days before the planned date of departure.

§ 50

1. Full-time academic teachers under 65 years of age who have at least 10 years of employment at the university are entitled to paid convalescence leave.
2. Convalescence leave shall be granted by the Rector at the request of the academic teacher on the basis of a medical certificate referred to in Article 131 Sections 5 and 6 of the Act.
3. All periods of employment as a university teacher shall be counted towards the period of service referred to in Section 1. Where the period of employment of the academic teacher at the University is less than 10 years, together with the request for leave, the academic teacher shall be required to submit, together with the request for leave, a certificate from other universities where the academic teacher has been or is employed, certifying that no convalescence leave has been taken during the period of employment at those universities.
4. The period of leave should coincide with the start and end dates of teaching at the University.

Chapter III **Leave of non-academic staff**

§ 51

1. Non-academic staff members are entitled to annual leave in the amount of:
 - a) 20 days – if the employee has been employed for less than 10 years,
 - b) 26 days - if the employee has been employed for at least 10 years.
2. An employee taking up employment for the first time, in the calendar year in which he or she has taken up employment, acquires the right to annual leave at the end of each month of service, at the rate of 1/12th of the amount to which he or she is entitled after having worked for a year.
3. Leave shall be granted for days which are working days for the employee, according to the employee's work schedule, at an hourly rate corresponding to the employee's daily working hours on the day in question.
4. The annual leave schedule is established by:
 - a) The Rector - for the Chancellor, Bursar and Deputy Chancellors,
 - b) The Chancellor - for heads of organisational units of administration and independent positions at the University,
 - c) the head of the organisational unit - for employees working in the organisational unit.
5. Approval to take annual leave is obtained by the employee upon acceptance of the submitted leave request, the template of which will be established by the Rector in a separate ordinance.
6. In the case of anticipated parental leave or unpaid leave, annual leave should be scheduled before these leaves are taken.
7. The head of the organisational unit of the University in which the employee is employed may recall the employee from leave under the conditions laid down in the Labour Code.
8. A retiring employee should use all accrued annual leave before the date of termination of employment.
9. A fixed-term employee is obliged to take his or her accrued annual leave before the end of the employment relationship.
10. The employee is obliged to take his or her accrued annual leave during the notice period of the

employment contract.

PART IX WORKPLACE DISCIPLINE

§ 52

1. Non-academic staff are required to confirm the fact of their attendance at work (start and end of work) by:
 - 1) Registering on a reader with an electronic card or other access device,
 - 2) signing the attendance register, if the employer has not provided the employee with the equipment referred to in point 1.
2. The control of workplace discipline is carried out by the heads of organisational units of the university, direct supervisors and employees of the organisational unit of the administration responsible for human resources.

§ 53

Leaving all or part of the day without prior release from work by the employee's supervisor shall only be excused for valid reasons, in particular:

- 1) accident or illness resulting in the employee's incapacity to work or isolation due to a communicable disease,
- 2) accident or illness of a family member requiring personal care by the employee,
- 3) circumstances requiring the personal care of a healthy child under 8 years of age by the employee due to the unforeseen closure of a day nursery, kindergarten or school attended by the child,
- 4) Unusual circumstances preventing timely arrival at work,
- 5) the need to rest for up to eight hours following an overnight business trip, where the conditions of the trip made it impossible to take the night's rest.

§ 54

1. The employee should inform his/her supervisor in advance of his/her inability to attend work for a reason known in advance.
2. The employee is obliged to justify absence from work or lateness to work.
3. In the event of non-attendance at work, the employee shall notify the supervisor of the reason for the absence and the expected duration of the absence on the first day of absence, but no later than the following day, in person or by other persons, by telephone or other means of communication or by post (the date of notification shall be deemed to be the date of the postmark).
4. In the event of absence from work due to:
 - 1) incapacity due to the employee's illness or isolation due to a communicable disease,
 - 2) illness of a member of the employee's family requiring the employee's personal care– the employee is obliged to notify his/her immediate superior.

§ 55

1. The head of the organisational unit of the university where the employee is employed considers whether the reasons for absence being late for work are justified or unjustified, in accordance with the rules laid down in the applicable regulations.
2. In the event that the reasons for the employee's absence or being late for work are considered unjustified, the head of the organizational unit of the university in which the employee is employed shall inform the employer. The final decision in this case is taken by the employer, notifying in writing the employee and the head of the organizational unit of the University in which the employee is employed.

PART X
PAYMENT OF REMUNERATION

§ 56

1. The due dates for the payment of remuneration to University employees are as follows:
 - 1) academic teachers shall be paid in advance on the first day of the month and, if the first day of the month is a public holiday, the remuneration shall be paid on the following first working day,
 - 2) non-academic staff (with the exception of hourly paid staff) shall be paid in arrears on the last working day of the month,
 - 3) hourly-rate employees – on the 8th of each month in arrears for the previous month,
 - 4) persons paid for work performed under civil law contracts – on the 17th of each month and on the last working day of the month.
2. If the fixed day for payment of remuneration is a public holiday, remuneration shall be paid on the preceding day, subject to Section 1 Point 1.

§ 57

1. Payment of remuneration is made to the payment account indicated by the employee.
2. Employees who do not have a payment account shall be paid their remuneration, upon their written request, at a bank designated by the employer on the remuneration due date. Remuneration not collected within the aforementioned period shall be placed on deposit and should be paid after the employee has requested payment. Payment of the remuneration shall be made at the hands of the employee or the person authorized by the employee, if the employee cannot personally collect the remuneration due to the temporary difficulties.
3. The employer shall, at the employee's request, make available to the employee the documents on the basis of which the employee's remuneration was calculated.

§ 58

1. The following dues are deductible from the remuneration:
 - 1) sums collected under maintenance enforcement orders,
 - 2) sums collected under enforcement orders for entitlements other than maintenance,
 - 3) cash advances made to an employee,
 - 4) financial penalties referred to in Article 108 of the Labour Code.
2. Deductions shall be made in the order indicated in Section 1.

PART XI
PENALTIES, DISCIPLINARY LIABILITY

§ 59

1. Regardless of the position held and the function exercised, in relation to an employee who does not comply with the established order, work regulations, health and safety regulations and fire regulations, in particular:
 - 1) is late to work or leaves the workplace voluntarily without justification,
 - 2) changes or cancels the dates of the teaching activities without the consent of the supervisor,
 - 3) comes work in a state after using alcohol or drugs,
 - 4) consumes alcohol or takes drugs while at work,
 - 5) executes commands in a manner inconsistent with the instructions given by the supervisors,
 - 6) does not comply with the principles of social coexistence is allowed,
 - 7) does not respect professional secrecy– penalties may be applied:
 - a) admonitions,
 - b) reprimands.
2. A financial penalty may also be , regardless of the employee's position and function, for non-compliance with occupational health and safety regulations or fire regulations, leaving work without justification, coming to work inebriated or drinking alcohol during work – .
3. The fine for each offence, or for each day of an unjustified absence, may not be higher than one day's remuneration of the employee, and in total the fines may not exceed one tenth of the remuneration due to be paid to an employee, after the deduction of cash advances and sums executed on the basis of enforcement orders.
4. Proceeds from fines shall be used to improve health and safety at work.

§ 60

1. A penalty may not be applied more than two weeks after the employer's learning about the breach of the employee's duty, and in any case not more than three months from when the breach took place.
2. T The penalty may be applied only after the employee has been given a hearing.
3. If the employee is absent from work and cannot be heard, the two-week period referred to in Section 1 does not run, and if it has started to run it will be suspended until the employee reappears at work.
4. The employer and the employee should strive to settle the dispute amicably from the employment relationship.
5. The employee may pursue his claims from the employment relationship through court, but before bringing the case to court, the employee may submit a request for the initiation of conciliation proceedings. In such a case, the request shall be considered individually and the employer shall, after its acceptance, appoint a Conciliation commission consisting of a representative of the employer, a representative of the trade unions and a person designated by the employee from among the other employees.

§ 61

1. Penalties shall be applied by the employer and notified to the employee in writing. A copy of the notification is filed in the employee's personal file.
2. If a penalty is applied in violation of the provisions of law, the employee may object within 7 days of receiving the notification about the penalty. The employer decides whether to accept or reject the objection after hearing the opinion of the enterprise trade union representing the employee. If the objection is not rejected within 14 days from when it is filed, the objection is considered as having been sustained.
3. An employee who has filed an objection may, within 14 days from the notification about the objection being rejected, apply to the labour court to revoke the penalty applied towards the employee.
4. If an objection concerning a fine is sustained or the fine is revoked by the labour court, the

employer is obliged to return the equivalent of the fine to the employee.

§ 62

1. A penalty is treated as of no effect, and the copy of the notification concerning the penalty is removed from the employee's personal file after one year of impeccable work.
2. The employer may, on his own initiative or at the request of an enterprise trade union representing the employee, consider the penalty to be of no effect before the end of the period stipulated in Section 1.

§ 63

1. Academic teachers shall be liable to disciplinary action for conduct detrimental to their duties as academic teachers or to the dignity of the teaching profession.
2. The detailed rules and procedure for deciding in such cases shall be laid down by law and by implementing rules.

PART XII HEALTH AND SAFETY AT WORK AND FIRE PROTECTION

§ 64

The employer and employees are obliged to strictly comply with health and safety regulations and fire regulations.

§ 65

1. The employer is obliged to protect the health and life of employees by ensuring safe and healthy working conditions with the appropriate use of the achievements of science and technology, and in particular:
 - 1) organise work in such a way as to ensure safe and healthy working conditions,
 - 2) ensure that the University complies with the regulations and rules of health and safety at work and fire regulations, issue instructions to remedy the deficiencies in this area and control the implementation of these instructions,
 - 3) familiarise employees with health and safety rules and regulations before they are allowed to work and organise periodic training in this respect,
 - 4) not allow an employee to perform work for which he or she does not possess the required qualifications or skills, as well as sufficient knowledge of health and safety regulations and rules,
 - 5) respond to health and safety needs and adapt measures taken to improve the existing level of protection of employee's health and life, taking into account changing working conditions,
 - 6) ensure the development of a coherent policy to prevent accidents at work and occupational diseases taking into account technical issues, work organization, working conditions, social relations and the impact of environmental factors,
 - 7) issue detailed instructions and guidelines on occupational safety and health at work places,
 - 8) ensure the implementation of orders, submissions, decisions and decrees issued by the authorities exercising supervision over the conditions of work,
 - 9) ensure the implementation of recommendations of a social labour inspector.
2. The person managing a team of employees is obliged, on behalf of the employer, to organize the workplaces of its employees in accordance with the regulations and principles of health and safety at work and fire regulations, taking care of the efficiency of technical equipment, personal and collective protection equipment and their use in accordance with the intended purpose, by enforcing employee compliance with occupational health and safety regulations and fire regulations, as well as compliance with the recommendations of a doctor conducting health care over employees.
3. A list of work that is particularly strenuous or harmful to women's health is attached as Annex 3 to these Regulations.

§ 66

Compliance with occupational health and safety regulations and fire regulations is the basic duty of the employee. The employee should in particular:

- 1) be familiar with health and safety principles and regulations, undergo training and take instructions in this field and undergo the required examination,
- 2) work in a manner that complies with the health and safety regulations, fire regulations, and follow the instructions and instructions given by superiors in this respect,
- 3) care for the proper condition of machinery, equipment, tools and equipment, and order and order in the workplace,
- 4) use collective protection measures and use the personal protective equipment allocated, as well as clothing and footwear for their intended purpose,
- 5) undergo preliminary, periodic and control tests and other prescribed medical examinations and follow medical instructions,
- 6) immediately notify the superior of an accident or a threat to human life or health noticed at the University and warn colleagues, as well as other persons in the danger area, of the danger that they may be in,
- 7) cooperate with the employer and superiors in fulfilling their duties on occupational health and safety.

§ 67

1. Any person admitted to work is subject to an initial medical examination.
2. Employees are subject to periodic medical examination. In the event of incapacity for work lasting more than 30 days due to illness, the employee is subject to medical examination in order to determine the ability to perform work in the previous position.
3. Periodic and follow-up medical examinations shall be carried out, as far as possible, during working hours. Employees retain the right to remuneration for the time they are not at work in connection with the conducted medical examination, and if it is necessary to travel to another location for the examination, the employee is entitled to receive money to cover travelling expenses in accordance with the rules applicable to business trips.
4. The immediate superior does not allow the employee to work without a current medical certificate stating that there are no contraindications to work in a specific position.
5. The examinations referred to in Sections 1 and 2 shall be carried out at the expense of the employer.
6. It is the responsibility of the employer to direct the employee to medical examinations.

§ 68

1. Employees shall be allocated free work clothes and footwear on the terms laid down in a separate ordinance.
2. In the case of admission to use their own clothing and work shoes, the employee is entitled to a cash equivalent in the amount specified by the employer.
3. Employees are assigned personal hygiene resources on the basis of a separate ordinance.

§ 69

The occupational health and safety officer shall inform employees on occupational risks.

§ 70

The employer does not employ adolescent employees.

**PART XIII
FINAL PROVISIONS**

§ 71

1. All employee should read these work regulations before being admitted to work.

2. These work regulations shall be made available to all employees in the organizational units in which the employees are employed.
3. Statement on the familiarization with the work regulations, signed by the employee, are kept in the employee's personal files.

§ 72

These regulations have been agreed with the unions operating at the University.

§ 73

These work regulations shall enter into force 2 weeks after the date of publication.

**Information for employees of the University of Białystok
containing the applicable legal standards on equal treatment
in employment**

Article of the Labour Code	Standard content
Article 9 § 4	The provisions of collective labour agreements and other collective agreements, regulations and statutes based on the law and determining the rights and duties of the parties to an employment relationship, are not binding if they violate the principle of equal treatment in employment.
Article 11 ²	Employees have equal rights in respect of the same performance of the same duties; this applies in particular to the equal treatment of men and women in employment.
Article 11 ³	Any discrimination in employment, direct or indirect, in particular in respect of gender, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, creed, sexual orientation or in respect of the conditions of employment for a definite or an indefinite period of time or full or part time, are prohibited.
Article 18 § 3	The provisions of employment contracts and other acts on the basis of which an employment relationship is established and which violate the principle of equal treatment in employment are invalid; the appropriate provisions of labour law will apply instead, and if there are no such provisions, then the appropriate provisions of a non-discriminatory character will apply instead.
Article 18 ^{3a}	<p><u>§ 1. Employees should be treated equally in relation to establishing and terminating an employment relationship, employment conditions, promotion conditions, as well as access to training in order to improve professional qualifications, in particular regardless of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, creed, sexual orientation, as well as regardless of employment for a definite or indefinite period of time or full-time or part-time employment.</u></p> <p>§ 2. Equal treatment in employment means that there must be no discrimination whatsoever, directly or indirectly, on the grounds referred to in §1.</p> <p>§ 3. Direct discrimination is taken to occur where one employee, on one or more grounds referred to in §1, has been, is or would be treated in a comparable situation less favourably than other employees.</p> <p>§ 4. Indirect discrimination is taken to occur where an apparently neutral provision, criterion or practice places or would place all or a considerable number of employees belonging to a particular group on the grounds of one or more reasons referred to in §1 at a disproportionate disadvantage, or at a particular disadvantage in relation to the establishment and termination of an employment relationship, employment conditions, promotion conditions, as well as access to training in order to improve professional qualifications, unless that provision, criterion or practice is objectively justified by a legitimate aim to be</p>

	<p>achieved, and the means of achieving that aim are appropriate and necessary.</p>
	<p>§ 5. Discrimination within the meaning of §2 is also taken to include:</p> <ol style="list-style-type: none"> 1)practices related to encouraging another person to violate the principle of equal treatment in employment, or a person is ordered to violate that principle, 2)unwanted conduct with the purpose or effect of violating the dignity of an employee and of creating an intimidating, hostile, degrading, humiliating or offensive atmosphere (harassment). <p>§ 6. Discrimination on the grounds of sex also includes any form of unwanted conduct of a sexual nature, or in relation to the sex of an employee with the purpose or effect of violating the dignity of an employee, in particular when creating an intimidating, hostile, degrading, humiliating or offensive atmosphere; this conduct may include physical, verbal or non-verbal elements (sexual harassment).</p> <p>§ 7. The submission of an employee to harassment or sexual harassment, as well as his conduct in order to reject harassment or sexual harassment, cannot inflict any negative consequences toward the employee.</p>

<p>Article 18^{3b}</p>	<p>§ 1. The violation of the principle of equal treatment in employment, subject to §§2–4, means an employer treating an employee differently on one or more grounds referred to in Article 18^{3a} §1 with the effect of, in particular:</p> <ol style="list-style-type: none"> 1) terminating or rejecting the establishment of an employment relationship, 2) establishing disadvantageous conditions of remuneration for work or other employment, or the employee's not being selected for promotion or not being granted other work-related benefits 3) the employee's not being chosen to participate in training organised to improve professional qualifications, <p style="padding-left: 40px;">– unless the employer proves that this was due to objective reasons.</p> <p>-</p> <p>§ 2. The principle of equal treatment in employment is not violated by conduct aimed at legitimately differentiating the situation of an employee that includes:</p> <ol style="list-style-type: none"> 1) not employing an employee on one or more grounds referred to in Article 18^{3a} § 1 where the type of work or the conditions of its performance mean that the characteristic or the characteristics referred to in that provision constitute a genuine and determining occupational requirement for the employee, 2) serving a notice of termination of employment conditions to an employee in relation to the length of working time, provided it is for reasons not concerning employees and without referring to other grounds listed in Article 18^{3a} §1, 3) applying means that differentiate the legal situation of an employee in respect of the protection of parenthood or disability, 4) applying the criterion of the employment period in establishing employment and dismissal conditions, remuneration and promotion principles, as well as access conditions to training to improve professional qualifications which justifies a different treatment of employees in respect of age.
	<p>§ 3. The principle of equal treatment in employment is not violated by conduct undertaken for a certain period of time, aimed at creating equal opportunities for all or a considerable number of employees distinguished by one or more grounds referred to in Article 18^{3a} § 1, by reducing the actual inequalities for an advantage of such employees to the extent determined in that provision.</p> <p>§ 4. The principle of equal treatment is not violated where churches and other religious societies, as well as organisations the ethics of which is based on religion, creed or world-view deter access to employment on the grounds of religion, creed or world-view provided the type or characteristics of the activity conducted by the churches and other religious societies, as well as organisations causes that the religion, creed or world-view are areal and decisive occupational requirement for the employee, proportional to reaching a lawful aim of the differentiation of the situation of such a person; it also concerns the requirement for the employed to act in good faith and loyalty towards the ethics of the church, other religious society and organisation the ethics of which is based on religion, creed or world-view</p>

Article 18 ^{3c}	<p>§ 1. Employees have the right to equal remuneration for the same work or for work of an identical value.</p> <p>§ 2. The remuneration referred to in § 1 includes all components of remuneration, regardless of their name or characteristics, as well as other work-related benefits granted to employees in cash or non-cash form.</p> <p>§ 3. Work of an identical value means work that demands from employees not only comparable professional qualifications, certified by documents provided for in separate provisions or by practice and professional experience, but also comparable responsibility and effort.</p>
Article 18 ^{3d}	A person against whom an employer has violated the principle of equal treatment in employment has the right to compensation of at least the amount of the minimum remuneration for work, determined in separate provisions.
Article 18 ^{3e}	<p>§ 1. The fact that an employee has exercised his rights due to a violation of the principle of equal treatment in employment may not constitute a reason for the disadvantageous treatment of the employee and may not result in any negative consequences toward the employee; in particular, it may not constitute grounds for the termination of an employment relationship by an employer, with or without notice.</p> <p>§ 2. The provision of § 1 applies accordingly in relation to an employee who has provided any support to an employee using his rights due in respect of a violation of the principle of equal treatment in employment.</p>
Article 29 ²	<p><u>§ 1. Concluding an employment contract with an employee providing for part-time employment must not establish their work and remuneration conditions in a manner that is less favourable in relation to employees performing the same or similar work full time, though taking into account the principle of proportionality of the remuneration for work and of other work-related benefits, in relation to the length of working time of the employee.</u></p> <p>§ 2. An employer should, as far as possible, accept a request from an employee in relation to changing the length of working time determined in the employment contract.</p>
Article 94, point 2b	The employer is obliged in particular to: act against discrimination in employment, in particular in respect of sex, age, disability, race, religion, nationality, political belief, trade union membership, ethnic origin, creed, sexual orientation, as well as on grounds of employment for a definite or indefinite period of time, or in full or part-time.

Article 94 ³	<p>§ 1. The employer is obliged to act against workplace bullying.</p> <p>§ 2. Workplace bullying includes acts or behaviour in relation to an employee or directed against an employee, with the effect of persistent and long-term harassment or intimidation of an employee, resulting in a decreased evaluation of his professional abilities, or which is aimed at or results in the humiliation or ridicule of the employee, or the isolation or elimination of the employee from the group of co-workers.</p> <p>§ 3. An employee for whom workplace bullying has caused health problems, may claim compensation from the employer as a money equivalent for the damage sustained.</p> <p>§ 4. An employee who terminates his or her employment contract as a result of workplace bullying has the right to claim compensation from the employer in an amount not lower than the minimum remuneration for work, as specified under separate provisions.</p> <p>§ 5. The employee's statement on the termination of the employment contract must be made in writing, indicating the reason referred to in § 2 that justifies the termination of the contract.</p>
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List of University of Białystok facilities covered by video surveillance:

1. Faculty of Education/Institute of Cultural Studies ul. Świerkowa 20

- Janusz Korczak Auditorium, C01 (possible surveillance from the media control room) – Building C,
 - C02 Lecture Hall (possible surveillance from the media control room) - Building C,
 - Main hall (preview possible at reception desk) - Building C,
 - Buffet - Paryżanka (possible surveillance at reception desk) - Building C.
- C. Outdoor surveillance:
- Entrance to the Janusz Korczak Auditorium, C01 (possible surveillance at reception desk),
 - Entrance to the building under the connector (possible surveillance at reception desk),
 - Main entrance from ul. Świerkowa to building C (possible surveillance at reception desk).

2. Faculty of Chemistry at ul. K. Ciołkowskiego 1K

- adjacent outdoor area,
- main entrance,
- main hall,
- internal traffic routes,
- lecture halls: 2001, 2003, 2044.

3. Faculty of Biology at ul. K. Ciołkowskiego 1J

- adjacent outdoor area,
- main entrance,
- main hall,
- internal traffic routes,
- lecture halls: 2003, 2005, 2058, 2060,
- traffic routes in Animal Pen [Zwierzętarnia],
- University Nature Centre.

4. Faculty of Mathematics and Institute of Computer Science at ul. K. Ciołkowskiego 1M

- Auditorium 1056,
- lecture hall 2001,
- lecture hall 2048,
- corridors,
- main entrance and adjacent areas.

5. Faculty of Physics at ul. K. Ciołkowskiego 1L

- adjacent outdoor area,
- main entrance,
- main hall,
- internal traffic routes.

6. Faculty of Economics and Finance/ Institute of Management, ul. Warszawska 63

- IT rooms: 132 and 133,
- student and staff parking lots,
- main entrance to the building.

7. Faculty of Law, ul. Mickiewicza 1

- all entrances to the building,
- hall by the auditorium,
- parking lots.

8. Plac NZS 1

- Video surveillance on the First floor of the Faculty of Philology includes:
- Corridor in front of rooms 83, 82, 81 (Offices of the Dean, Director and Secretariat),
- lobby, first floor (so-called lobby corner without the central part of the building).

9. Rector's office at ul. Świerkowa 20B

- external area along all the walls of the building,
- Area of two gateways with barriers,
- Area in the vicinity of the 3 barriers by means of video intercom cameras,
- internal area - all entrances to the building,
- internal area - staircase exits and lifts on all floors.

10. Student's House, workplace housing ul. Żeromskiego 1

- Parking lots,
- Patio,
- Garbage area,
- Corridors,
- entrance and exit, corridors part C,
- main entrance.

11. Student's House, workplace housing ul. Pogodna 65

- view of the transformer station,
- main entrance,
- internal road between Żeromskiego and Pogodna,
- residents' side entrance from the direction of Lidl,
- Ul. Pogodna parking lot,
- side entrance from ul. Żeromskiego,
- residents' stair cases and corridor,
- corridor, 2nd floor residential area,
- ground floor, first floor and connector corridors.

LIST OF WORK THAT IS STRENUOUS, DANGEROUS OR HARMFUL TO THE HEALTH OF PREGNANT WOMEN AND NURSING MOTHERS

I. Work related to excessive physical exertion, including manual handling of loads:

1. For pregnant women:
 - 1) manual lifting and handling of objects weighing more than: 3 kg;
 - 2) manual lifting:
 - a) items in fixed operation;
 - b) items over 1 kg in the case of casual work (up to 4 times an hour if the total duration of such work does not exceed 4 hours a day);
 - 3) two-handed movement of objects if it is necessary to use a force exceeding:
 - a) 30 N - when pushing;
 - b) 25 N - when pulling;
 - 4) Manual turning and rolling of round-shaped objects and participation in the collective movement of objects;
 - 5) manual handling of liquid materials – hot, corrosive or with harmful properties;
 - 6) transporting loads on a single-wheeled trolley (wheelbarrow) and a manual multi-wheeled trolley;
 - 7) work in forced position;
 - 8) work in a standing position for a total of more than 3 hours during the working shift, the time spent standing must not exceed 15 minutes at a time, followed by a 15-minute break;
 - 9) work at monitor screen workstations - in total, more than 8 hours a day, with the time spent on the monitor operating at least 50 minutes at a time, after which at least 10 minutes of rest should be taken into account.
2. For nursing mothers:
 - 1) manual lifting and handling of objects weighing more than:
 - a) 6 kg- fixed operation;
 - b) 10 kg - for casual work (up to 4 times an hour if the total duration of such work does not exceed 4 hours a day);
 - 2) manual handling of objects exceeding 6kg - to a height of more than 4 m or a distance exceeding 25 m;
 - 3) Manual lifting, upward movement– on uneven surfaces, ramps, stairs, the maximum angle of inclination of which does not exceed 30°, and the height of 4 m – objects weighing more than 6 kg;
 - 4) manually moving uphill – on uneven surfaces, ramps, stairs, the maximum angle of inclination of which exceeds 30°, and the height of 4 m– objects weighing more than:
 - a) 4 kg- fixed operation;
 - b) 6 kg - for casual work (up to 4 times an hour if the total duration of such work does not exceed 4 hours a day);

- 5) two-handed movement of objects if it is necessary to use a force exceeding:
 - a) 60 N - when pushing;
 - b) 50 N - when pulling;
- 6) manual rolling and handling of round-shaped objects (in particular large-diameter barrels, large-diameter pipes) if:
 - a) the weight of the rolling objects, on a level surface with a hard and smooth surface, exceeds 40 kg per woman;
 - b) the weight of items rolled on the ramp exceeds 10 kg per woman;
- 7) participation in the team movement of objects;
- 8) manual handling of liquid materials - hot, corrosive or hazardous to health;
- 9) carrying loads in excess of:
 - a) 20 kg – when transported on a roll on a slope not exceeding 5% or 15 kg – on a slope greater than 5%;
 - b) 70 kg – when transported on a 2-wheel truck on a surface with a slope not exceeding 5% or 50 kg – on a surface with a slope greater than 5%;
 - c) 90 kg – when transporting on a 3- or more wheeled trolley on a slope not exceeding 5% or 70 kg – on a slope greater than 5%. The above permissible loads also include the weight of the transport device and apply to the transport of loads on a level, hard and smooth surface. When transporting loads on an uneven or unpaved surface, the weight of the load, including the weight of the transport device, must not exceed 60% of the stated values.

II. Exposure to electromagnetic fields from 0 Hz to 300 GHz and ionizing radiation:

1. For pregnant women:
 - a) work within the range of electromagnetic fields with intensities exceeding the safe zone values specified in the regulations on maximum permissible concentrations and intensities of factors harmful to health in the working environment;
 - b) Work under the conditions of exposure to ionizing radiation specified in the provisions of Atomic Law.
2. For women breastfeeding – work under the conditions of exposure to ionizing radiation specified in the provisions of the atomic law.

III. Work in contact with harmful biological agents:

1. For pregnant women and nursing mothers:
 - 1) work involving risk of infection: hepatitis B virus, chickenpox and hemiparesis virus, rubella virus, HIV, cytomegalovirus, listeriosis, toxoplasmosis;
 - 2) work on handling animals affected by infectious or invasive diseases;
2. For pregnant women - work on exposure to biological agents classified in group 2-4 risks, in accordance with the provisions on harmful biological agents for health in the working environment and the protection of the health of workers professionally exposed to these factors - if the results of the assessment of occupational risks, taking into account the therapeutic effects forced by certain biological factors, they will indicate adverse effects on the health of a pregnant woman or the course of pregnancy, including the development of the foetus.

IV. Work with exposure to harmful chemicals:

1. For pregnant women and nursing mothers:
 - 1) Work on exposure to substances and mixtures that meet the criteria for classification in accordance with Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC and amending Regulation (EC) No 1907/2006 (OJ L 347, 20.12.2013, p. EU L 353, 31.12.2008, p. 1, as amended) in one or more of the following hazard classes or categories together with one or more of the following hazard statements: Germ cell mutagenicity, category 1A, 1B or 2 (H340, H341);
 - a)
 - b) carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351);
 - c) reproductive toxicity, category 1A, 1B or 2 or an additional category of harm to lactation or to breastfed children (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362);
 - d) specific target organ toxicity - single exposure, category 1 or 2 (H370, H371)
- regardless of their concentration in the working environment;
 - 2) work involving exposure to the chemical substances listed below, regardless of their concentration in the working environment:
 - a) chemical agents with known and hazardous absorption through the skin;
 - b) cytostatic drugs;
 - c) manganese;
 - d) synthetic oestrogens and progesterones;
 - e) carbon monoxide;
 - f) lead and its organic and inorganic compounds;
 - g) mercury and its organic and inorganic compounds;
 - 3) work involving exposure to organic solvents where their concentrations in the working environment exceed 1/3 of the maximum permissible concentrations laid down in the provisions on the maximum permissible concentrations and intensities of agents harmful to health in the working environment;
 - 4) Technological work or processes involving the release of chemical substances, mixtures or agents having a carcinogenic or mutagenic effect listed in the legislation on chemical substances, mixtures, carcinogens or technological processes having a carcinogenic or mutagenic effect in the working environment.

V. Work involving risk of severe physical or mental injury:

1. For pregnant women and nursing mothers:
 - a) work in trenches and in tanks and canals;
 - b) work in a forced rhythm of work (for example, at a conveyor belt);
 - c) other work involving the risk of serious physical or mental injury, including fire fighting, participation in chemical rescue, accident removal, work with explosives.
2. For pregnant women - working at height - in addition to permanent galleries, platforms, platforms and other fixed elevations, having full protection against falling from a height (without the need for personal protection against falling), and climbing and climbing ladders and clamps.