



Item 319

**ORDINANCE NO 143  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 1 October 2019

**on Rules of Work at the University of Warsaw**

Based on Article 104 and Article 104<sup>1-3</sup> of the Act of 26 June 1974 – Labour Code (consolidated text: Journal of Laws of 2019, item 1040, as amended), hereinafter referred to as the “Labour Code,” Article 23 and Article 126 s. 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the “Act,” § 36 of the Statute of the University of Warsaw (UW Monitor, 2019, item 190), hereinafter referred to as the “Statute,” Article 30 s. 6 of the Act of 23 May 1991 on trade unions (consolidated text: Journal of Laws of 2019, item 263), and other universally binding provisions of the labour law, it is hereby ordered as follows:

§ 1

1. The Rules of Work at the University of Warsaw, hereinafter referred to as the “Rules,” are hereby adopted, the text of which is attached as appendix to this ordinance.

§ 2

Principles binding until, now set out in resolution no 249 of the Senate of the University of Warsaw of 25 June 2014 on scheduling and setting the number, and rules of settlement of teaching hours (hourly requirement) of academic teachers at the University of Warsaw (UW Monitor, 2014, item 132) shall apply to the settlement of teaching hours (hourly requirement) of academic teachers in the 2019/2020 academic year.

§ 3

The employee, who during the period of his employment with the University took research leave to carry out research outside the University based on regulations in force before the effective date of the Act, may be granted leave referred to in § 23 after seven years since the start date of the last leave granted based on these regulations.

§ 4

As of the effective date of the Rules referred to in § 1 s. 1, the ordinance of the Rector of the University of Warsaw of 1 July 1997 on the Work Rules of Employees of the University of Warsaw shall be hereby cancelled.

§ 5

1. The Rules of Work shall come into force after two weeks since the day of its announcement to employees by publishing the Rules in the Monitor of University of Warsaw – <https://monitor.uw.edu.pl> and on the website of the University of Warsaw – <https://www.uw.edu.pl/>.

2. The ordinance shall enter into force as of the day of its signing.

Rector of the University of Warsaw:  
*M. Pałys*

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# **RULES OF WORK AT THE UNIVERSITY OF WARSAW**

## **Chapter 1 GENERAL PROVISIONS**

### **§ 1**

1. Rules of Work at the University of Warsaw, hereinafter referred to as the "Rules," define work organisation and order at the University of Warsaw, hereinafter referred to as the "University," "employer" or "work place," as well as related rights and duties of the employer and employees (academic teachers and employees who are not academic teachers).

2. Provisions of the Rules shall apply to all employees employed at the University under an employment relationship regardless of the period of employment, position, time basis, provided that these provisions shall apply to academic teachers within the scope that is not governed by the Act and legal acts issued based thereon.

3. Any discrimination in employment relationships – direct or indirect – particularly in respect of sex, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, religious convictions, sexual orientation, or due to employment for a fixed or an indefinite period, or on full-time or part-time basis, shall be inadmissible at the University.

4. Relationships between all members of the community of the University, including superiors and subordinates, shall be based on the principle of respect and tolerance, as well as on the principle of respect for personal dignity.

5. Performance of labour law activities shall belong to competences of the Rector, unless authorisations of other entities to act within the particular scope arise from provisions of the Rules or other regulations.

6. The chairperson of the University Council shall perform labour law activities in relation to the Rector.

7. Decisions of the University authorities shall not violate rights of trade unions arising from acts.

8. No direct reporting line between spouses or following persons may exist at the University:

- 1) persons leaving in the same household;
- 2) persons in kinship or affinity in a straight line, second degree affinity or second-degree relationship in a lateral line or adoption, care or guardianship.

9. Provisions of s. 8 shall not apply to the Rector.

## **Chapter 2 DUTIES OF THE EMPLOYER**

### **§ 2**

The employer shall be obliged, in particular, to:

- 1) define the scope of duties and make employees starting work familiar with their scope of duties, method of work in positions, to which they are assigned, and their basic rights;
- 2) ensure conditions of work adjusted to the defined scope of duties;
- 3) organise work in a manner best suited to make full use of working time and achievement of high efficiency and appropriate quality of work by employees through exercise of their abilities and qualifications;

- 4) counteract discrimination in employment, particularly in respect of sex, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, religious convictions, sexual orientation, or due to employment for a fixed or an indefinite period, or on full-time or part-time basis;
- 5) guarantee working conditions ensuring occupational safety and health, and provide employees with necessary personal hygiene means;
- 6) carry out regular training on occupational safety and health for employees;
- 7) notify employees of any occupational risk connected with the work performed;
- 8) refer employees for preventive medical examination, provide employees with working and protective clothes, as well as personal protective equipment required on particular positions in accordance with applicable occupational health and safety regulations and fire protection regulations (working and protective clothes shall be allocated in line with norms set out by the University);
- 9) pay correct remuneration and other benefits on time;
- 10) facilitate the development of professional qualifications by employees;
- 11) satisfy living, social and cultural needs of employees, in accordance with the employer's potential and resources available;
- 12) respect dignity and other personal interests of the employee;
- 13) apply generally known, objective and fair criteria for assessment of employees and their performance, and in the case of academic teachers – set out periodic assessment criteria for individual employee groups and position types after consulting the Senate, trade unions, student self-government and doctoral candidate self-government;
- 14) make available to employees regulations on equal treatment in employment;
- 15) influence shaping of social co-existence principles;
- 16) prevent mobbing and present to employees the anti-mobbing procedure implemented at the University;
- 17) enable the employees to use various forms of the university institutional support to solve employee and university problems;
- 18) release the employee from work if such a duty arises from the Labour Code, secondary legislation issued based on the Labour Code or other legal regulations;
- 19) inform employees, in a way accepted at the University, of the possibility of full-time or part-time employment and the employees employed for a fixed time – of vacant positions;
- 20) keep the documentation of matters involving the employment relationship and personal files of employees (employee files), and store them in paper or electronic form;
- 21) issue a copy of the employee file, in whole or in part, at the request of the employee or former employee, or entitled persons in the case of the employee's or former employee's death;
- 22) immediately issue to the employee the employment certificate in the case of termination or expiration of the employment relationship;
- 23) notify employees of legal basis for the functioning of trade unions.

### **Chapter 3 DUTIES OF EMPLOYEES**

#### **§ 3 Duties of employees**

1. In particular, the employee shall be obliged to:
  - 1) perform work entrusted to him/her diligently, carefully, and on a timely basis, in accordance with applicable legal regulations;
  - 2) take care of the University's interests and image;

- 3) follow the orders of his/her superiors which apply to work, unless they are contradictory to the provisions of law or the employment contract;
- 4) observe the working time established;
- 5) comply with the Rules and work order and discipline binding at the University;
- 6) know occupational health and safety regulations and rules, as well as fire protection regulations, confirm in writing becoming familiarised with occupational health and safety regulations and rules, participate in relevant training courses and briefings, and pass required verification exams;
- 7) undergo initial, periodic medical examinations, check-ups and other medical examinations as recommended, and to follow medical recommendations;
- 8) comply with personal data protection regulations and rules, and complete the training on personal data protection;
- 9) maintain confidentiality of business secrets and secrets set out in separate regulations;
- 10) maintain confidentiality of information disclosing which might expose the employer at loss, and in particular store documents, tools and materials in the place allocated to this end by the employer, and properly secure documents, tools and materials after ending work;
- 11) protect and use the University's property in accordance with its purpose, only for the purposes of fulfilment of professional duties;
- 12) maintain cleanliness and order at the place of work, and after completing work properly protect equipment and the place of work;
- 13) settle from the property entrusted by the employer, in particular documents, advances received, items, materials and equipment, before the expiry of the employment relationship with the University;
- 14) comply with social co-existence principles at the University, good academic customs and professional ethics;
- 15) avoid situations leading to a conflict of obligations to the University and external entities, as well as conflict of own interests, including financial ones, with the University's interests.

2. The employee may refuse to implement the superior's order that is in breach of conditions referred to in s. 1 item 3 (does not refer to work, is contrary to legal regulations or the employment contract).

3. If, in the employee's opinion, the order is inconsistent with the law or shows features of error, the employee shall be obliged to notify the superior. In the case of a written confirmation of the order, the employee shall be obliged to implement the order, unless implementation of the superior's order would lead to committing an offence or petty offence, and in the case of a direct threat to the health or life of the employee, provisions of § 41 ss. 2-4 shall apply.



## **§ 4**

### **Scope of duties of an academic teacher**

1. Basic duties of the academic teacher, who is:

- 1) a research employee – shall include carrying out scientific activities or participation in the education of doctoral candidates;
- 2) a teaching employee – shall include education and teaching of students or participation in the education of doctoral candidates;
- 3) a research and teaching employee – shall include carrying out scientific activities, education and teaching of students or participation in the education of doctoral candidates.

2. Duties of the academic teacher shall include, in particular:

- 1) teaching duties:
  - a) teaching for the obligatory annual number of teaching hours (hourly requirement) at the first cycle study, second cycle study, and long second cycle study, within the framework of multi-area individual studies and at a doctoral school, including especially in form of:
    - lectures;
    - discussion sessions;
    - seminars;
    - exercises;
    - laboratories;
    - studies;
    - workshops;
    - projects;
    - taking scientific care of a student of multi-area individual studies referred to in § 25 of the Rules of Study at the University of Warsaw, comprising in particular drawing up the individual study plan and curriculum, oversight of annual work or oversight and assessment of performance of another equivalent scientific task, drawing up opinions and annual reports on the student's progress;
    - taking scientific care of a student pursuing individual study curriculum in cooperation with the academic tutor within the framework of individual study organisation referred to in § 26 s. 3 item 1 of the Rules of Study;
    - physical education classes;
    - language courses;
    - field courses (exercises) and internships;
    - other teaching tasks related to the hourly requirement;
  - b) fulfilment of teaching tasks that include, in particular: conducting exams, assessments and tests, managing the preparation of diploma theses (including acting as the thesis supervisor or co-supervisor, and reviewing thesis), supervising final and semester papers, drawing up programs (syllabuses), preparing materials for classes with students and doctoral candidates, consultations, acting as a teacher on duty, visitations;
- 2) scientific duties:
  - a) carrying out scientific researches and development works on topics covered by the University and related to own scientific development, and publishing their results;

- b) education of teaching staff – scientific oversight of a doctoral candidate (scientific and substantive oversight in the process of preparing a doctoral dissertation, providing the doctoral student with necessary substantive and methodological assistance in scientific work, support in the preparation of the IRP – individual research plan and other obligations specified in the doctoral school rules), scientific seminars , doctoral seminars;
  - c) organisation of and participation in scientific conferences and symposia;
  - d) active participation in the scientific life of the University, cooperation with representatives of other scientific centres in the country and abroad;
- 3) organisational duties that may include, *inter alia*:
- a) participation in works of the examination committees;
  - b) keeping teaching and scientific documentation;
  - c) participation in meetings of collegial bodies at the University, works of university committees (appointed by the rector or the senate), faculty committees or discipline committees, as well as in meetings of collegial bodies of the university or organisational unit of which the academic teacher is a member;
  - d) participation in works of teams and in programmes related to the development of the University;
  - e) making efforts to obtain financial resources for conducting scientific research and development works from external sources;
  - f) other works mandated by the Rector, dean or head of the general university unit.

3. The academic teacher in a group of teaching as well as research and teaching employees shall be obliged to act as a teacher on duty in accordance with the principles and for the number of hours set by the dean or the head of the general university unit, in consultation with the head of the teaching unit within the meaning of the Statute.

4. The academic teacher cannot, without a justified reason, avoid acting as the thesis superior, co-superior or reviewer in proceedings related to employment in positions of academic teachers, in particular in competition or promotion, reviewer in the process of promotion from the doctoral level to the level of *doktor habilitowany*, or the professor title, as well as acting as the reviewer referred to in Article 238 s. 2 of the Act.

5. The academic teacher shall be obliged to continuously develop his/her professional competences.

6. The academic teacher shall fulfil his/her duties at the organisational unit of the University identified in the employment contract, provided that in justified instances it shall be possible not to identify this unit.

7. The Rector may entrust to the academic teacher, upon his/her consent, unless provisions of the Act decide otherwise, performance of tasks at an organisational unit of the University other than the unit identified in the employment contract. Conducting educational classes arranged by another teaching unit shall not be considered performance of tasks at another organisational unit of the University.

8. Entrusting tasks referred to in s. 7 shall require prior consultations with heads of relevant organisational units of the University.

9. The Rector may entrust the academic teacher, upon his/her consent, with performance of tasks (duties of an academic teacher) at another university or institution, with which the University concluded the agreement, including within the framework of a common unit, referred to in § 20 of the Statute, or federation, referred to in § 74 of the Statute.

10. The agreement referred to in s. 9 sets out, in particular, the procedure for entrusting tasks, methods of confirmation of performance of tasks entrusted, principles for inclusion in the hourly requirement where teaching tasks are entrusted.

11. The dean or the head of the general university organisational unit, where the academic teacher is to fulfil his/her duties, when setting out the scope of duties of the academic teacher, shall observe the following principles:

- 1) the scope of duties of the academic teacher should be proportional to the working time amount of the academic teacher;
- 2) types of duties entrusted to the academic teacher should take into account the academic teacher's affiliation with the particular group (research and teaching employees, teaching employees, research employees);
- 3) all types of duties: teaching, scientific and organisational, should be included within the scope of these duties;
- 4) the scope of duties should be appropriate, taking into consideration the position of the academic teacher, as well as should include additional duties related to education of the teaching staff;
- 5) the scope of duties of teaching as well as research and teaching employees should include teaching duties, including the obligatory annual number of teaching hours (hourly requirement) and other teaching tasks.

12. The detailed scope of duties of the academic teacher, prepared by the dean or the head of the general university organisational unit, shall be approved by the Rector.

13. The scope of duties shall be presented to the academic teacher on the day of signing the employment contract and if it proves impossible, no later than on the day of starting work. Putting a signature shall be equivalent to accepting the duties for the implementation by the academic teacher.

14. The scope of duties signed by the dean or the head of the general university organisational unit and a direct superior of the academic teacher, as well as approved and accepted for the implementation by the academic teacher, shall be included in the employee's personal file.

## **Chapter 4**

### **WORKING TIME – EMPLOYEES WHO ARE NOT ACADEMIC TEACHERS**

#### **§ 5**

##### **General provisions**

1. Working time shall be the time when the employee remains at the disposal of the employer at the University or in another place designed for the performance of work.

2. Employees, who are not academic teachers, can be employed in the basic, balanced, task-based working time system, as well as in the shortened working week system.

3. Working time may not exceed eight hours a day and 40 hours on average in the average five-day working week in the settlement period accepted not exceeding four months, subject to § 5 and § 7.

4. In the case of employees employed on a part-time basis, an individual working time schedule shall be drawn up, including working days and days off, as well as the number of hours to work corresponding to the time basis set out in the employment contract.

5. At the written request of the employee, subject to an opinion of a direct superior, the head of the organisational unit can set the individual working-time schedule for the employee under the working-time system applying to the employee.

6. At the written request of the employee, subject to an opinion of a direct superior, the head of the organisational unit can grant consent to the employee being subject to the working time schedule, providing for various work start time on days that in accordance with this schedule are the employee's working days, or the working time system, in which the employee decides about the work start time on the day that in accordance with this schedule is the employee's working day (flexible working time). Repeated starting work by the employee on the same day shall not be considered work overtime in the case of working time schedules referred to in the first sentence.

7. Performance of work in accordance with working time schedules referred to in s. 7 cannot violate the employee's right to daily rest (the employee shall be entitled to at least 11 hours of uninterrupted rest in each 24-hour period) and weekly rest (at least 35 hours of uninterrupted rest every week, including at least 11 hours of uninterrupted rest in a 24-hour period).

## **§ 6**

### **Balanced working time system**

1. If justified by the type of work or its organisation, a balanced working time system may be used under which the working time in a 24-hour period may be extended up to 12 hours within a settlement period not exceeding one month.

2. For guards employed for the purposes of the property protection, as well as for fire protection employees, a balanced working time system may be used under which the working time in a 24-hour period may be extended up to 24 hours within a settlement period not exceeding one month.

## **§ 7**

### **Task-based working time system**

1. If justified by the type of work or its organisation, or by the place of performing work, a task-based working time system may be used for particular positions.

2. The head of the organisational unit, having consulted the employee, determines the time necessary to perform the assigned tasks, considering the working time amount resulting from the standards set out in § 5 s. 3.

3. In the case of employees working under the task-based working time system, employed on a part-time basis, tasks should be determined proportionally to the working time amount of the employee.

4. In relation to employees covered by the task-based working time system, there is no duty to carry out records of working time and to draw up the working time schedule; in such the case, the working time schedule is determined by the employee.

## **§ 8**

### **Shortened working week system**

1. At the written request of an employee, who in particular due to his/her personal situation (e.g. taking care of a child, education) would like to reduce the number of working days during the week, a shortened working week system may be applied.
2. In this system, the employee may work on less than five days during a week, while the daily working time amount is increased to no more than 12 hours during the settlement period not exceeding one month.
3. The head of the organisational union, after obtaining a positive opinion of the direct superior of the employee, can approve the request referred to in s. 1.
4. The shortened working week system shall be applied to the employee based on an employment contract.

## **§ 9**

### **Working time of a disabled employee**

1. Working time of a disabled person may not exceed eight hours a day and 40 hours a week.
2. Working time of a disabled person with severe or moderate disability may not exceed seven hours a day and 35 hours a week.
3. A disabled person cannot be employed in night and cannot work overtime.
4. Provisions of ss. 1-3 shall not apply to persons employed as guards and where, at the request of the employee, the physician carrying out preventive medical examinations of employees grants his/her consent thereto. Costs of the examinations shall be covered by the employer.

## **§ 10**

### **Breaks at work**

1. Employees, whose daily working time is at least six hours, shall be entitled to at least a 15-minute break. The break time shall be determined by the head of the organisational unit.
2. Disabled employees shall be entitled to an additional 15-minute break from work for rehabilitation exercises or rest.
3. Employees employed in positions involving use of computer screen shall be entitled to five-minute breaks after every full hour of work at the computer screen.
4. Breaks for breastfeeding women are specified in § 38 of the Rules.
5. Breaks referred to in ss. 1-4 shall be included in the working time.

## **§ 11**

### **Shift work**

1. Shift work may be introduced at organisational units of the University, where such work is required.
2. Shift work shall be understood to mean the performance of work in accordance with the applicable working time schedule providing for the change of the times of performing work by respective employees upon the expiry of a specified number of hours, days or weeks.

3. Working time schedule for particular shifts shall be determined by heads of organisational units in monthly schedules.

4. At the University, the second work shift shall start not before 12.00 (noon) and end no later than at 22.00 hours.

5. For every hour of second shift work, the employee shall be entitled to an allowance determined in the Rules of Remunerating Employees of the University of Warsaw.

## **§ 12 Night time**

1. Night time shall mean eight hours between 22.00 hours and 6.00 hours.

2. For every hour of night work, a night employee shall be entitled to an allowance in the amount determined in the Rules of Remunerating Employees of the University of Warsaw.

## **§ 13 Work on Sundays and public holidays**

1. Work performed between 6.00 hours on Sunday or public holiday and 6.00 hours on the next day shall be considered work on Sunday or public holiday.

2. An employee working on Sundays must have a Sunday off at least once every four weeks.

## **§ 14 Overtime work**

1. Overtime work shall be work in time exceeding the working time standard binding on the employee, as well as exceeding the extended daily amount of working time, arising from the working-time system and schedule binding on the employee.

2. Overtime work shall be permitted in the case of:

- 1) the need to carry out rescue operations for the protection of human life or health or for the protection of property or the environment, or to repair a breakdown;
- 2) special needs of the employer.

3. Overtime work due to special needs of the employer shall be permitted based on a written instruction of the head of the organisational unit or a person authorised by the head of the organisational unit.

4. Time of stay at the facilities of the University or another place designed for the performance of work outside working hours, without written instruction or without knowledge and consent of the head of the unit shall not be considered overtime work.

5. The number of overtime hours worked in relation to circumstances referred to in s. 2 item 2 cannot exceed 350 hours per calendar year for the particular employee.

6. The weekly working time amount, including overtime hours, may not exceed 48 hours on average in the settlement period adopted.

7. In addition to regular remuneration, for overtime work, the allowance is due in the following amount:

- 1) 100% of remuneration – for overtime work:
  - a) in the night;
  - b) on Sundays and public holidays that are not working days for the employee in accordance with his/her working time schedule;

- c) on a day off granted in lieu of work on Sunday or public holiday in accordance with the applicable working time schedule;
- 2) 50% of the remuneration for overtime hours worked on any day other than specified in item 1.

8. The 100% allowance shall also be due for every overtime hour of work due to exceeding the average weekly working time standard during the settlement period adopted, unless this standard was exceeded as a result of overtime, for which the employee is entitled to the allowance in the amount set out in s. 7.

9. In the employment contract with an employee employed on a part-time basis, the parties shall set the permissible number of working hours above the working time set in the contract, exceeding which shall entitle the employee to receive the additional remuneration referred to in s. 7 in addition to standard remuneration.

10. For overtime work, at the written request of the employee, the head of the organisational unit can grant the employee corresponding time off (1 hour off for 1 hour of work).

11. Time off for overtime worked may also be granted without the employee's request. In such case, the head of the organisational unit shall grant time off no later than by the end of the settlement period in the amount which is half as big as the number of overtime hours worked (1.5 hour off for 1 hour of work), but it shall not result in reducing remuneration due to the employee for the full monthly working time amount.

12. The employee, who was granted time off for overtime work in accordance with principles set in ss. 10 and 11, shall not be entitled to the allowance for overtime work.

## **Chapter 5 WORKING TIME – ACADEMIC TEACHERS**

### **§ 15 General provisions**

1. An academic teacher shall work under the task-based working time system.
2. The dean or the head of the general university organisational unit, having consulted the academic teacher, determines the time necessary to perform the assigned tasks, considering the working time amount resulting from the standards set out in Article 129 of the Labour Code.
3. An academic teacher may be entrusted with performance of work on Sundays or other statutory public holidays if required by organisation of educational classes or scientific and organisational duties.
4. Provisions of § 7 s. 4 shall apply respectively to academic teachers, excluding educational classes, the schedule of which is determined by the head of the teaching unit.

### **§ 16 Annual number of teaching hours (hourly requirement)**

1. The annual amount of teaching hours in the group of research and teaching employees for particular positions shall be:
  - 1) professor – 180 teaching hours;
  - 2) university professor – 210 teaching hours;
  - 3) visiting professor (*profesor wizytujący*) – 210 teaching hours;
  - 4) adjunct lecturer (*adiunkt*) – 210 teaching hours;

- 5) senior assistant lecturer (*starszy asystent*) – 210 teaching hours;
- 6) assistant lecturer (*asystent*) – 210 teaching hours.

2. The annual amount of teaching hours in the group of teaching employees for particular positions shall be:

- 1) professor – 240 teaching hours;
- 2) university professor – 270 teaching hours;
- 3) visiting lecturer (*wykładowca wizytujący*) – 270 teaching hours;
- 4) *docent* – 270 teaching hours;
- 5) adjunct lecturer (*adiunkt*) – 360 teaching hours;
- 6) senior assistant lecturer (*starszy asystent*) – 360 teaching hours;
- 7) assistant lecturer (*asystent*) – 360 teaching hours;
- 8) tutor (*lektor*) – 540 teaching hours;
- 9) instructor (*instruktor*) – 540 teaching hours.

3. Time for doctoral candidate education shall be included in the annual number of teaching hours.

4. In special instances justified by the need to implement the study curriculum, the academic teacher may be required to teach classes during additional hours, the number of which shall not exceed:

- 1) 1/4 of the annual number of teaching hours – for a teaching and research employee;
- 2) 1/2 of the annual number of teaching hours – for a teaching employee.

5. An academic teacher may be entrusted, upon his/her consent, with conducting educational classes during additional hours the number of which exceeds 1/4 or 1/2 of the hourly requirement, provided that this number, together with hours referred to in s. 4, shall not exceed two times the annual number of teaching hours.

6. A pregnant academic teacher or an academic teacher rising a child under the age of four cannot be employed overtime without this academic teacher's consent.

7. For overtime work, the academic teacher shall be entitled to remuneration for overtime that is awarded after settling teaching hours once a year, unless the hourly requirement settlement period is extended to two years at the request of the academic teacher, or where necessary to pay the remuneration due – upon expiration of the employment relationship with the University. It is permitted to pay the remuneration for overtime hours after the end of the first semester provided that the hourly requirement was fully completed and settled in the first semester.

8. The hourly requirement settlement principles are attached as appendix no 1 to the Rules.

## **Chapter 6**

### **LEAVES AND EXEMPTIONS FROM WORK**

#### **– EMPLOYEES WHO ARE NOT ACADEMIC TEACHERS**

#### **§ 17**

##### **Vacation leave for employees who are not academic teachers**

1. The employee shall be entitled to annual paid and continuous vacation leave.
2. The amount and principles for acquiring the right to vacation leave are set in the Labour Code.
3. The employee cannot waive the right to vacation leave.



4. At the request of the employee, the leave can be divided into parts. However, in such the case, at least one part of the leave shall last for at least 14 consecutive calendar days.

5. An employee may take up the leave at request for four days in each calendar year (Article 167<sup>2</sup> of the Labour Code). The employee shall be obliged to submit the request for the leave no later than on the day of commencing the leave, before starting work.

6. The employee shall take vacation leave in accordance with the vacation schedule. The vacation schedule shall not include leaves at request.

7. The vacation schedule for the particular calendar year shall be drawn up by a direct superior of employees and approved by the head of the organisational unit, taking into account the employees' requests and the need to ensure normal work process, no later than by the end of March of the particular year.

8. The vacation schedule shall be announced to employees in a way accepted in the organisational unit of the University.

9. At the request of a female employee, the employee shall be granted the leave directly after maternity leave; this shall also apply to a male employee – father raising a child, or an employee – other member of the closest family, referred to in Article 175<sup>1</sup> item 3 of the Labour Code, who took maternity leave.

10. The employee shall be obliged to submit a written leave request to be approved by the head of the unit, before starting the leave, on the date allowing taking the decision and appointing potential substitutes.

11. The leave timing can be changed at the request of the employee justified by important reasons, as well as due to special needs of the employer if the employee's absence would seriously disturb the work process.

12. The head of the unit shall be obliged to defer the leave if the employee is unable to start leave on the date agreed for reasons excusing absence from work, and in particular due to:

- 1) a temporary incapacity to work because of illness;
- 2) isolation in relation to a contagious disease;
- 3) participation in military exercises or military training, or reporting to perform territorial military service on a rotational basis, for a period up to three months;
- 4) maternity leave.

13. The employer may recall the employee from his/her vacation leave only when his/her presence at work is necessary due to unforeseen circumstances not known at the beginning of the employee's leave. The employer shall be obliged to cover costs incurred by the employee directly as a result of being recalled from vacation leave.

14. The employee shall be granted the leave in the same calendar year in which the employee acquired the entitlement thereto.

15. The leave unused within the time frame set in the schedule referred to in s. 7 shall be granted to the employee no later than until 30 September in the next calendar year; this shall not apply to the leave at request.

16. If vacation leave is not used due to the termination or expiry of the employment relationship, the employee shall be entitled to the cash equivalent for the period of unused leave, subject to s. 17.

17. Claims of the employee in relation to the leave shall expire after three years since the end of the third quarter of the calendar year following the calendar year for which leave was due.

18. During the employment contract termination notice period, the employee shall be obliged to take leave to which he/she is entitled, provided that the Rector or the head of the organisational unit grants vacation leave to the employee.

19. If the parties decide to use the leave during the period of the employee remaining in the employment relationship under the subsequent employment contract concluded with the University directly after the termination or expiry of the previous employment contract with the University, payment of the cash equivalent referred to in s. 16 shall not be required.

## **§ 18**

1. The leave shall be granted for days that are working days of the employee in accordance with his/her working time schedule, whereas the number of hours shall be equivalent to the daily working time amount of the employee on the particular day.

2. When granting the leave in accordance with s. 1, one day of the leave shall be equivalent to 8 working hours.

3. Provisions of ss. 1 and 2 shall apply respectively to an employee, whose daily working time amount is less than 8 hours, under separate regulations.

4. Vacation leave to employees employed on a part-time basis shall be granted in hours.

5. The head of the unit shall be responsible for correct granting vacation leave and taking this leave by the employee on a timely basis.

## **§ 19**

### **Additional vacation leave**

1. A person with severe or moderate disability shall be entitled to additional vacation leave of 10 working days in a calendar year.

2. The employee shall acquire the right to the first additional leave after one year of work starting the day of the employee being classified as having such disability.

3. A person entitled to vacation leave for more than 26 working days or to additional leave under separate regulations shall not be entitled to the leave referred to in s. 1.

4. If the amount of the additional leave referred to in s. 3 is less than 10 working days, this person shall be entitled to the additional leave referred to in s. 1 instead of this leave.

5. Total amount of the leave referred to in s. 1 and exemption from work referred to in § 29 s. 5 item 1 cannot exceed 21 working days in a calendar year.

6. An employee with a status of a veteran or veteran, who suffered service-related injury, shall be entitled to additional vacation leave of five working days in a calendar year.

7. A veteran or a veteran, who suffered service-related injury, entitled to vacation leave in the amount above 26 days in a calendar year shall not be entitled to additional leave referred to in s. 6.

8. The amount of vacation leave to which a disabled war veteran is entitled shall be increased by 10 working days. However, the disabled war veteran entitled to the leave in the amount exceeding 26 working days in a year shall not be entitled to this increase.

9. The amount of vacation leave, to which employed war veterans and persons referred to in Articles 2 and 4 of the Act of 24 January 1991 on war combatants and certain other persons – victims of war and post-war oppression (consolidated text: Journal of Laws of 2018, item 276, as amended) are entitled, shall be increased by 10 working days. If these persons are entitled to the leave in the amount exceeding 26 working days in a year, they shall not be entitled to this increase.

## **§ 20**

### **Leave for doctoral dissertation writing**

#### **Exemption from work for defence of doctoral dissertation**

1. An employee, who is not an academic teacher, shall be entitled, at his/her request, to:

- 1) leave for doctoral dissertation writing or preparation to defence of doctoral dissertation, granted by the head of the unit on dates agreed with a direct superior, in the amount of 28 days being working days of this employee; and
- 2) exemption from work for defence of doctoral dissertation.

2. The employee shall be entitled to remuneration for the period of leave and exemption from work, determined in the same way as remuneration for vacation leave.

## **§ 21**

### **Exemption from work for participation in the habilitation colloquium**

1. An employee, who is not an academic teacher, at the request of whom the procedure was instituted to grant the degree of *doktor habilitowany*, shall be entitled, at his/her request, to exemption from work for participation in the habilitation colloquium.

2. The employee shall be entitled to remuneration for the period of exemption from work, determined in the same way as remuneration for vacation leave.

## **Chapter 7**

### **LEAVES – ACADEMIC TEACHERS**

## **§ 22**

### **Vacation leave**

1. An academic teacher shall be entitled to vacation leave for 36 working days in a calendar year. The employee cannot waive the right to vacation leave.

2. Academic teachers employed on a part-time basis shall be entitled to vacation leave in the amount proportional to employment time basis.

3. The academic teacher taking up work for the first time shall acquire the right to the leave in the calendar year of taking up work after the expiry of each working month, in the amount of 1/12 of the leave, to which he/she is entitled after working for one year. An employee shall acquire the right to subsequent leaves in each successive calendar year.

4. The principle of a five-day working week, from Monday to Friday, shall apply for the purposes of determining the leave amount in the case of academic teachers. Days off arising from the working time schedule in a five-day working week shall not be included in vacation leave.

5. An academic teacher employed on a part-time basis shall be granted vacation leave on working days of this teacher, as specified in the schedule, in hours.

6. Academic teachers employed in the group of research and teaching employees, as well as teaching employees should take vacation leaves during periods, when no educational classes are held, as specified in the Rector's ordinance on organisation of the academic year, and periods, when no educational classes are held, as specified in the schedule of classes of the particular academic teacher.

7. The leave shall be granted in accordance with the vacation schedule, in the calendar year in which the employee acquired the entitlement thereto. The vacation schedule for the particular calendar year shall be drawn up by the dean or the head of the general university organisational unit, taking into account the academic teachers' requests and the need to ensure normal work process, no later than by the end of March of the particular year.

8. The academic teacher should take vacation leave in accordance with the vacation schedule, and before starting leave, he/she should submit the leave request.

9. Vacation leave shall be granted to the academic teacher by the dean or the head of the general university unit, at the written request submitted on the date allowing taking the decision and appointing potential substitutes, approved by a direct superior within the meaning of the rules of the unit.

10. Leaves to employees fulfilling managerial functions referred to in § 56 s. 1 of the Statute shall be granted by the Rector.

11. The employer shall be obliged to grant the leave to the employee in the calendar year in which the academic teacher acquired the entitlement thereto.

12. Provisions of § 17 ss. 8, 9, 11 and 13 shall apply respectively to vacation leave granted to an academic teacher.

13. The leave unused within the time frame set in the schedule referred to in s. 7 shall be granted to the employee no later than until 30 September in the next calendar year.

14. During the employment contract termination notice period, the academic teacher shall be obliged to take the leave to which he/she is entitled, provided that the Rector, dean or the head of the general university organisational unit grants vacation leave to the employee during that period.

15. If vacation leave is not used due to the termination or expiry of the employment relationship, the academic teacher shall be entitled to the cash equivalent for the period of unused leave, subject to s. 16.

16. Claims of the academic teacher in relation to the leave shall expire after three years since the end of the third quarter of the calendar year following the calendar year for which the leave was due.

17. If the parties decide to use the leave during the period of the academic teacher remaining in the employment relationship under the subsequent employment contract concluded with the University directly after the termination or expiry of the previous employment contract with the University, payment of the cash equivalent referred to in s. 15 shall not be required.

18. The dean or the head of the general university organisational unit shall be responsible for correct granting vacation leave and taking this leave by the academic teacher on a timely basis.

**Chapter 8**  
**PAID RESEARCH LEAVES AND CONVALESCENCE LEAVE**  
**– ACADEMIC TEACHERS**

**§ 23**  
**Research leave**

1. The Rector may grant paid research leaves referred to in Article 130 item 1 of the Act, to an academic teacher, having at least doctoral degree, at the request of this academic teacher, in the total amount not exceeding one year, for the purposes of carrying out research, during the period of seven years of employment with the University.

2. Leaves referred to in s. 1 may be granted for the total period not exceeding one year during seven years starting the start date of the first such leave. After the annual limit of the leave is reached, the subsequent research leave may be granted after the expiry of the period of seven years since the start date of the first leave referred to in the first sentence.

3. The leave request, subject to an opinion of a direct supervisor of the academic teacher as well as the dean or the head of the general university organisational unit, shall be submitted by the academic teacher duly in advance, in order not to disturb the normal work process, especially the teaching process.

4. In the leave request, the academic teacher shall indicate at least the planned scope and subject to research works to be performed during the leave period and the period required for the performance thereof, as well as expected research outcomes and their documentation method.

5. The leave shall be used by the academic teacher in accordance with its purpose.

6. In the case of occurrence of circumstances, such as temporary incapacity to work because of illness, maternity, need to fulfil professional duties, in particular teaching duties, hindering using the leave in accordance with its purpose, the academic teacher may, upon the Rector's consent, waive the leave or suspend it for an agreed period.

**§ 24**  
**Leave for doctoral dissertation writing**

1. The Rector may grant paid research leaves referred to in Article 130 item 2 of the Act, to an academic teacher writing doctoral dissertation, in the amount not exceeding three months.

2. The leave for doctoral dissertation writing shall be granted by the Rector, based on a justified request of the academic teacher, subject to an opinion of the dean or the head of the general university organisational unit, direct supervisor within the meaning of the rules of the unit, and the dissertation supervisor or supervisors providing scientific assistance with respect to doctoral dissertation writing.

3. Provisions of § 23 s. 6 shall apply respectively to the leave for doctoral dissertation writing.

## **§ 25**

### **Other paid research leaves**

1. The academic teacher may be granted paid research leave referred to in Article 130 items 3 and 4 of the Act, for the purposes of:

- 1) education, scientific or teaching internship abroad;
- 2) participation in a conference;
- 3) participation in joint scientific research carried out together with a foreign entity based on the agreement on scientific cooperation;
- 4) participation in joint scientific research carried out together with Łukasiewicz Centre or an institute of the Łukasiewicz Network.

2. In instances referred to in s. 1, the leave for the period not exceeding 60 days in an academic year shall be granted by the dean or the head of the general university organisational unit.

3. In especially justified instances, at the request of the academic teacher, subject to an opinion of the dean or the head of the general university organisational unit, the Rector may grant the academic teacher the leave for the period above 60 days, but no more than 12 months (365 days).

4. Provisions of § 23 s. 6 shall apply respectively to the paid research leave.

5. The template leave requests shall be determined by the Rector.

## **§ 26**

### **Paid convalescence leave**

1. An academic teacher up to 65 years of age, employed on a full-time basis, after at least 10 years of employment with the university, shall be entitled to the paid convalescence leave referred to in Article 131 s. 1 of the Act.

2. The total amount of the convalescence leave during the whole period of employment cannot exceed one year.

3. If the period of employment of the academic teacher with the University is less than 10 years, periods of employment as an academic teacher with other universities, arising from employment certificates, shall be taken into account when calculating the required period.

4. The academic teacher, who was previously employed with a university, in the request for the convalescence leave, shall notify the Rector whether he/she took the leave when working for another employer and what was the period of this leave.

5. Where the convalescence leave is taken in parts, the subsequent leave cannot be granted before the expiry of three years since the end of the previous leave.

6. The academic teacher shall submit the request for the convalescence leave in accordance with the official procedure – upon knowledge of the dean or the head of the general university organisational unit.

7. The decision on the need to grant the convalescence leave to the academic teacher shall be taken exclusively by an occupational medicine physician working at the occupational medicine service unit with which the University concluded a contract. The physician shall carry out the medical examination based on the referral issued by the Rector, at the request of the academic teacher.

8. The Rector shall grant the convalescence leave to the academic teacher based on the medical opinion stating that health condition requires ceasing work, as well as describing recommended treatment and time needed to this end.

9. The academic teacher and the University shall be entitled to appeal against the medical opinion in accordance with the principles and procedure set out in the Act.

10. The medical opinion issued in the appeal procedure shall be final.

11. During the convalescence leave, the academic teacher cannot undertake gainful employment.

12. The template leave requests shall be determined by the Rector.

## **Chapter 9 UNPAID LEAVE**

### **§ 27**

1. The Rector may grant unpaid leave in accordance with the principles set out in the Labour Code to an employee, at the employee's request subject to an opinion of the head of the University organisational unit where the employee fulfils his/her duties.

2. The decision on accepting or rejecting the request shall be taken by the Rector, taking into account needs related to correct work organisation and potential justification presented by the applicant.

3. The Rector shall grant unpaid leave to the employee if such a duty arises from universally binding legal regulations.

## **Chapter 10 LEAVES RELATED TO PARENTHOOD**

### **§ 28**

Leaves related to employees' rights related to parenthood shall be granted by the Rector, at the employee's written request that should be submitted in accordance with the official procedure.

## **Chapter 11 EXEMPTIONS FROM WORK**

### **§ 29**

1. The employer shall be obliged to release the employee from work, while retaining the right to remuneration, for:

- 1) 2 days in the case of the employee's wedding or birth of child, or death and funeral of the employee's married spouse, child, father, mother, step-father or step-mother;
- 2) 1 day in the case of wedding of the employee's child or death and funeral of the employee's sister or brother, mother in law, father in law, grandmother, grandfather or another person, who is a dependant of the employee or is under his/her direct care.

2. The employee raising at least one child of up to the age of 14 years shall be entitled to be released from work for 16 hours or two days in a calendar year, while retaining the right to remuneration. If both parents or guardians are employed, this right can be exercised by one of them. If the employee is employed on a part-time basis, the release from work is granted proportionally to the working time of this Employee; incomplete hour of release from work shall be rounded up to full hour.

3. During the notice period of at least two weeks in the case of termination of the employment contract by the employer, the employee shall be entitled to time off to seek other employment, while retaining the right to remuneration, for:

- 1) two working days – in the case of a two-week and one-month notice period;
- 2) three working days – in the case of a three-month notice period, including also reduced notice period.

4. The employer shall be obliged to exempt the employee from work, while retaining the right to remuneration, for a period necessary to carry out ad-hoc activities related to the employee's function in the trade union if this function cannot be fulfilled in free time.

5. The employee with severe or moderate disability shall be entitled to be exempt from work, while retaining the right to remuneration:

- 1) for up to 21 working days for the purposes of stay in a rehabilitation centre, no more frequently than once a year;
- 2) for the purposes of carrying out specialist tests, medical or rehabilitation procedures, as well as for the purposes of obtaining or repair of orthopaedic devices if these activities cannot be carried out outside working hours.

6. The employee shall be released from work while retaining the right to remuneration, in case of:

- 1) need to undergo mandatory medical examinations and vaccinations provided for by regulations on provisions on controlling contagious diseases, tuberculosis and venereal diseases;
- 2) development of professional qualifications at the initiative of the employer or upon the employer's consent – the employee developing professional qualifications shall be exempt from work on the working day in whole or in part, for the period necessary to arrive to obligatory courses on time and for the period of courses;
- 3) blood donation by the employee, who is a blood donor, for the period determined by the blood donation station for the purposes of donating blood and for the period necessary to carry out periodic medical examinations requested by the blood donation station if they cannot be carried out in free time;
- 4) the need to carry out examinations by a pregnant employee, as recommended by a physician, conducted in connection with the pregnancy if the examinations cannot be conducted outside of working hours;
- 5) participation in rescue operations and to rest afterwards to an employee being a member of the Mountain Volunteer Search and Rescue (*Górskie Ochotnicze Pogotowie Ratunkowe*) or a member of the volunteer rescue team operating within the framework of the coast rescue station of the Maritime Search and Rescue Service ("SAR Service");
- 6) the need to appear in response to the subpoena issued by the central or local governmental authority, court, public prosecutor's office, the police or the body conducting the proceedings in misdemeanour cases;
- 7) the employee being required to appear in person before the competent authority in matters of universal duty to defend, for the time necessary to clarify the matter subject to the subpoena;



- 8) the need to participate in a meeting of the conciliatory committee by the employee as a member of this committee; this also refers to the employee being a party or witness in the conciliatory proceedings;
- 9) the employee's participation in the audit proceedings carried out by the Supreme Audit Chamber in case of the employee being called to participate as a witness or expert;

7. For the time of being exempt from work, referred to in s. 6 item 6, the employee shall retain the right to remuneration, except for the employee appearing at court as a defendant. However, remuneration shall be due if the defendant or the accused was acquitted or the proceedings were discontinued.

8. The employee shall be exempt from work without retaining the right to remuneration in instances set out in the Labour Code, secondary legislation issued based on the Labour Code or other legal regulations.

### **§ 30**

1. Based on the written request, the employee may be exempt from work to handle important personal matters during working hours, subject to making up this time off.

2. In the request referred to in s. 1, the employee shall undertake to make up time off and shall set timing for making up time off, subject to ss. 3-4.

3. Time off shall be made up on the same day or on subsequent days, but no later than by the end of the settlement period.

4. Working to make up time off cannot violate the employee's right to at least 11-hour daily rest and at least 35-hour weekly rest.

5. Time worked to make up time off taken to handle the employee's personal matters shall not be considered overtime.

### **§ 31**

Exemptions from work shall be granted by a direct superior of the employee.

## **Chapter 12 WORK DISCIPLINE**

### **§ 32 Work discipline**

1. The employee shall be obliged to appear for work at the place of performance of work or in another place designed for the performance of work by the employer in such time as to be able to punctually start work. Except for the employee working under the task-based working time system, the employee shall confirm arrival to work and leaving work by signing the register of attendance or punching the card in the reader if the electronic working time recording system functions in the University organisational unit.

2. The employee shall enter the hour of starting and ending work in the register of attendance.

3. The head of the organisational unit shall keep a record of employees leaving work during working hours for professional or personal purposes, subject to s. 2.

4. The employee shall in each case notify his/her direct superior of the need to leave work, and the direct superior shall make a relevant entry in the record referred to in s. 4.

5. The employee leaving the work of place during working hours without the superior's consent shall be considered unexcused absence, unless the employee excuses his/her absence.

6. The employee shall end work in accordance with the applicable working time schedule, subject to overtime work, and before leaving the place of work shall ensure order and cleanliness around his/her working post, and properly secure documents, stamps, equipment and premises.

7. A direct superior of employees shall supervise work discipline.

### **§ 33**

#### **Serious breach of basic employee's duties**

In particular, the following acts shall be considered a serious breach of basic employee's duties:

- 1) unjustified refusal to implement the superior's order pertaining to work;
- 2) careless, unreliable and untimely fulfilment of duties entrusted, including exposing the University at damage or losses;
- 3) reporting to work after consumption of alcohol or consuming alcohol at the place of work, except for circumstances referred to in § 46 s. 3 of the Rules;
- 4) failure to submit, within the time limit set, the certificate confirming ability to work in the position occupied, issued by a physician conducting periodic medical examinations or check-ups;
- 5) failure to observe occupational health and safety regulations and principles, as well as fire protection regulations;
- 6) misappropriation of the property of the University;
- 7) wilful evasion of work (abandonment of work);
- 8) failure to observe the working time established;
- 9) leaving work without explanation (unexcused absence shall be understood to mean failure to appear at work on the working day or leaving the work station without justification or consent of a direct superior);
- 10) failure to comply with social co-existence principles, good academic customs and professional ethics;
- 11) acts and behaviours towards members of the University community showing features of discrimination or mobbing;
- 12) breach of personal data protection duties, in particular disclosure of personal data or allowing unauthorised access to personal data;
- 13) failure to maintain confidentiality of secrets protected by the law.

### **§ 34**

#### **Excusing absences from work**

1. Reasons justifying the employee's absence from work shall include events and circumstances specified by provisions of the labour law that hinder the employee appearing at work and performance of work, as well as other instances of inability to work, specified by the employee and recognised by the head of the University organisational unit or a direct superior of the employee as justifying absence from work.

2. The employee shall notify the head of the University organisational unit or his/her direct superior of the reason and expected duration of absence from work for reason known in advance or possible to predict.

3. In the case of reasons hindering appearing at work, the employee shall be obliged to immediately notify the head of the University organisational unit or his/her direct superior of the reason for absence and its expected duration, no later than on the second day of the absence from work.

4. The notification referred to in s. 3 shall be made personally, through another person, by telephone or using other communication means, or by mail, whereas the postmark date shall be considered the date of the notification.

5. Absence from work or being late to work shall be justified by reasons hindering appearing at work, in particular:

- 1) incapacity to work due to the employee's illness or isolation in relation to a contagious disease;
- 2) necessity to personally take care of ill child or family member;
- 3) the need for the employee to personally take care of a healthy child up to 8 years of age, due to unexpected closure of the creche, child centre, kindergarten or the school the child attends;
- 4) illness of a babysitter or a person taking care of the employee's child during the day;
- 5) need to appear in person in response to individual subpoena to the employee, issued by the competent authority in matters of universal duty to defend, central or local governmental authority, court, public prosecutor's office, the police, the body conducting the proceedings in misdemeanour cases as a party or witness in proceedings before these authorities;
- 6) the employee being on a business trip in the night, ended as such hour that less than 8 hours passed until starting work, which hinders night rest.

6. The employee shall be obliged to justify absence from work by presenting to the superior a written statement or evidence justifying the absence, no later than upon appearing at work, unless legal regulations set out another time limit for submission of evidence justifying the particular absence.

**Chapter 13**  
**REMUNERATION PAYMENT**  
**(timing, place, time and frequency of payment)**

**§ 35**

1. Basic remuneration, allowance for years of service, functional allowance and task-based allowance shall be paid to an academic teacher in advance on a monthly basis, whereas the remaining remuneration components shall be paid in arrears on a monthly basis.

2. The right to remuneration paid in advance shall expire as at the last day of the month of the expiry of the employment relationship, provided that the employee shall retain remuneration paid for this month.

3. Basic remuneration and remuneration components paid in advance, referred to in s. 1, shall be paid on the first working day of the month.

4. Remuneration for overtime work shall be paid to academic teachers within two months of the end of the academic year, subject to § 16 s. 7.

5. Remuneration for work shall be paid to employees, who are not academic teachers, in arrears, no later than on the last day of the month; if the agreed day of payment of remuneration for work is a day off, remuneration shall be paid on the last working day preceding this day.

6. Remuneration financed from external resources shall be paid on the tenth day of the next calendar month. If this day of the month is a statutory day off, remuneration shall be paid on the last working day preceding this day.

7. Remuneration shall be transferred to a bank account identified by the employee in writing, unless the employee submitted a request, in hard copy, for direct payment (personal payment – payment in cash to a natural person).

8. At the request of the employee, the University shall be obliged to present to the employee for review the documents providing a basis for calculation of the remuneration.

9. Every employee shall receive, in a way used at the University, a summary (so-called “payroll slip”) of remuneration components paid and deductions made.

## **Chapter 14 PROTECTION OF PREGNANT OR BREASTFEEDING WOMEN, AND RIGHTS RELATED TO PARENTHOOD**

### **§ 36**

1. Pregnant or breastfeeding women cannot perform onerous, hazardous or harmful to health works that might have a negative impact on their health, the course of pregnancy or breastfeeding of a child. The list of jobs that are onerous, hazardous or harmful for health of pregnant or breastfeeding women is included in appendix no 2 to the Rules.

2. The employer employing a pregnant or breastfeeding female employee in jobs referred to in s. 1 shall adjust the employee’s working conditions in line with Article 179 of the Labour Code.

### **§ 37**

1. A pregnant employee cannot be employed to work overtime or at night. A pregnant employee cannot be delegated, without her consent, to work outside of her permanent workplace, or employed under the interrupted working time system.

2. The employer employing a female employee at night shall be obliged, during her pregnancy, to change the working-time schedule in a manner enabling the work to be performed outside of night time hours, and if this is not possible or is pointless, the female employee must be transferred to perform another work that does not have to be performed at night; if this is not possible, the employer shall be obliged to release the employee from the duty to perform work for as long as necessary, while retaining the right to remuneration.

3. The employee taking care of a child, until the child reaches the age of four, may not be employed, without his/her consent, to work overtime or at night, or under the interrupted working time system, or to be delegated outside of his/her permanent place of work.

4. In working time systems and schedules, referred to in §§ 6 and 8, working time of:

- 1) pregnant employees;
  - 2) employees taking care of a child up to 4 years of age;
- cannot exceed 8 hours without their consent. The employee shall retain the right to remuneration for any period of non-performance of work due to the working time amount reduced for that reason.

### **§ 38**

1. The employer shall be obliged to grant a pregnant employee time off for examinations recommended by a physician, conducted in connection with the pregnancy, if the examinations cannot be conducted outside of working hours.

2. The female breastfeeding employee has the right to two half-hour breaks from work included in the working time. The employee breastfeeding more than one child has the right to two breaks from work, of 45 minutes each.

3. The employee, whose working time is less than 4 hours a day, shall not be entitled to breastfeeding breaks. The employee, whose working time is less than 6 hours a day, shall be entitled to one breastfeeding break.

4. The employee raising at least one child of up to the age of 14 years shall be entitled to be released from work, as referred to in § 29 s. of the Rules.

## **Chapter 15 OCCUPATIONAL HEALTH AND SAFETY**

### **§ 39**

The Rector shall ensure safe and healthy conditions of work and education, in particular by making available appropriate infrastructure and carrying out training courses.

### **§ 40**

Matters related to safety of events on property of the University, including the rules for arranging and conducting events, shall be regulated by the Rector.

### **§ 41**

1. Persons managing employees shall be responsible for occupational health and safety within the scope set out in Article 212 of the Labour Code.

2. If the conditions of work do not comply with occupational health and safety regulations and pose a direct danger to the health or life of the employee, or if the work performed by the employee presents a threat of such a danger to other people, the employee has the right to refrain from work, and to notify his/her superior immediately.

3. If refraining from work does not remove the danger referred to in s. 2, the employee has the right to move away from the place of danger, and to notify the superior immediately.

4. Provisions of ss. 1 and 2 shall not apply to an employee, whose employee duty is to save human life or property.

### **§ 42**

1. Employees shall undergo preventive medical examinations, including initial, periodic medical examinations and check-ups in accordance with Regulation of the Minister of Health and Social Welfare of 30 May 1996 on carrying out medical examinations of employees, extent of the preventive health care for employees, as well as on medical decisions issued for the purposes provided for by the Labour Code (consolidated text: Journal of Laws of 2016, item 2067).

2. Heads of units, where work in conditions harmful to health or onerous is performed, shall be obliged to ensure that environmental tests are conducted in accordance with applicable regulations.

### **§ 43**

Before being permitted to work, all employees shall complete preliminary training on occupational health and safety and fire protection, and during the training

at their work station, shall be notified by their direct superior of any occupational risk connected with the work performed, as well as principles of protection against threats. They shall also be obliged to participate in periodic trainings.

#### **§ 44**

All persons managing employees shall be obliged to report accidents at work that occurred at their area to the H&S and Fire Protection Inspectorate at the University, without undue delay.

#### **§ 45**

Types of working and protective clothes, application norms, principles for allocation of personal protective equipment, as well as working clothes and footwear, and types of personal protective equipment and personal hygiene means are governed by ordinance no 1 of the Chancellor of the University of Warsaw of 22 February 2012 on the principles of managing working and protective clothes, as well as personal protective equipment and personal hygiene means at the University of Warsaw (UW Monitor, 2012, item 78).

#### **§ 46**

1. Employees under the influence of alcohol cannot enter and stay at the premises of the University.

2. No alcohol can be brought to the premises of the University, except for the situation arising from s. 3.

3. The Rector of the University, dean or head of the organisational unit may authorise holding an event with a traditional glass of wine at their organisational units.

#### **§ 47**

In accordance with the Act of 9 November 1995 on the protection of health against the effects of use of tobacco and tobacco products (consolidated text: Journal of Laws of 2018, item 1446, as amended), smoking at buildings of the University shall be prohibited, except in specially designated smoking areas, properly marked.

### **Chapter 16**

### **EMPLOYEES' RESPONSIBILITY FOR ORDER**

#### **§ 48**

1. In the case of the employee failing to observe established work organization and order in the work process, occupational health and safety regulations, fire protection regulations or the procedure adopted to confirm arrival and presence at work, as well as justifying absence from work, the employer may apply:

- 1) penalty of admonition;
- 2) penalty of reprimand.

2. Where the employee fails to observe the occupational health and safety regulations or fire protection regulations, leaves work without excuse, reports to work under the influence of alcohol or consumes alcohol during work, the employer may also impose a pecuniary penalty.

3. The pecuniary penalty for one offence and for every day of an unjustified absence may not be higher than the daily remuneration of the employee and the total pecuniary penalties may not exceed one tenth of the remuneration payable to the employee after making deductions referred to in Article 87 § 1 items 1-3 of the Labour Code.

4. A penalty may not be imposed more than two weeks after becoming aware of the breach of employee duties and after three months have elapsed since the breach took place.

5. A penalty may be imposed only after the employee has been given a hearing.

6. Where, due to the absence of the employee from the place of work, the employee cannot be given a hearing, the two-week period provided for in s. 5 shall not run, and if it has started, it shall be suspended until the day the employee reports back to work.

7. The employee shall be notified of the penalty imposed in writing, while specifying the type and timing of a breach of employee duties and notifying of the right to lodge an objection and the deadline for lodging such an objection; a copy of the notification shall be included in the employee's personal file.

8. When imposing a penalty, in particular type of breach of the employee duties, extend of fault of the employee and his/her previous attitude to work should be taken into account.

9. If the penalty was imposed in breach of legal regulations, the employee may lodge an objection within seven days of the date of being notified of the imposition of the penalty. The decision on accepting or rejecting the objection shall be taken by the employer after examining the opinion of the trade union representing the employee. Failure to reject the objection within 14 days of the date of filing thereof shall mean that the objection was accepted.

10. The employee, who lodged the objection, may – within 14 days of the date of being notified of the rejection of his/her objection – apply to a labour court to revoke the penalty imposed upon him/her.

11. In the case of accepting the objection to the financial penalty imposed or revoking this penalty by the labour court, the employer shall be obliged to return the amount equivalent to this penalty to the employee.

12. The penalty shall be deemed to be of no effect and a copy of the notice of the penalty shall be removed from the employee's personal file after one year of blameless work. The employer can, at its own initiative or at the request of the trade union representing the employee, consider the penalty to be of no effect before the expiry of this time limit.

13. The employer shall remove a copy of the notice of the penalty from the employee's personal file in the case of accepting the employee's objection or in the case of the labour code issuing the decision to revoke the penalty.

#### **§ 49**

Penalties referred to in § 48 of the Rules shall be imposed by the Rector, at the request of the head of the organisational unit.

#### **§ 50**

Regardless of liability referred to in § 48, the academic teacher shall be subject to disciplinary liability for a disciplinary offense constituting an act violating duties of an academic teacher or dignity of the profession of academic teacher, on terms set out in the Act.

**Chapter 17**  
**SURVEILLANCE AT THE UNIVERSITY**

**§ 51**

1. Video surveillance shall be allowed at the area and around the area of the University of Warsaw.

2. Video surveillance is a special form of surveillance of the particular area by applying technical measures allowing image recording.

**§ 52**

**Purpose, scope and method of video surveillance application**

1. The purpose of visual surveillance shall be:

- 1) ensuring and improving safety of employees at the area of the University;
- 2) ensuring and improving protection of the property of the University;
- 3) maintaining confidentiality of secrets protected by the law;
- 4) ensuring safety of the personal data processed.

2. The scope of video surveillance application is determined in the documentation of the unit responsible for video surveillance.

3. The employee may obtain additional information on the application of video surveillance as specified in the information notice (contact details in the notice on the processing of personal data) that is placed at the area subject to surveillance.

4. Monitoring shall not cover areas referred to in Article 22<sup>2</sup> § 1<sup>1</sup> and § 2 of the Labour Code.

5. Image (video) from surveillance system cameras shall be recorded. No sound shall be recorded.

6. The surveillance system functions 24 hours a day.

7. Images recorded shall be processed only for the purposes, for which they are collected and stored for a period of three months starting the recording date.

8. If the image recorded is used as evidence in the proceedings carried out based on legal regulations or the head of the University organisational unit obtains information on its potential use as evidence in the proceedings, the time limit set in s. 7 shall be extended until final closure of the proceedings.

9. After the expiry of periods referred to in ss. 7 and 8 recordings of the image containing personal data shall be erased, unless separate regulations decide otherwise.

10. The head of the organisational unit shall notify employees in writing or by university e-mail of using the existing video surveillance system or of the introduction thereof, no later than 2 weeks before its launch. A confirmation of the notification to the employee shall be kept in the personal file of the employee.

11. Rooms and the area subject to visual surveillance shall be marked with boards notifying of the video surveillance system installation, including the notice on the processing of personal data shall be placed in a visible and generally accessible place.

12. Boards referred to in s. 11 shall be placed in visible places no later than one day before the launch of the video surveillance system. Additional information boards shall contain a graphical sign notifying of the video surveillance system use.



### **§ 53**

#### **Purpose, scope and method of the monitoring of electronic systems**

1. In justified instances, the University may use the monitoring of electronic systems, including the monitoring of university e-mail of the employee, referred to in Article 22<sup>3</sup> of the Labour Code, in order to ensure work organisation guaranteeing full utilisation of working time and appropriate use of work tools made available to employees.

2. The monitoring of electronic systems may cover the university e-mail of the employee, electronic entry and exist control system, as well as electronic systems used at the University.

3. The monitoring of electronic systems cannot violate the secrecy of correspondence and other personal rights of employees.

4. Provisions of § 52 s. 10 shall apply respectively.

### **Chapter 18**

#### **FINAL PROVISIONS**

### **§ 54**

1. Employees may lodge complaints and motions to the Rector.

2. Complaints and motions shall be examined in accordance with the procedure set out by the Code of Administrative Procedure.

### **§ 55**

1. Matters pertaining to the employment relationship of the University employees, not regulated herein shall be governed by provisions of the Labour Code, Act and the Statute.

2. A newly hired employee shall be obliged to get acquainted with the Rules before starting work.

3. A written confirmation of getting acquainted with the content of the Rules shall be kept in the personal file of the employee.

### **§ 56**

1. The Rules shall remain binding for an indefinite period.

2. Amendments to the Rules can be introduced in accordance with the procedure applicable to its introduction, as specified in the Labour Code.

**SCHEDULING, SETTING THE NUMBER, AND RULES OF SETTLEMENT  
OF TEACHING HOURS (HOURLY REQUIREMENT) OF ACADEMIC TEACHERS  
AT THE UNIVERSITY OF WARSAW**

**§ 1**

**Terms and definitions**

1. Number of teaching hours (hourly requirement) – shall mean the obligatory number of teaching hours of an academic teacher employed in the group of research and teaching or teaching employees, set proportionally to the working time amount (time basis), specified in § 16 of the Rules.

2. Teaching hour – equals 45 minutes.

3. Dean – the term dean, as used hereinafter, shall include also the head of the general university organisational unit.

4. College of studies and college of multi-area individual studies – organisational units of the University referred to in § 16 and § 17 of the Statute, arranging education in fields of study.

5. Doctoral school – organisational unit of the University, referred to in § 18 of the Statute, arranging education of doctoral candidates.

6. HTU – head of the teaching unit within the meaning of the Statute, arranging education in the certain field or fields of study, college director at the college of studies, vice-dean in charge of student affairs at the faculty, director in charge of education in a general University organisational unit, provided that the director of the college of multi-area individual studies shall fulfil tasks of the HTU within the scope set out in the rules of the college of multi-area individual studies.

7. Teaching council – a collegiate body, referred to in § 68 of the Statute, competent for one or more fields of study, established at the organisational unit of the University that arranges education.

8. Types of teaching workloads taken into consideration in the settlement of the number of teaching hours: regular hours and irregular hours (other teaching workloads).

9. Regular hours – educational classes meeting the following conditions:

- 1) included in the study curriculum in the field of study or doctoral school;
- 2) included in the weekly plan (schedule) of classes;
- 3) conducted for groups, the number of members of which is no less than the minimum number specified by:
  - a) the HTU, after seeking an opinion of the teaching council;
  - b) director of the doctoral school for classes within the study curriculum in the doctoral school;
  - c) head of the general university unit referred to in § 19 s. 1 item 2 of the Statute, providing teaching services to units arranging studies.

Regular hours shall also include:

- 1) field courses and internships obligatory for the particular field of study, whereas the number taken into account in the number of teaching hours shall be equivalent to the number of teaching hours arising from the study curriculum;
- 2) other classes conducted continuously, but not meeting the conditions specified in this item due to non-standard teaching methods (e.g. classes conducted using remote teaching methods and techniques), to the extent specified by the HTU, after seeking the opinion of a teaching council;
- 3) scientific care of a student of multi-area individual studies referred to in § 25 of the Rules of Study at the University of Warsaw, or scientific care of a student pursuing individual study plan in cooperation with the academic tutor within the framework of individual study organisation referred to in § 26 s. 3 item 1 of the Rules of Study, in the total amount of 10 hours a year per one student and maximum 60 hours a year per one academic teacher;
- 4) educational classes conducted outside the University in accordance with principles set out in § 4 ss. 9 and 10 of the Rules.

10. Irregular hours – other teaching workloads that are not regular hours included in the number of teaching hours on an annual basis up to 1/3 of the hourly requirement set in § 16 of the Rules. The dean, at its own initiative or at the request of the HTU, after consulting the faculty council and trade unions, shall draw up the list of teaching workloads that are not regular classes, included in the hourly requirement. In particular, in the case of teaching classes with an exceptionally high level of difficulty (e.g. classes conducted in foreign languages other than foreign language classes, translation classes or classes in philology studies conducted in foreign language that is not the mother tongue of the teacher, classes conducted on Sundays and statutory holidays), the additional workload may provide a basis for awarding irregular hours in the amount up to 1/2 of the amount of these classes.

11. Additional hours – teaching hours the number of which exceeds the obligatory number set in accordance with these principles, annual hourly requirement giving a right to the additional remuneration, provided that in case of:

- 1) reduction of the number of teaching hours referred to in § 4 – the remuneration for additional hours shall be due for teaching hours above the obligatory number of teaching hours specified for the particular position;
- 2) employment on a part-time basis – the remuneration for additional hours shall be due after exceeding the number of teaching hours set proportionally to the working time.

12. Period of settlement of the number of teaching hours – settlement period equivalent to one academic year. The dean, at the request of an academic teacher, may extend the period of settlement of the number of teaching hours up to two years.

13. Reduction of the number of teaching hours – reduction of the obligatory annual number of teaching hours; it can be applied only to an academic teacher employed on a full-time basis, for whom the University is the primary place of work within the meaning of Article 120 of the Act.

14. Underload – a situation, when the number of teaching hours worked in the particular settlement period is less than the obligatory number of teaching hours set.

15. Home organisational unit – the organisational unit within the meaning of § 114 of the Statute, specified in the employment contract, where the academic teacher performs his/her duties and where the number of teaching hours of this academic teacher is settled. The settlement of the number of teaching hours of an academic teacher conducting classes at more than one unit at the University shall be

carried out only by the home organisational unit. If this unit is not specified in the employment contract, the Rector shall appoint the organisational unit responsible for the settlement of the number of teaching hours of the academic teacher.

## **§ 2**

### **Stages of the implementation of the educational process**

1. Obligatory stages of the implementation of the educational process include:
  - 1) teaching workload scheduling completed no later than by the end of May of the academic year preceding the academic year for which the schedule is prepared;
  - 2) allocation of educational classes to academic teachers;
  - 3) monitoring of the status of the number of the teaching hours completed vs. the schedule, and potential correction of the schedule;
  - 4) an academic teacher filing an annual report on the number of teaching hours completed;
  - 5) verification of the content, as well as formal and accounting verification of reports by academic teachers;
  - 6) settlement of the number of teaching hours after the end of the academic year, but no later than by the end of October in the next academic year, subject to § 1 s. 12 second sentence;
  - 7) providing the Rector with summary information on the number of teaching hours completed after the annual settlement.

2. The USOS IT system (University Study Support System) shall support scheduling and settling the number of teaching hours.

## **§ 3**

### **Scheduling and specifying the number of teaching hours**

1. The dean shall be obliged to schedule the number of teaching hours, i.e. specify and allocate educational classes to academic teachers for the particular academic year, in particular aiming at:

- 1) ensuring the fulfilment of educational duties;
- 2) optimal use of HR resources in order to minimise both underloads and additional hours.

2. The Dean, with respect to matters referred to in s. 1, shall take activities in consultation with the HTU, whose responsibility is to take care of the quality of education and selection of persons conducting educational classes, and with the doctoral school director, whose duties include ensuring correct organisation of education and taking care of the correct implementation of doctoral candidate education process.

3. The HTU shall notify the dean of the type and amount of classes scheduled in the study curriculum for the particular field, level and profile. The HTU can recommend persons conducting all or part of the classes, for which such persons are needed.

4. The director of the doctoral school shall notify the dean of the type and amount of classes scheduled in the study curriculum at the doctoral school together with proposed staff.

5. The number of academic hours shall be completed at the full-time studies or at the doctoral school. In exceptional situations it shall be allowed to supplement the hourly requirement with hours at part-time studies or postgraduate studies, while taking this into account in the study costs.

6. The dean shall schedule educational classes in a manner ensuring a uniform load on academic teachers; no underloads should be scheduled.

7. The dean may request an academic teacher to conduct classes, within the framework of the number of teaching hours, in study fields other than arranged at the home organisational unit of the University, as well as in another university or school referred to in the Act of 14 December 2016 – Education Law (consolidated text: Journal of Laws of 2019, item 1148) under a contract concluded with such a school.

8. Upon consent of the dean of the home teaching unit, an academic teacher may complete the number of teaching hours, in whole or in part, in another organisational unit of the University.

9. In special instances justified by the need to implement the study curriculum, the dean shall entrust the academic teacher with educational classes during additional hours, the number of which shall not exceed 1/4 of the number of teaching hours for teaching and research staff, and 1/2 of the number of teaching hours for teaching staff, provided that the number of additional hours set shall be rounded up to full hours.

10. An academic teacher may be entrusted, upon his/her consent, with conducting educational classes during additional hours the number of which exceeds 1/4 or 1/2 of hourly requirement, provided that this number, together with hours referred to in s. 9, shall not exceed two times the annual number of teaching hours.

11. A pregnant academic teacher or an academic teacher rising a child under the age of 4 cannot be employed overtime without the academic teacher's consent.

12. When scheduling and setting the annual amount of educational classes, the dean shall take into account the reduction of the number of teaching hours, referred to in § 4, applied for the particular academic teacher.

13. The HTU shall announce the staff and schedule of classes at least four months before the beginning of the semester, to which they will refer.

14. Before the beginning of the academic year, the dean shall present to the academic teacher for signing the "Schedule of the allocation of educational classes for the academic year/semester."

15. The dean, in consultation with the HTU and the director of the doctoral school, shall supervise the status of number of teaching hours completed vs. the schedule, and shall make necessary corrections to the teaching workload schedule resulting from circumstances influencing the number of teaching hours, including in particular a change of the position and/or employment time basis, reduction of the number of teaching hours, absences, after the preliminary settlement of the number of teaching hours after the end of the first semester.

#### **§ 4**

##### **Reduction of the number of teaching hours**

1. At the request of the academic teacher consulted with the dean, the Rector can reduce the annual number of teaching hours of the academic teacher, in particular for the following reasons:

- 1) load with research tasks;
- 2) performance of teaching classes with an exceptionally high level of difficulty, during the first year of conducting these classes;
- 3) load with organisational tasks at the University;
- 4) PKA or RGNiSW membership.

2. Reduction of the number of teaching hours can be applied only to an academic teacher employed on a full-time basis, for whom the University is the primary place of work, in any case of a period not exceeding one academic year.

3. Except for exceptional cases justified by an important interest of the University, the Rector shall not reduce the number of teaching hours for academic teachers carrying out additional employment within the meaning of Article (additional employment within the meaning of Article 125 of the Act) or conducting business activities.

#### **§ 5**

##### **Settlement of the number of teaching hours**

1. The settlement of the number of teaching hours shall mean establishing the number of teaching hours completed by the academic teacher during the particular settlement period, after taking into account:

- 1) the number of teaching hours set in accordance with § 3 of this resolution;
- 2) reduction of the number of teaching hours;
- 3) principles for setting and settling the hours allocated to the period of justified absence from work, including hiring after the beginning of the academic year or expiration of the employment relationship before the end of the academic year.

2. During the period of illness or another unexpected justified absence of the academic teacher, for the purposes of setting the number of teaching hours, teaching hours in the number arising from the schedule, allocated to the period of absence shall be classified as hours worked in accordance with the schedule.

3. In the case of the academic teacher with no teaching workload scheduled due to:

- 1) hiring after the beginning of the academic year;
- 2) scheduled absence from work, in particular due to sabbatical, long-term illness, convalescence leave, unpaid leave or other exemption from work, military service, maternity leave, leave defined by the same rules as the maternity leave, paternity leave, parental leave, childcare leave;
- 3) expiration of the employment relationship before the end of the academic year – 1/30 of the annual number of teaching hours specified for the particular position for each

week of absence during the period of conducting the teaching classes at the University shall be considered the hours worked.

4. Educational classes scheduled but uncompleted due cancelling the classes by the Rector, HTU or director of the doctoral school shall be considered hours worked as scheduled.

5. The dean in consultation with the HTU or doctoral school director shall specify the method of settling classes conducted by more than one teacher.

6. The HTU or the director of the doctoral school shall notify the dean of completion of educational classes by academic teachers of the particular faculty and potential changes to the study curriculum or the study curriculum at the doctoral school affecting the staff employed.

7. When settling the hourly requirement of the academic teacher, regular hours and irregular hours shall be separated, for full-time and part-time studies (full-time study classes are conducted independently of part-time study classes), doctoral studies (doctoral school) and postgraduate studies.

8. When settling the number of teaching hours of an academic teacher, the dean shall establish the actual number of completed hours, including:

- 1) the number of regular hours completed at the full-time studies and the doctoral school;
- 2) the number of irregular hours completed at the full-time studies and the doctoral school;
- 3) the number of regular and irregular hours at part-time studies in the situation referred to in § 3 s. 5 second sentence;
- 4) the number of overtime hours completed at the full-time studies, part-time studies and the doctoral school;
- 5) the number of hours at postgraduate studies, in the situation referred to in § 3 s. 5 second sentence.

9. The settlement of the number of teaching hours of an academic teacher may result in additional hours or underload.

10. The dean shall settle the hourly requirement of academic teachers within one month of the end of the hourly requirement settlement period within the meaning of § 1 s. 12.

11. In the case of the expiry of the employment relationship with an academic teacher, before the end of the academic year, the dean shall settle the hourly requirement of the academic teacher upon the expiry of the employment relationship.

12. Remuneration for overtime work shall be paid to academic teachers within two months of the end of the academic year, subject to § 1 s. 12, subject to s. 13, or in circumstances referred to in s. 11 – upon the expiry of the employment relationship with the University.

13. It is permitted to pay the remuneration for overtime hours after the end of the first semester provided that the hourly requirement was fully completed and settled in the first semester and after the hourly requirement settlement.

14. In case of continuous underload of an academic teacher, the dean shall be obliged to take implement the following measures:

- 1) mandate classes at other organisational units of the University;
- 2) entrust tasks supporting the educational process (in case of periodic short-term underload);

- 3) implementing, in cooperation with the HTU, activities aimed at the development of teaching competences of the academic teachers;
- 4) reduce the employment basis of the academic teacher (in case of underload without clear prospects for their elimination).

15. The dean shall be held liable for the correct settlement of the number of teaching hours, including the verification of the content, as well as formal and accounting verification of reports submitted by employees. Delegating a part of tasks related to scheduling and settling the number of teaching hours to the faculty organisational units (institutes, sections) shall not exempt the dean from full liability for scheduling and settling the number of teaching hours.

## **§ 6**

### **Report on the number of teaching hours completed**

1. Reports on the number of teaching hours completed shall include the annual report submitted to the dean by the academic teacher and the annual report on hourly requirement fulfilment by all employees, submitted to the Rector by the dean.

2. The employee shall be obliged to submit the annual report on the number of teaching hours completed to the home teaching unit, in accordance with the procedure and within the time frame set by the dean.

3. The HTU or the director of the doctoral school shall confirm completion of educational classes by an academic teacher by putting an appropriate note as well as the signature and stamp on the annual report.

4. No later than on 15 December each year, the dean shall submit to the Rector the annual report on the number of teaching hours completed by all employees.

5. The dean shall enclose a justification to the annual report if the settlement of the number of teaching hours of employees revealed significant differences vs. the number of teaching hours scheduled for the particular academic year.



## **LIST OF WORKS ONEROUS, HAZARDOUS OR HARMFUL TO HEALTH OF PREGNANT OR BREASTFEEDING WOMEN**

- I. Works involving excessive physical effort, including manual load transport.
- II. Works in cold, hot and changing micro-climate.
- III. Work involving exposure to noise or vibrations.
- IV. Works involving exposure to electromagnetic fields in the frequency range between 0 Hz and 300 GHz, and ionising radiation.
- V. Works under increased or reduced pressure.
- VI. Work in contact with harmful biological agents.
- VII. Works involving exposure to influence of harmful chemical agents.
- VIII. Work posing a risk of serious bodily or mental injury.

### **I. Works involving excessive physical effort, including manual load transport**

1. For pregnant women:
  - 1) all works in the case of which the highest value of physical work load measured based on the net energy expenditure for performance of work exceeds 2900 kJ per working shift and in the case of occasional work (performed up to 4 times per hour if the total time of work performance does not exceed 4 hours a day) – 7.5 kJ/min;
  - 2) manual lifting and carrying loads the weight of which exceeds 3 kg;
  - 3) manual operation of equipment components (levers, cranks, steering wheels, etc.) requiring using force of more than:
    - a) operation with both hands – 12.5 N in the case of permanent work and 25 N in the case of occasional work defined in item 1,
    - b) operation with one hand – 5 N in the case of permanent work and 12,5 N in the case of occasional work defined in item 1;
  - 4) foot operation of equipment components (pedals, buttons, etc.) requiring using force of more than 30 N;
  - 5) manual uphill shifting of:
    - a) loads in the case of continuous work,
    - b) loads with the weight exceeding 1 kg in the case of occasional work defined in item 1;
  - 6) load transport using both hands if the force applied, necessary to start the load movement, exceeds:
    - a) 30 N – in the case of pushing,
    - b) 25 N – in the case of pulling;
  - 7) manual round load rolling, uphill round load rolling and participation in group load transport;
  - 8) manual carrying of liquid materials – hot, caustic or harmful to health;
  - 9) transport of loads using a one-wheel wheelbarrow and a multi-wheeled hand trolley;
  - 10) work in forced body position;
  - 11) work in a standing position for more than 3 hours per working shift, whereas time in a standing position cannot in each case exceed 15 minutes, after which a 15-minute break should be taken;

12) work involving using display screens for more than 8 hours a day, whereas time worked using a display screen cannot in each case exceed 50 minutes, after which a 10-minute break should be taken, included in working time.

2. For breastfeeding women:

- 1) all works in the case of which the highest value of physical work load measured based on the net energy expenditure for performance of work exceeds 4200 kJ per working shift and in the case of occasional work defined in s. 1 item 1 – 12.5 kJ/min;
- 2) manual lifting and carrying loads the weight of which exceeds:
  - a) 6 kg – in the case of continuous work,
  - b) 10 kg – in the case of occasional work defined in s. 1 item 1;
- 3) manual operation of equipment components (levers, cranks, steering wheels, etc.) requiring using force of more than:
  - a) operation using both hands – 25 N in the case of permanent work and 50 N in the case of occasional work defined in s. 1 item 1,
  - b) operation with one hand – 10 N in the case of permanent work and 25 N in the case of occasional work defined in s. 1 item 1;
- 4) foot operation of equipment components (pedals, buttons, etc.) requiring using force of more than:
  - a) 60 N – in the case of continuous work,
  - b) 100 N – in the case of occasional work defined in s. 1 item 1;
- 5) manual transport of loads with the weight exceeding 6 kg, where the height exceeds 4 metres or along a distance above 25 meters;
- 6) manual uphill shifting – on uneven surfaces, up ramps, stairs, where the maximum slope does not exceed 30° and the height does not exceed 4 metres – of loads with the weight exceeding 6 kg;
- 7) manual uphill shifting – on uneven surfaces, up ramps, stairs, where the maximum slope exceeds 30° and the height exceeds 4 metres – of loads with the weight exceeding:
  - a) 4 kg – in the case of continuous work,
  - b) 6 kg – in the case of occasional work defined in s. 1 item 1;
- 8) load transport using both hands if the force applied, necessary to start the load movement, exceeds:
  - a) 60 N – in the case of pushing,
  - b) 50 N – in the case of pulling;
- 9) manual round load (in particular barrels and large-diameter pipes) rolling and uphill round load rolling if:
  - a) the weight of the loads rolled on even, hard and smooth surfaces exceeds 40 kg per woman,
  - b) the weight of loads rolled up ramps exceeds 10 kg per woman;
- 10) participation in group load transport;
- 11) manual carrying of liquid materials – hot, caustic or harmful to health;
- 12) transporting loads with weight exceeding:
  - a) 20 kg – in the case of transport using a wheelbarrow on the surface with the slope not exceeding 5% or 15 kg – on the surface with the slope exceeding 5%,
  - b) 70 kg – in the case of transport using a 2-wheel trolley on the surface with the slope not exceeding 5% or 50 kg – on the surface with the slope exceeding 5%,

- c) 90 kg – in the case of transport using a trolley with 3 or more wheels on the surface with the slope not exceeding 5% or 70 kg – on the surface with the slope exceeding 5%.

The aforementioned permissible load weights shall also include the weight of the transport device, and pertain to transporting loads on even, hard and smooth surfaces. In the case of transporting loads on an uneven or unhardened surface, the permissible weight of the load, including the weight of the trolley, cannot exceed 60% of the values set out above;

- 13) transporting loads on a lorry car with the weight, together with the weight of the lorry, exceeding:
  - a) 120 kg – in the case of transport on the surface with the slope not exceeding 2%,
  - b) 90 kg – in the case of transport on the surface with the slope exceeding 2%;
- 14) transport of loads:
  - a) on a wheelbarrow or multi-wheel trolley on the surface with the slope exceeding 8%,
  - b) on a wheelbarrow or multi-wheel trolley along a distance above 200 meters,
  - c) on a lorry car on the surface with the slope exceeding 4%,
  - d) on a lorry car along a distance above 400 meters.

## **II. Works in cold, hot and changing micro-climate**

For pregnant or breastfeeding women:

- 1) works in hot micro-climate, in conditions, where the PMV (predicted mean vote), determined in accordance with the Polish Standard, is more than 1.0;
- 2) works in cold micro-climate, in conditions, where the PMV (predicted mean vote), determined in accordance with the Polish Standard, is less than -1.0;
- 3) work in an environment with significant micro-climate variations, in particular with sudden air temperature changes in a range exceeding 15°C and more, without an option for at least 15 minute adaptation at rooms with intermediate temperature.

## **III. Work involving exposure to noise or vibrations**

For pregnant women:

- 1) works in conditions involving exposure to noise:
  - a) that in relation to an 8-hour daily or weekly average working time amount set in the Labour Code exceeds 65 dB,
  - b) in the case of which top level of C sound exceeds 130 dB,
  - c) involving the maximum level of A sound exceeding 110 dB;
- 2) work involving exposure to infrasonic noise, in the case of which the equivalent level of acoustic pressure adjusted by the characteristics of frequency G, in relation to an 8-hour daily or weekly average working time amount set in the Labour Code exceeds 86 dB;
- 3) works involving exposure to ultrasonic noise in the case of which:
  - a) equivalent levels of acoustic pressure in third octave bands with centre frequencies from 10 kHz to 40 kHz, in relation to an 8-hour daily or weekly average working time amount set in the Labour Code;
  - b) maximum levels of acoustic pressure in third octave bands with centre frequencies from 10 kHz to 40 kHz – exceed the following values:

Centre frequency of third octave bands (kHz)	Equivalent level of acoustic pressure in relation to an 8-hour daily or weekly average working time amount set in the Labour Code (dB)	Maximum level of acoustic pressure (dB)
10; 12.5; 16	75	95
20	85	105
25	100	120
31.5; 40	105	125

- 4) works in conditions involving exposure to vibrations acting on the human body through the upper limbs, in the case of which:
  - a) the value of daily exposure expressed in form of energy equivalent for 8 hours of influence of a vector sum of effective, frequency-weighted vibration accelerations determined for three directional components ( $a_{hwx}$ ,  $a_{hwy}$ ,  $a_{hwz}$ ), exceeds  $1 \text{ m/s}^2$ ,
  - b) the value of exposure for 30 minutes and less expressed in form of a vector sum of effective, frequency-weighted vibration accelerations determined for three directional components ( $a_{hwx}$ ,  $a_{hwy}$ ,  $a_{hwz}$ ), exceeds  $4 \text{ m/s}^2$ ;
- 5) all works in conditions involving exposure to vibrations generally acting on the human body.

#### **IV. Works involving exposure to electromagnetic fields in the frequency range between 0 Hz and 300 GHz, and ionising radiation**

1. For pregnant women:
  - 1) works within electromagnetic fields with the intensity exceeding values for the safe zone, set in regulations on maximum permissible concentration and intensity of harmful factors in the work environment;
  - 2) works in conditions involving exposure to ionising radiation as defined in the Atomic Law.
2. For breastfeeding women – works in conditions involving exposure to ionising radiation as defined in the Atomic Law.

#### **V. Works under increased or reduced pressure**

For pregnant or breastfeeding women – work as divers, work in pressure vessels, and all works under increased or reduced pressure.

#### **VI. Work in contact with harmful biological agents**

1. For pregnant or breastfeeding women:
  - 1) works involving risk of infection with: hepatitis B virus, varicella zoster virus, rubella virus, HIV virus, cytomegalovirus, listeria, toxoplasmosis;
  - 2) work involving carrying for animals with infectious and invasive diseases.
2. For pregnant women – works involving exposure to other biological agents classified to risk groups 2-4, in accordance with regulations on biological agents harmful to health in the work environment and protection of health of employees exposed to these agents – if the professional risk assessment results, taking into account therapeutic activities required due to certain biological agents, show a threat to health of the pregnant woman or adverse impact on pregnancy, including the foetus development.

## **VII. Works involving exposure to influence of harmful chemical agents**

For pregnant or breastfeeding women:

- 1) works involving exposure to influence of substances and mixtures satisfying the criteria for classification, in accordance with the 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 EU L 353, 31.12.2008, p. 1, as amended), to one or a few of the following risk classes of categories together with one or more of the following risk phrases:
  - a) germ cell mutagenicity, category 1A, 1B or 2 (H340, H341),
  - b) carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351),
  - c) harmful to fertility, category 1A, 1B or 2, or an additional category for effects on or via lactation (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
  - d) specific target organ toxicity after single exposure, category 1 or 2 (H370, H371)
- regardless of their concentration in the work environment;
- 2) work in conditions involving exposure to the following chemical substances, irrespective of their concentration in the work environment:
  - a) chemical agents of known and dangerous percutaneous absorption,
  - b) cytostatics,
  - c) manganese,
  - d) synthetic oestrogen and progesterone,
  - e) carbon monoxide,
  - f) lead as well as organic and inorganic lead compounds,
  - g) mercury as well as organic and inorganic mercury compounds;
- 3) works in conditions involving exposure to organic solvents if their concentration in the work environment exceeds 1/3 of maximum permissible concentrations set in regulations on maximum permissible concentration and intensity of factors harmful to health in the work environment;
- 4) works or technology processes involving release of chemical substances, their mixtures or carcinogenic or mutagenic agents listed in regulations on chemical substances, their mixtures, agents or technological processes with carcinogenic or mutagenic effect in work environment.

## **VIII. Work posing a risk of serious bodily or mental injury**

1. For pregnant or breastfeeding women:

- 1) works in ditches as well as in closed reservoirs and channels;
- 2) underground works in all mines;
- 3) works with a forced rhythm (e.g. on a conveyor belt);
- 4) other works posing a risk of serious bodily or mental injury, e.g. fire extinguishing, participation in chemical rescue operations, repairing breakdowns, works with explosives, animal slaughter and taking care for breeding animals.

2. For pregnant women – work at height – outside permanent galleries, landings, platforms and other permanent raised areas which are fully secured against falls (i.e. where there is no need to use personal protective equipment against falls), as well as ascending and descending ladders and clamps.