

**Rules of remuneration of employees of the
University of Białystok**

**Chapter I
GENERAL PROVISIONS**

§1

The Rules of Remuneration of Employees of the University of Białystok, hereinafter referred to as the Remuneration Rules, set out the principles of remuneration for work and the granting of other work-related benefits.

§2

1. The Rules apply to employees working at the University of Białystok.
2. Whenever these Remuneration Rules refer to:
 - 1) Employer – shall mean the University of Białystok, for which activities are performed by the Rector or a person authorized by the Rector,
 - 2) Higher Education Institution or University - shall mean the University of Białystok,
 - 3) minimum remuneration for professors - shall mean the minimum remuneration for professors established by separate Remuneration Rules,
 - 4) Act – shall mean the Act of 20 July 2018 Law on Higher Education and Science (JoL of 2020, item 85, consolidated text).
3. The Employer is obliged, before admitting the employee to work, to acquaint the employee with the content of the Rules.

§3

1. These Remuneration Rules were introduced pursuant to Art. 77² of the Labour Code and Article 126 (2) of the Act.
2. In matters relating to the determination of remuneration for work and other work-related benefits not covered by these Remuneration Rules, in particular the jubilee bonus¹, retirement severance pay², disability severance pay³, the provisions of the Act, the Labour Code and other legal acts issued on their basis shall apply.

§4

The following is hereby established:

- 1) the table of monthly minimum basic salary rates for academic staff employed in research-teaching positions, research and teaching positions, as set out in Appendix 1 to the Remuneration Rules;
- 2) table of positions, qualification requirements and monthly minimum basic salary rates for non-academic staff

¹ Within the meaning of Articles 141 and 142 of the Act.

² Within the meaning of Article 146 of the Act.

³ Within the meaning of Article 146 of the Act

employed in the administrative, engineering, scientific and technical, library and service groups, as set out in Annex 2 to the Remuneration Rules;

- 3) table of minimum monthly function allowance rates for academic staff attached as Appendix 3 to the Remuneration Rules;
- 4) table of minimum monthly function allowance rates for non-academic staff attached as Appendix 4 to the Remuneration Rules.

Chapter II TERMS AND CONDITIONS OF REMUNERATION FOR WORK

§5

1. The remuneration for the work shall be set at a rate corresponding to the type of work performed and the qualifications required for its performance, taking into account the quantity and quality of the work provided.
2. Remuneration shall be paid for the work done. An employee retains the right to remuneration for the time of non-performance only if labour law so provides. An employee may not waive or transfer the right to remuneration.
3. The Employer shall, at the request of the employee, make the documents on the basis of which the employee's remuneration was calculated available for inspection.
4. The Employer is obliged to protect the confidentiality of information concerning individual salaries and other benefits. This does not apply to the remuneration of persons to whom the provisions governing the release of public information apply.
5. The amount of basic salary, function allowance and other components of an employee's remuneration is determined by the Rector.
6. The Rector may authorise other persons to take the decisions referred to in section 5.

§6

1. Basic salary, seniority allowance, function allowance and task allowance shall be paid to academic staff in advance for a given month, i.e. on the first working day of a given month, subject to section 2. Other salary components and allowances are paid in arrears on the University's prevailing payroll dates.
2. If an academic staff member is hired during a calendar month, payment of the salary for that month shall be made on the next working day following the signing of the employment contract.
3. Non-academic staff shall be paid in arrears on the last day of the month. If the due date for payment of salaries to non-academic staff falls on a public holiday, payment shall be made on the last working day preceding the day on which payment was due.
4. The employee's basic salary shall be rounded up to the nearest whole zloty.

§7

1. Wages are paid by bank transfer to the bank account number indicated by the employee.
2. Based on the written request of the employee, remuneration is paid in cash. Payment of the remuneration is based on an identity document at the bank's offices indicated by the employer during the opening hours of the bank offices.

Chapter III

COMPONENTS OF REMUNERATION

Basic salary

§8

1. Basic remuneration is determined on the basis of the monthly minimum rates of remuneration set out in the tables constituting Annexes 1-2 to the Remuneration Rules.
2. The basic salary of the academic teacher shall be increased by 10% of the monthly minimum basic salary in the position held by the Employee for obtaining the academic degree if, after obtaining the academic degree, the academic teacher is still employed in the same position.
3. The hourly rate of basic salary is calculated by dividing the basic salary resulting from the employee's classification by the number of working hours to be worked in a given month and, for academic staff, by the number 156. Where it is necessary to determine the average number of hours worked by a non-academic staff member, the salary is divided by 168.
4. The basic remuneration set out in Annexes 1 and 2 to these Remuneration Rules shall apply to full-time work. In the case of part-time employment, the employee's basic salary shall be calculated proportionately to the working hours specified in the employment contract.
5. In the event that an employee who has performed the work referred to in Paragraph 24 Section 3 of Work Regulations⁴ in a given pay period does not take time off in exchange for this work, which may only occur in exceptional cases such as maternity leave, paternity leave, parental leave, child care leave, unpaid leave, sick pay and rehabilitation benefit, time off will be granted at the employee's written request at another time outside the given pay period.
6. In the event that an employee who has performed the work referred to in Paragraph 24 (3) of the Work Regulations⁵ in a given pay period does not take time off in exchange for this work in accordance with the provisions of (5), the immediate supervisor shall decide to grant the time off with an indication of the date on which it is to be taken.

Seniority allowance

§9

1. An employee shall be entitled to a seniority allowance of 1% of the basic salary for each year of employment, paid on a monthly basis starting from the fourth year of employment, except that the amount of this allowance may not exceed 20% of the basic salary.

⁴ "Working time after exceeding the reduced working time does not constitute overtime within the meaning of the labor law, with the case of work longer than an average of 36 hours per week but not longer than an average of 40 hours per week, the employer in a given accounting period, at the employee's request, Grants him free time for this work, in the dimension corresponding to the work provided, taking into account the organizational needs of the employer." Source: Paragraph 24(3) of the University of Białystok's Work Regulations in force on 17 January 2020, with an effective date of 1 February 2020.

⁵ ibidem

2. The period of entitlement to the seniority allowance shall include all completed periods of employment in all work establishments.
3. The period of service entitling to a length of seniority allowance also includes:
 - 1) other periods, taken into account on the basis of separate provisions, as periods which determine employment benefits;
 - 2) the periods of preparatory assistant studies conducted on the basis of the provisions on the principles and conditions for the establishment of assistant preparatory studies in universities;
 - 3) periods of stay abroad resulting from the referral granted on the basis of the regulations on the referring of employees abroad for scientific, didactic and training purposes.
4. The seniority allowance shall be payable for the days for which the worker is paid and for the days of absence from work due to incapacity for work due to illness or the need for personal care of the child or sick member of the family for which he retains the right to remuneration or receives social security allowance (sickness, guardianship allowance, rehabilitation benefit).
5. If the right to a seniority allowance or the right to a higher rate of this allowance is acquired:
 - a) On the first day of the month - the allowance is due for that month;
 - b) on a day other than the first day of the month, the allowance shall be payable from the first day of the month following the month in which the employee became entitled.
6. Where more than one employment relationship is at the same time, the periods for entitlement to the seniority allowance shall be fixed separately for each employment relationship.
7. In determining the periods for entitlement to the seniority allowance, the periods referred to in (2) shall be taken into account on the basis of the work certificate and the periods referred to in (3) on the basis of another document certifying their completion, however, where the worker is staying at the same time in more than one employment relationship, the periods referred to in (2) and (3) shall be taken into account when the worker submits a declaration that the employee does not take them into account with another employer.

Function allowance

§10

1. The function allowance is payable due to the management of a team consisting of not less than 5 people, including the manager, and to a legal advisor.
2. The supervision inspector shall be entitled to a function allowance for the duration of the supervision activities.
3. The amount of the function allowance may not exceed 67% of a professor's salary and is dependent on the number of team members and the complexity of the tasks.
4. The minimum rates of function allowances are contained in Annexes 3-4 to these Remuneration Rules.
5. The function allowance shall be payable from the first day of the functions referred to in (1) until the last day of the month in which the function or activity ends.
6. The staff member shall retain the right to the function allowance during an excused absence from work, but for a maximum of three months.
7. An academic staff member shall not be entitled to a function allowance during the period of suspension from duties.

8. When two organisational functions are performed in the same organisational unit or additional functions are temporarily entrusted, the function allowance shall be increased to 25% of the highest allowance received by the staff member.

Night work allowance

§11

Employees working at night are entitled to a wage supplement for each hour of night work as defined in the University of Białystok's Work Regulations in the amount of 20% of that employee's basic remuneration's hourly rate, not less than 20% of the hourly rate resulting from the minimum wage, as defined in separate provisions.

Shift work allowance

§12

An employee working on a shift work schedule shall be entitled to an allowance of 10% of that employee's hourly rate of basic pay for each hour worked on the second shift, as defined in the University of Białystok Work Regulations.

Overtime allowance

§13

1. Non-academic staff are entitled to an overtime allowance in addition to their normal pay – unless compensated by days off – in the amount of:
 - 1) 100% of pay - for overtime work occurring:
 - a) at night,
 - b) on Sundays and public holidays that are not working days for the employee according to the employee's working time schedule,
 - c) on a non-working day given to the staff member in exchange for work on a Sunday or on a public holiday, in accordance with the Employee's working time schedule;
 - 2) 50% of the salary – for overtime work on any other day.
2. An allowance of the amount referred to in (1) point 1 shall also be granted for each hour of overtime spent in excess of the average weekly working time during the a given pay period, unless the excess of the norm was due to overtime, for which the worker is entitled to the allowance referred to in (1).
3. The basis for calculating the allowances referred to in (1) shall be the Employee's basic salary.

Task-related allowance

1§4

1. A task-related allowance may be granted for:
 - 1) temporary increase in job duties,
 - 2) temporary delegation of additional tasks

- 3) or because of the nature of the work or the conditions under which it is carried out.
2. A task allowance shall be granted:
 - 1) for a limited period of time, in the cases referred to in (1), point. 1 and 2,
 - 2) for an indefinite or definite period of time - in the case referred to in (1), point. 3.
3. The amount of the task-based allowance may not exceed 80% of the sum of the employee's basic salary and function allowance.
4. The task-based allowance shall be paid during excused absence from work, but for no longer than a period of three months.

One-time allowance

§15

1. The one-time allowance is paid for the performance of a single, specific task.
2. The amount of the one-time allowance may not exceed 100% of the sum of the employee's basic salary and function allowance.
3. A one-time allowance is payable for the period of incapacity.

Periodic amount supplement

§16

1. The periodic amount allowance is granted by the Rector at the written request of the head of an organisational unit of the University or the Chancellor.
2. The amount of the allowance depends on the scope and type of tasks performed.
3. The request for the allowance should indicate the justification for the allowance, the scope and nature of the tasks performed, the proposed amount of the allowance and the period of payment and the source of funding.
4. The allowance may be granted to the employee independently of the task-based allowance referred to in (14), provided that both allowances may not be granted for the performance of the same tasks.
5. The allowance may not exceed 300% of the employee's monthly rate of basic salary.
6. The allowance is not payable for periods of incapacity.
7. The basis for the payment of the allowance is an Annex to the employment contract.
8. The allowance may be granted if the University has for this purpose funds from sources other than those specified in Articles 365 and 459 of the Act.

Allowance for work in hazardous conditions

§17

Employees are entitled to an allowance for working in conditions that are harmful to health. The rules for the granting and payment of the allowance are set out in Appendix 5 to these Remuneration Rules.

Remuneration for additional working hours

§18

1. For working additional hours, an academic teacher receives remuneration resulting from an hourly rate for additional hours for academic teachers employed in research and teaching, and teaching positions.

2. Additional hours pay is paid only for hours actually worked.
3. Academic staff shall receive remuneration for additional hours work calculated at the following rates:

no.	Position	Rate per hour for calculation, equivalent to 45 minutes
1	Professor, visiting professor with the academic title of professor or the title of professor in the field of art.	1.8% to 3.6% of the minimum basic salary of a professor as set out in Annex 1 to the Remuneration Rules
2	University professor, visiting professor holding a habilitated doctor degree or doctoral degree or a habilitated doctor degree in art or a doctorate in art	1.8% to 3.6% of the minimum basic remuneration of a university professor as defined in Annex 1 to the Remuneration Rules
3	Assistant Professor, Senior Lecturer	1.8% to 3.6% of the minimum basic salary for assistant professors as defined in Annex 1 to the Remuneration Rules
4	Assistant, lecturer, language teacher , instructor	1.8% to 3.9% of the assistant's minimum basic salary as set out in Annex 1 to the Remuneration Rules

4. Hourly rates of remuneration for overtime work are determined by the Rector via an Ordinance.
5. Remuneration for additional hours shall be paid upon settlement of teaching hours determined in accordance with the plan, once a year within 2 months of the end of the academic year, provided that the Rector may order settlement of such teaching hours in shorter periods.
6. Remuneration for additional hours shall be determined on the basis of the highest of the rates in force during the period to which they relate.
7. The remuneration for additional hours is not recalculated in the event of a change in rates made after they have been settled.

Supplementary remuneration

§19

1. Within the framework of projects implemented by the University of Białystok, additional remuneration may be granted to employees, from means other than those specified in Article 365 and Article 459 of the Act.
2. The supplementary remuneration shall be set at a limited amount by the financial means secured for that purpose, shall constitute (including its derivatives) the cost of the project and shall be paid for a period not exceeding the duration of the project.
3. The hourly rate of the supplementary remuneration shall be determined individually for each additional worker and shall not exceed 3 times the hourly rate of the basic salary, the worker on the day of the commencement of the supplementary work.

4. The number of hours that an employee may work performing additional work (on a project) is determined by the provisions of the Act and the Labour Code governing working time and Work Regulations.
5. Supplementary remuneration for a given calendar month shall be the product of the number of hours worked in the performance of additional work and the hourly rate of supplementary remuneration, plus the allowance for seniority.
6. The supplementary remuneration for the calendar month shall not be higher than 300 % of the monthly basic salary plus the seniority allowance.
7. The supplementary remuneration is granted by the Rector at the written request of the head of the organizational unit of the University, the coordinator/project manager approved by the head of the organizational unit of the University or the Chancellor.
8. The application for supplementary remuneration should include information on the principles of calculating the hourly rate of supplementary remuneration, the maximum number of hours that the employee may allocate for additional work, the period of performance of additional work by the employee and the total maximum amount of supplementary remuneration.
9. In the event that an employee is granted supplementary remuneration, an annex to the employment contract shall be drawn up specifying, inter alia, the hourly rate of supplementary remuneration, the maximum number of hours the employee may devote to supplementary work, the period of payment of the remuneration and the source of funding for the supplementary remuneration.
10. Supplementary remuneration may not be granted for the same activities for which an employee has received another variable remuneration component as defined in these Remuneration Rules.
11. The basis for payment of the supplementary remuneration is:
 - 1) Annex to the employment contract,
 - 2) time sheets (if required) or other records of additional working time (kept to the extent necessary to determine the monthly supplementary remuneration due).

Legal advisor's remuneration

§20

Legal advisors are entitled to additional remuneration for legal representation in the amount and on the terms specified in separate regulations.

Additional annual remuneration

§21

The employee is entitled to additional annual remuneration according to the rules set out in the Remuneration Rules on additional annual remuneration for employees of budgetary units.⁷

⁶ Act of 06.07.1982 on legal advisors.

⁷ Act of 12.12.1997 on additional annual remuneration for employees of budgetary units.

Additional remuneration

§22

1. Academic staff are entitled to one-time additional remuneration for:
 - 1) acting as a supervisor in a doctoral proceedings – in the amount of 83% of professor's remuneration;
 - 2) acting as an assistant supervisor in a doctoral proceedings – in the amount of 50% of the professor's remuneration;
 - 3) preparation of reviews and opinions in doctoral proceedings - in the amount of 27% professor's remuneration,
 - 4) preparation of reviews and opinions in habilitation proceedings - in the amount of 33% of professor's remuneration,
 - 5) in the proceedings for granting the title of professor – in the amount of 40% of professor's remuneration;
 - 6) serving as a member of the habilitation committee - in the amount of 17% of professor's remuneration;
 - 7) acting as chairman or secretary of the habilitation committee - in the amount of 33% of professor's remuneration;
 - 8) acting as chair or secretary in the habilitation committee – in the amount of 33% of professor's remuneration;
 - 9) participation in the work of the university's admissions committee - in an amount not exceeding 70% of the minimum basic remuneration rate for assistants.
2. The amount of remuneration referred to in paragraph 1(8) shall depend on the number of students and the duration of the traineeship.
3. The amount of the remuneration referred to in paragraph 1(9) shall depend on the number of candidates for studies and the function performed in the committee.

§23

Employees of the University who teach at the Vilnius Branch of the University of Białystok, Faculty of Economics and Information Technology are paid additional remuneration, the amount of which is determined on the basis of the rules set out in Appendix 6 to these Remuneration Rules.

Incentive remuneration

§24

1. Subject to a positive assessment of the prerequisites referred to in section 4 academic staff employed in the research and teaching and research staff group shall be granted a monthly incentive payment for the duration of the academic year.
2. The decision to pay incentive remuneration is made by the Rector.
3. Remuneration is granted by the Rector on his/her own initiative or at the request of the Dean of the faculty/Director of an institute for achievements that have arisen in connection with employment at the University. Remuneration may also be granted at the request of the employee, either submitted to the Rector via the Dean of the Faculty/Director of the Institute or submitted directly to the Rector, submitted at the same time for the attention of the Dean of the Faculty/Director of the Institute.
4. The achievements referred to in Section 3 include:
 - 1) Scientific publications with the affiliation of the University of Białystok and projects implemented at the University; in the event that there is no information about the affiliation of the University of Białystok in the scientific publication, the academic teacher is obliged to attach to the application a written statement that this publication is affiliated with the University of Białystok,

- 2) involvement in the implementation of research or research and development projects financed by funds from sources other than those specified in Article 365, points 1, 2, 4 and 5 and Article 459 of the Act, or for the preparation of project proposals and their acquisition.
5. Remuneration shall be granted for achievements during the last two calendar years preceding the application, subject to the provisions of Section 9.
6. The Dean of a faculty /Director of an institute may request motivational remuneration for no more than 2 persons in an academic year.
7. The application from the Dean of a faculty/Director of an institute shall include a description of the required achievements and, in the case of an application submitted by an employee, confirmation of the achievements indicated by the employee, whereby confirmation may be made retrospectively.
8. Incentive remuneration may not be awarded until 2 academic years have elapsed since the previous incentive remuneration was awarded.
9. The Rector may award remuneration on an incentive basis before the expiry of the period referred to in paragraph 8 in exceptional cases, with the assessment referred to in paragraph 5 covering the first calendar year preceding the submission of the application.
10. The amount of the monthly incentive remuneration may not exceed 50% of the monthly minimum basic salary of a professor.
11. Incentive remuneration is payable for periods of incapacity.

Vacation pay

§25

1. Academic staff shall be entitled, during the period of the leave, to the remuneration they would have received if they had worked at that time. The variable remuneration components shall be calculated on the basis of their average salary during the 12 months preceding the month of the start of the leave. If the employment has lasted for a shorter period, the average salary shall be calculated over the entire period of employment, taking into account the salary rates in force at the date the leave began.
2. The remuneration for one day of vacation leave shall be the sum of the remuneration in part determined on the basis of fixed and variable remuneration components.
3. The remuneration referred to in section 2 in the part determined on the basis of fixed components of remuneration shall be calculated by dividing the sum of those components accruing in the month of leave taken by 21, and in the part determined on the basis of variable components shall be calculated by dividing the basis of those components by 251 days.
4. Remuneration for the duration of other paid leave of the academic teacher referred to in Article 130 and Article 131(1) of the Act shall be calculated as remuneration for holiday leave.
5. Non-academic staff members are entitled to the remuneration they would have received if they had worked during their leave of absence. Variable components of remuneration shall be included in the total amount paid to the employee in the 3 calendar months preceding the month in which the leave begins. In cases of significant fluctuation in remuneration components, this period may be extended to 12 months.

6. Cash equivalent for the period of unused holiday leave is available to employees on the terms specified in generally applicable law.

Rector's awards

§26

1. Employees may receive awards from the Rector for their professional achievements.
2. The Rector's awards are awarded on the occasion of the University of Białystok Day, which is held on 10 October.
3. The award may be granted irrespective of the employee's period of absence from work, and thus the employee retains the right to the award during the period of incapacity for work due to illness, as well as other circumstances justifying the payment of sick pay or social security benefits calculated in the manner appropriate for sick pay.
4. The Rector determines the maximum number of candidates for the award in each employee group referred to in the University's Statutes, i.e. in the group of academic staff and in the group of non-academic staff.
5. Applications for awards are reviewed by an awards committee appointed by the Rector.
6. The rector is the chair of the awards committee.
7. Persons who receive the award also receive a Rector's diploma.
8. Information on the Rector's award is kept in the employee's personnel file. The Rector shall inform the applicant and the employee of the award.
9. Detailed rules and procedures for granting awards to employees are set out in separate Remuneration Rules contained in Annexes 7 -8 to these Remuneration Rules.

Chapter IV

REMUNERATION RULES IN PROJECTS

§27

1. The remuneration of persons performing work in the framework of projects financed from resources other than those specified in Article 365, points 1, 2, 4 and 5 and in Article 459 of the Act shall be determined taking into account the forms of remuneration specified in the Regulations and in accordance with the requirements and guidelines of the Program, from which the project is financed or the provisions of agreements concerning the implementation of projects.
2. The remuneration referred to in section 1 and the components derived from those remuneration shall be covered by the University of Białystok material and financial plan for the given financial year.
3. The remuneration components and components derived from those remunerations which cannot be covered by the project as they are ineligible or go beyond the project implementation period shall be borne by the organizational unit in which the project is implemented.
4. The remuneration referred to in paragraph 1 may also be expressed in EUR, where the program allows, specifying the method of converting the rate into PLN.
5. The basic salary of an employee employed solely for the purposes and duration of the project may be set in the employment contract up to 300% of the monthly basic salary rate provided for in the Act for academic staff and Appendix 2 to the Remuneration Rules for non-academic staff.

⁸ Regulation of the Minister of Labour and Social Policy of 08.01.1997 on the detailed principles of granting holiday leave, determining and paying remuneration for holiday leave and the cash equivalent for holiday leave.

Chapter V TRANSITIONAL AND FINAL PROVISIONS

§28

1. The provisions of Paragraph 6(4) of these Remuneration Rules shall apply to employment contracts concluded after the date of entry into force of the Remuneration Rules.
2. In doctoral proceedings, habilitation proceedings and proceedings for the title of professor initiated by 30 April 2019, the existing provisions shall apply to the remuneration referred to in Paragraph 22 (1), points 1-7.
3. In the academic year 2019/2020, the existing Remuneration Rules apply to the rates for additional working hours for teaching, the rules for granting additional remuneration for classes taught in a foreign language and for classes carried out at the Vilnius Branch of the University of Białystok, Faculty of Economics and Information Technology, and for directing student placements.
4. As a result of the introduction of tables specifying job positions and the rates of minimum salaries and other allowances for non-academic staff from the date of entry into force of the Remuneration Rules, all of the non-academic staff shall be employed in the relevant position indicated in the table, in particular staff employed in the position of:
 - chemist, biologist, physicist - are employed as engineering-technical clerks,
 - senior biologist, senior chemist, senior electronics engineer, senior physicist, senior sociologist, senior technical clerk - are employed as senior engineering-technical clerks,
 - independent electronics engineer, independent biologist, independent chemist, independent physicist, independent sociologist, independent automation engineer - are employed as independent engineering-technical clerks,
 - teaching rooms cleaners – are employed in the cleaning positions,
 - heavy labourer - are employed in the position of maintenance workers,
 - senior porter - are employed in the position of porter,
 - senior attendant, attendant - are employed in the position of administrative assistant,
 - carpenter, electrician, plumber - are employed as maintenance employees,
 - passenger car driver - are employed as drivers.any changes in this respect will be introduced in the annex to the employment agreement and does not require notice of termination amending the agreement and will not reduce the basic salary.
5. As a result of the introduction of tables defining job positions and minimum wage rates (remuneration range), the Employer shall, within 2 years from the date of entry into force of these Remuneration Rules, adjust, in compliance with the statutory procedure, the amount of employees' remuneration to the values indicated in the tables as limits (maximum limits).
6. In connection with the inclusion in the content of the Remuneration Rules of references in the form of footnotes to specific legal acts, it is indicated that these references are purely informative, and the change of the legal regulations in this respect does not require a change in the content of the Regulations.

7. The content of these Remuneration Rules has been agreed with trade unions and confirmed by the signatures of the Employer and the trade union representatives on the consolidated final version of the Remuneration Rules.
8. These Remuneration Rules shall enter into force within two weeks of the date of publication and shall be communicated to the employees in a manner adopted at the University of Białystok.

Appendix 1 to
the Remuneration Rules of University of Białystok Employees

Table of monthly minimum rates of basic salaries of academic teachers employed in research and teaching groups, research groups, and teaching groups in the following positions.

No.	Position	Minimum rate in PLN
1	professor	6410
2	university professor	5321
3	visiting professor	5321
4	assistant professor	4680
5	senior lecturer with a doctoral degree	4680
6	senior lecturer	3205
7	assistant	3205
8	lecturer	3.205
9	language teacher	3205
10	instructor	3205

Appendix 2 to
the Remuneration Rules of University of Białystok Employees

Table of positions, qualification requirements and monthly minimum scale for the basic salary of non-academic staff employed in administrative, engineering, scientific and technical, library and service groups

no.	Position	Qualification requirements		minimum rate (range) determined from MW (Minimum Wage) up to the amount indicated ⁹
		education	Seniority in years	
1.	chancellor	Master's degree	10, of which 5 in a managerial position	MW to 6000
2.	deputy chancellor	Master's degree	10, of which 5 in a managerial position	MW to 5000
3.	bursar	Master's degree And meets the conditions laid down in separate regulations	10, of which 5 in a managerial position	MW to 5200
4.	deputy bursar	Master's degree	7, of which 2 in a managerial position	MW to 4200
5.	director/manager of a university-wide unit/director of an office/department head of an organisational unit/departmental administrative director/editor-in-chief	Master's degree	7	MW to 3800
6.	Section manager/dean's office manager	Master's degree	7	MW to 3100
7.	Secretariat manager	Higher education degree	7	MW to 3000
8.	Chef specialist, chief administration specialist, chief IT specialist, chief coding specialist, library custodian, chief scientific and technical specialist, chief engineering and technical specialist	Master's degree	7	MW to 3500

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⁹ With the exception of posts for which the MW rate has been adopted as the limit rate.

9.	senior specialist, senior administration specialist , senior IT specialist, senior coding specialist, senior librarian, senior editor, senior technical editor, senior scientific and technical specialist, senior engineering and technical specialist	Higher education degree	5	MW to 3300
10.	specialist, specialist administrator, specialist IT specialist, specialist programmer, librarian, editor, technical editor, proofreader, scientific and technical specialist, specialist engineering and technical	Higher education degree	4	MW to 3000
		secondary education	8	MW to 2950
11.	junior specialist, junior librarian, junior administration specialist, junior IT specialist, junior coding specialist, junior scientific and technical specialist, junior engineering and technical specialist	Higher education degree	3	MW to 2900
		secondary education	6	MW to 2800
12.	Independent clerk, independent accountant, independent administrator, independent computer scientist, independent programmer, independent storage operator, independent engineering and technical clerk	Higher education degree	2	MW to 2750
		secondary education	4	MW to 2700

13.	senior clerk, senior accountant, senior administrator, senior it engineer, senior programmer, senior library store person, senior bookseller, senior storage operator, senior engineering and technical clerk	Higher education degree	0	MW to 2700
		secondary education	2	MW to 2650
14.	clerk, accountant, administrator, it expert, programmer, library storehouse, warehouse operator, bookseller, engineering and technical clerk	Higher education degree	0	MW to 2650
		secondary education	0	2600
15.	administrative assistant, library assistant	secondary education	0	2600
16.	Maintenance staff	basic vocational or other proof of professional competence		2600
17.	porter	basic		2600
18.	Room service	basic		2600
19.	Maintenance worker	basic		2600
20.	fire protection specialist	according to separate regulations		MW to 3250
21.	fire protection inspector	according to separate regulations		MW to 2950
22.	information security administrator, data protection officer	Higher education degree	4	MW to 3100
23.	internal auditor	according to separate regulations		MW to 3250
24.	Legal advisor	according to separate regulations		MW to 3800
25.	chief H&S specialist	according to separate regulations		MW to 3500
26.	senior health and safety specialist	according to separate regulations		MW to 3250
27.	health and safety specialist	according to separate regulations		MW to 3100

28.	senior health and safety inspector	according to separate regulations	MW to 2950
29.	health and safety inspector	according to separate regulations	MW to 2850
30.	patent attorney	according to separate regulations	MW to 2850
31.	senior supervision inspector	according to separate regulations	MW to 3250
32.	Supervision inspector	according to separate regulations	MW to 3100
33.	specialist for the protection of classified information and defence matters	according to separate regulations	MW to 3100
34.	driver	according to separate regulations	MW to 2700

Appendix 3 to
the Remuneration Rules of University of Białystok Employees

Table of monthly minimum rates of function allowances for academic staff

Function	Minimum rate in PLN
Vice-Rector	2500
Dean	1500
director of the institute/branch	1000
Vice-Dean	1000
deputy director of institute/branch	600,-
College director	700,-
director of the doctoral school	1000
head of doctoral studies	500,-
head of university-wide unit	300,-
head of department	500,-
Department/laboratory manager	300,-

Table of monthly minimum rates of function allowances for non-academic staff

function	minimum rate (in PLN)
chancellor	1500
deputy chancellor	1000
bursar	1000
deputy bursar	500
director, head of a university-wide unit, head of office, head of a department of an organisational unit, administrative director of a faculty, editor-in-chief	500
head of section, head of dean's office	300
head of secretariat, head of laboratory	200
Legal advisor	500
specialist for the protection of classified information and defence matters	150
senior supervision inspector	200
Supervision inspector	150
director of the University Library	500
deputy director of the University Library	300
specialist library manager, head of the main library department	200

Rules for granting and paying employees allowances for work in hazardous.

§1

1. An employee may receive an allowance for work in conditions that are harmful (related to a chemical, physical, or biological factor) to health if the work process involves factors that are harmful to health. A harmful factor for health is a factor whose exposure to the working environment leads, or is likely to lead, to a deterioration in health.
2. Work in conditions harmful to health is:
 - 1) work in exposure to physical agents:
 - a) exposure to ionizing radiation,
 - b) Exposure to high frequency electromagnetic fields in the range 0.1 to 300 000 MHz in the hazard zone,
 - 2) working with exposure to chemical agents:
 - a) Exposure to hazardous chemical substances classified as hazardous to health in accordance with Regulation (EC) No 1272 of the European Parliament and of the Council of 16 December 2008 and in accordance with the Act of 25 February 2011 on Chemicals and mixtures thereof,
 - b) Exposure to chemicals, their mixtures, agents or technological processes having a carcinogenic or mutagenic effect in the working environment in accordance with the Regulation of the Minister of Health of 24 July 2012 setting out a list of substances having a carcinogenic and mutagenic effect,
 - 3) work involving exposure to biological agents, i.e. exposure to biological agents harmful to health, in accordance with the Regulation of the Minister of Health of 22 April 2005 defining the list of biological agents harmful to health.
3. The monthly allowance shall not exceed 5% of the minimum monthly salary laid down in the minimum wage regulations.
4. The allowance shall be granted to workers directly exposed to harmful agents at the workplace for at least 40 hours per month.
5. The allowance shall not be payable in the month in which the worker has not worked on the time limit referred to in paragraph 4 (e.g. leave, sick leave).
6. The allowance shall be paid monthly in arrears.
7. Allowance for work in conditions harmful to health shall be granted by the Rector on the basis of a proposal from the head of the organizational unit.

§2

1. The condition for granting the allowance to the employee is individually documented in the employee's working time records under the conditions specified in Paragraph 1 (2), and a detailed indication of the harmful factors to which the employee is exposed directly at the workplace.
2. The application for payment of the allowance should include a personal list of the employees of the entity performing the work under the conditions specified in Paragraph 1(2), together with an indication

detailed harmful factors and the number of hours worked in a given month under these conditions.

3. The specimen of the application for time records and the application for payment of the allowance for work in conditions that are harmful to health as defined in Paragraph 1(2) of the rules for granting allowances for work in conditions that are harmful to health to employees of the University of Białystok shall be determined by the Rector.

Rules for granting additional remuneration for teaching activities at the Vilnius Branch of the University of Białystok, Faculty of Economics and Information Technology

§1

1. The Rector grants additional remuneration to academic teachers conducting teaching classes at the branch of the University of Białystok in Vilnius, Economic and Information Technology Faculty (excluding employees employed in subsidiaries) at the request of the director of the branch. The additional remuneration is granted for the duration of these classes, not longer than the one resulting from the schedule of classes and consistent with the organization of the academic year.
2. The amount of the hourly rate of the additional salary is based on the product of the average monthly number of hours of teaching classes conducted at the headquarters of the University of Białystok in Vilnius, the Economic and Information Technology Department and the hourly rate of the basic salary of the employee on the day of the beginning of the academic year.
3. The Branch Director shall apply to the Rector for additional remuneration after the end of the academic year.

**Principles of granting academic teachers awards by the
Rector of the University of Białystok**

§1

1. The Rector shall allocate the funds for awards in proportion to the involvement of the personal wage fund in the various organizational units of the University, subject to Section 3.
2. Information on the amount of funds allocated to prizes in individual organizational units and the date and place of submission of applications is provided in each letter of the Rector addressed to the persons authorized to submit applications for the award.
3. 20% of the reserve of funds for the prizes referred to in paragraph 1 remains at the disposal of the Rector.

§2

Awards are granted on the initiative of the Rector or at the request of the head of an organisational unit of the University.

§3

1. Academic teachers may receive Rector's awards for scientific, didactic or organizational achievements, in particular for:
 - original and creative scientific and artistic achievements,
 - outstanding contribution to the education of scientific staff,
 - specific projects which have resulted in significant improvements in the conditions of teaching work, educational results and the level of diploma works,
 - authorship or co-authorship of outstanding textbooks, scripts, methodological guides or curricula,
 - outstanding habilitation or doctoral dissertations,
 - organisational projects with a significant impact on the functioning of the University.
2. Awards may also be awarded to academic staff for their overall scientific, teaching or artistic achievements only once during the period of their employment.
3. An academic staff member who has been punished by a fine or disciplinary penalty may not be granted an award earlier than the expiry of the time determining the penalty to be null and void or after the penalty has been declared null and void.

§4

The Rector grants individual and team I, II and III degree awards to academic teachers.

§5

The amount of the award shall be determined by applying the multiplier of the minimum basic salary of the professor at the university as laid down in the minimum monthly basic salary for the professor at a public university in force on 1 January of the year in which the award was granted, hereinafter referred to as the rate.

§6

1. Amount of individual award:
 - I degree – up to three times the rate,
 - II degree – up to twice the rate,
 - III degree – up to one rate.
2. Team Award amount:
 - I degree – up to six times the rate,
 - II degree – up to four times the rate,
 - III degree – up to twice the rate.

§7

In terms of team awards, the division of the award amount between individual team members depends on the contribution of the work of individual employees, except that the award per team member must not exceed the amount of the individual award corresponding to the level of the team award.

§8

Applications for awards shall be submitted by deans of faculties, directors of institutes and directors of branches after obtaining the opinions of, respectively, faculty councils, institute councils and branch councils, and by heads of other organisational units after obtaining the opinions of the council of the unit in question, provided that the Remuneration Rules for its establishment provide for such a council.

§9

1. If the funds allocated to the unit are not used, they increase the Rector's reserve.
2. The amount of the awards requested may not exceed the amount granted to the entity unless it is covered by its own resources.
3. The limit for awards from the unit's own funds will be determined each time in the Rector's letter to the persons authorised to apply for awards.

§10

Awards granted under these rules are discretionary and decisions relating to them are not subject to appeal under the procedure for the adjudication of disputes concerning employees' claims arising from the employment relationship.

the Remuneration Rules of University of Białystok Employees
**Rules for granting awards to non-academic staff by the Rector of the University of
Białystok**

§1

1. The Rector shall allocate the funds for awards in proportion to the involvement of the personal wage fund in the various organizational units of the University, subject to Section 3.
2. Information on the amount of funds allocated to prizes in individual organizational units and the date and place of submission of applications is provided in each letter of the Rector addressed to the persons authorized to submit applications for the award.
3. 20% of the reserve of funds for the prizes referred to in paragraph 1 remains at the disposal of the Rector.

§3

1. Awards are granted on the initiative of the Rector or at the request of the Chancellor.
2. Deans, directors, managers may file award applications to the Chancellor.

§4

1. Awards are given to employees for achievements and commitment in their professional work, contributions to the university beyond the employee's duties, individual initiative of particular importance in the opinion of their superiors.
2. An employee punished by a disciplinary penalty may not be rewarded earlier than after the time determining the penalty has expired or the penalty has been declared null and void.

§5

The Rector grants individual and team awards of the first, second and third degree to non-academic staff.

§6

The amount of the award shall be determined by applying the multiplier of the minimum rate of basic remuneration set out in the minimum wage Remuneration Rules in force on 1 January of the year in which the award is granted, hereinafter referred to as the "rate".

§7

1. Amount of individual award:
 - 1) I degree – up to three times the rate,
 - 2) II degree – up to twice the rate,
 - 3) III degree – up to one rate.
2. Team Award amount:
 - 1) I degree – up to six times the rate,
 - 2) II degree – up to four times the rate,
 - 3) III degree – up to twice the rate.

§8

1. The amount of the awards is set annually by the Rector.
2. In terms of team awards, the division of the award amount between individual team members depends on the contribution of the work of individual employees (team members), except that the award per team member must not exceed the amount of the individual award to the level of the team award.

§9

1. If the allocated funds are not used, they increase the Rector's reserve.
2. The amount of the awards requested may not exceed the amount of the award granted unless it is covered by own resources.
3. The limit for awards from own funds will be determined each time in the Rector's letter to the persons entitled to apply for awards.

§10

Awards granted under these rules are discretionary and decisions relating to them are not subject to appeal under the procedure for the adjudication of disputes concerning employees' claims arising from the employment relationship.