



Item 26

**ORDINANCE NO 9
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 17 January 2020

**on the introduction of
the Remuneration Rules at the University of Warsaw**

Pursuant to Article 77² § 1 of the Act of 26 June 1974 – Labour Code (consolidated text: Journal of Laws of 2019, item 1040, as amended), Article 126 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), and § 106 s. 2 of the Statute of the University of Warsaw (UW Monitor, 2019, item 190), it is resolved as follows:

§ 1

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

2. The Rules were agreed based on Article 30 section 6 of the Act of 23 May 1991 on trade unions (consolidated text: Journal of Laws of 2019, item 263) with trade unions operating at the University of Warsaw, which was confirmed by the agreement concluded in this respect.

§ 2

The following documents shall be cancelled:

- 1) Ordinance no 2 of the Rector of the University of Warsaw of 14 April 1994 on the principles and the procedure for awarding bonuses to non-academic employees;
- 2) Ordinance no 77 of the Rector of the University of Warsaw of 4 December 2012 on the principles and the procedure for awarding special allowances to employees of the University of Warsaw (UW Monitor, 2012, item 340);
- 3) Ordinance no 78 of the Rector of the University of Warsaw of 4 December 2012 on the remuneration for overtime hours at full time studies and extramural studies (UW Monitor, 2012, item 341);
- 4) Ordinance no 18 of the Rector of the University of Warsaw of 30 April 2015 on periodic increase of the remuneration (UW Monitor, 2015, item 91, as amended).

§ 3

1. For the period from the effective date of the Rules to 30 September 2020, it is agreed as follows:

- 1) the monthly minimum rate of basic remuneration of academics employed in positions of senior certified curators, certified curators, certified library adjuncts or certified library assistants shall be PLN 4,100 gross;
- 2) minimum qualification requirements for academics employed in the group of library employees, in positions of:
 - a) certified curators, certified library adjuncts or certified library assistants – master's degree in librarianship or scientific information, or master's degree and post-graduate studies in the field of librarianship or scientific information, or other related to the field and 12 years of professional experience;
 - b) senior certified curators – master's degree in librarianship or scientific information, or master's degree and post-graduate studies in the field of librarianship or scientific information, or other related to the field and 15 years of professional experience;subject to point 3;
- 3) employees, who on the effective date of the Rules do not meet the requirements set forth in point 2, shall remain in their positions.

2. As of the effective date of the Rules, the position of a library employee employed as:

- 1) a junior documentalist shall become the position of a junior librarian;
- 2) a documentalist shall become the position of a librarian;
- 3) a senior documentalist shall become the position of a senior librarian.

3. When determining the remuneration for activities in promotion procedures (doctoral programmes, habilitation proceedings and proceedings leading to the award of the title of professor) instituted and uncompleted before 1 October 2018 and instituted from 1 October 2018 to 30 April 2019, the provisions applying until now should be applied.

4. Until the funds are exhausted, additional pro-quality allowances will be paid to employees in accordance with the principles binding until now.

5. Periodic increase of the remuneration awarded to employees in 2020, before the effective date of the Rules, shall be paid as the allowance awarded by the Rector referred to in § 11 and § 25 of the Rules.

6. Until announcing the Rector's ordinances referred to in § 15 s. 2 of the Rules, the Ordinance no 27 of the Rector of the University of Warsaw of 18 August 2015 on awarding the teaching award of the Rector of the University of Warsaw (UW Monitor, 2015, 163) shall remain binding.

7. Position allowances awarded to employees prior to the effective date of the Rules, in the case of which the condition pertaining to the team size, set forth in Article 138 section 2 of the Act, is not met, shall be transformed into task-based allowances referred to in § 12 and § 26 of the Rules.

8. Special allowances awarded to employees prior to the effective date of the Rules shall be transformed into task-based allowances referred to in § 12 and § 26 of the Rules as of the effective date of the Rules.

9. The supplementary remuneration and task-based (project) allowances awarded to employees before the Rules come into force, based on resolution 234 of the Senate of the University of Warsaw of 20 June 2007 on the remuneration referred to as the supplementary remuneration for work in a project financed from external sources (UW Monitor, 2007, item 274, as amended), shall be paid in accordance with principles binding until now.

10. Remuneration components referred to in ss. 7-9 will be paid to employees in the amount and for the period for which they were awarded.

11. The discretionary bonus fund for non-academic employees existing before the Rules come into force shall be determined in such a way that for employees employed in the group of:

- 1) administrative, research and technical, library, publishing, IT employees, instructors, engineering and technical, and museum employees – it shall be 2% of the fund allocated for basic remunerations of these employees;
- 2) service employees, security employees, drivers and manual workers – it shall be 10% of the fund allocated for basic remunerations of these employees.

12. A non-academic employee, who on the effective date of the Rules, received monthly discretionary bonus, instead of this bonus will receive a bonus allowance referred to in § 24 of the Rules, resulting from the transformation of the discretionary bonus received by the employee, in whole or in part, in accordance with principles set forth in ss. 13-15, in the amount:

- 1) in the case of administrative, research and technical, library, publishing, IT employees, instructors, engineering and technical, and museum employees – determined by the head of the organisational unit of the University, within the fund for discretionary bonuses in that unit for these groups of employees, available in the month preceding the effective date of the Rules;
- 2) in the case of service employees, security employees, drivers and manual workers – determined by the head of the organisational unit of the University, within the fund for discretionary bonuses in that unit for these groups of employees, available in the month preceding the effective date of the Rules, excluding the amount equivalent to 10% of basic remunerations of employees in these groups that will be allocated for the discretionary bonus referred to in s. 11 point 2.

13. The head of the organisational unit of the University will determine the amount of the bonus allowance based on an average monthly bonus received by the employee for 12 months preceding the month of the Rules coming into force, and if the employment relationship with the employee lasts less than 12 months – for the whole period of employment, subject to s. 12 point 2.

14. When determining the average referred to in s. 13, the bonus for months in which the employee performed work shall be taken into account, and one-off increases of the bonus will be disregarded when calculating the average.

15. The employee referred to in s. 12 will receive the last discretionary bonus in accordance with previous principles in March 2020. The bonus allowance will be awarded as of the month, in which the employee does not receive – for the first time – the discretionary bonus in accordance with principles binding until now, for the previous month of work, i.e. as of April 2020.

16. The rector, at the written request of the head of the organisational unit of the University, may temporarily reduce, suspend or completely stop payment of the allowance to the employee referred to in s. 12, in particular, in the case of a gross breach of basic employee duties referred to in § 33 of Work Rules at the University of Warsaw (Monitor UW, 2019, item 319).

17. In the case of the decision to temporarily reduce, suspend or completely stop payment of the bonus allowance, the employee will receive the decision in writing together with a justification.

§ 4

1. The ordinance shall come into force as of 1 March 2020, after its announcement to employees in the official journal of the University of Warsaw – UW Monitor (<https://monitor.uw.edu.pl>) and at the website of the University of Warsaw: <https://www.uw.edu.pl>.

2. Heads of the University organisational units shall be obliged to ensure that employees familiarise themselves with the content of the Rules and confirm this by written declaration in the form determined by the Rector.

Rector of the University of Warsaw:
M. Pałys

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PART I GENERAL PROVISIONS

§ 1

1. The Remuneration Rules at the University of Warsaw, hereinafter referred to as the “Rules,” set out the principles for remunerating employees employed at the University, except for the Rector University, for their work.

2. The employer shall be obliged to ensure that every newly hired employee familiarises themselves with provisions of the Rules before starting work. A written confirmation of getting acquainted with the Rules shall be kept in the personal file of the employee.

§ 2

Any time the Rules mention:

- 1) organisational unit of the University – it shall be understood to mean a unit referred to in § 11 s. 1 points 1-4 of the Statute, joint unit unless it is a part of the structure of another organisational unit of the University and the University-wide administration unit;
- 2) team management – it shall be understood to mean, for the purposes of determining the right to the position allowance, planning, arranging and settling results of work of the team;
- 3) head of the organisational unit of the University – it shall be understood to mean a head of the organisational unit of the University referred to in § 11 s. 1 points 1-4 of the Statute, head of the joint unit unless it is a part of the structure of another organisational unit of the University, chancellor in the case of University-wide administration units, and – in the case referred to in § 114 s. 4 of the Statute – the Rector;
- 4) Labour Code – it shall be understood to mean the Act of 26 June 1974 – Labour Code (consolidated text: Journal of Laws of 2019, item 1040, as amended);
- 5) Ministry – it shall be understood to mean the Ministry of Science and Higher Education;
- 6) academic – it shall be understood to mean an employee employed in the group of research/teaching academics, research academics or academic teachers;
- 7) bursar’s representative – it shall be understood to mean a person entrusted by the Rector with selected duties within the competencies of the chief accountant, as a result of the procedure described in § 25 s. 3 of the Organisational Rules of the University of Warsaw (UW Monitor, 2019, item 274, as amended);
- 8) employer – it shall be understood to mean the University of Warsaw, also referred to in the Rules as the “University,” represented by the Rector based on Article 23 section 2 point 5 of the Act;
- 9) employee – it shall be understood to mean an academic or non-academic employee employed at the University of Warsaw;
- 10) non-academic employee – it shall be understood to mean an employee employed in the group of administrative, research and technical, library, publishing, IT employees, instructors, engineering and technical, and museum employees, service employees, security employees, drivers or manual workers;
- 11) Work Rules – it shall be understood to mean the Rules of Work at the University of Warsaw (UW Monitor, 2019, item 319);
- 12) Rector – it shall be understood to mean the Rector of the University of Warsaw;

- 13) Statute – it shall be understood to mean the Statute of the University of Warsaw (UW Monitor, 2019, item 190);
- 14) Act – it shall be understood to mean the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

§ 3

1. The amount of the remuneration for work shall be determined by the Rector, at their own initiative or at the request of the head of the organisational unit of the University, where the employee fulfils their duties, taking into account, in particular, financial capacity of the employer, situation in the labour market, type of work performed and qualifications needed to this end, as well as the quantity and quality of work provided.

2. The employee shall be entitled to the remuneration for work performed; the employee shall retain the right to remuneration for the time of not performing work only when the regulations provide for it.

3. The employee employed on a part-time basis shall be entitled to particular remuneration components and other work-related benefits in the amount proportional to the working time amount, unless the Rules or other regulations provide otherwise.

4. The supplementary remuneration determined in form of a monthly rate, as well as position, task-based, bonus, disability, team work organisation allowances referred to in the Rules shall be reduced for the period of the employee's incapacity to work because of illness and other circumstances justifying payment of the remuneration for the period of illness or social insurance benefits calculated in a manner applicable to the illness allowance, provided that this principle shall not apply to allowances paid on a one-off basis and the supplementary remuneration paid on a one-off basis.

5. The remuneration of employees for commercialisations of creative work products shall be governed by resolution no 68 of the Senate of the University of Warsaw of 22 March 2017 on the enactment of the Rules of intellectual property management at the University of Warsaw (UW Monitor, 2017, item 80).

6. Moment, place, timing and frequency of the remuneration payment are determined in the Rules of Work at the University.

PART II RULES OF REMUNERATION OF ACADEMICS

§ 4

Basic remuneration

1. The academic shall receive the basic remuneration determined in the form of a monthly rate.

2. Minimum monthly rates of the basic remuneration of academics are specified in appendix no 1 to the Rules.

3. The hourly rate of the basic remuneration and allowances paid together with the remuneration, resulting from the personal grade of the academic, shall be determined by dividing this rate by 156, subject to provisions of the ordinance referred to in § 5 s. 4.

4. The basic remuneration of the academic can be reduced in accordance with principles set forth in the Act in the case of reprimand issued to the academic together with reduction of the basic remuneration or for the period of suspension from the fulfilment of the duties.

5. Within the funds available, the Rector, at their own initiative or at the request of the head of the organisational unit of the University, may take the decision to increase the basic remuneration of the academic for a fixed period or for an indefinite period, subject to s. 6.

6. In particular, the decision on increasing the basic remuneration can be taken in the case of the development of professional competences or very good performance.

§ 5

Supplementary remuneration

1. The academic performing additional tasks can be awarded the supplementary remuneration for the period of fulfilment of these tasks.

2. The supplementary remuneration shall be awarded on a one-off basis or for a fixed period in the form of hourly, daily or monthly rate.

3. The supplementary remuneration shall be awarded by the Rector, at their own initiative or at the request of the head of the organisational unit of the University, specifying at least the period for which the supplementary remuneration is to be awarded, scope of additional tasks and financing source, as well as in the case of:

- 1) the remuneration in the form of hourly rate – the maximum number of hours to be worked and the amount of the hourly rate;
- 2) the remuneration in the form of daily rate – the maximum number of days to be worked and the amount of the daily rate;
- 3) the remuneration in the form of monthly rate – the amount of the monthly rate.

4. Detailed principles and procedure for awarding the supplementary remuneration shall be determined by the Rector in a separate ordinance.

§ 6

Additional remuneration

For the performance of activities referred to in appendix no 2 to the Rules, the academic shall be entitled to the additional remuneration in the amount determined in the appendix.

§ 7

Additional annual remuneration

The academic shall be entitled to the additional annual remuneration in accordance with the principles set forth in the Act of 12 December 1997 on additional annual remuneration for employees of state budget institutions (consolidated text: Journal of Laws of 2018, items 1872).

§ 8

Remuneration for overtime hours

1. For work in overtime hours at the full-time studies or the doctoral school, the academic shall be entitled to the remuneration at teaching hourly rates specified in appendix no 3 to the Rules.

2. Overtime hourly rates referred to in s. 1 shall be determined by the head of the organisational unit of the University within the limits set out in appendix no 3 to the Rules.

3. For work in overtime hours at the extramural studies, the academic shall be entitled to the remuneration at teaching hourly rates that cannot exceed the rates adopted for the purposes of calculation of these studies.

4. The remuneration for work in overtime hours shall be determined based on the highest of the rates binding in the period, to which the settlement refers.

5. The remuneration for work in overtime hours shall not be recalculated in the case of a change of the rates after completing the settlement for the particular period.

6. The academic shall not be entitled to the remuneration for work in overtime hours during the period of suspension from the fulfilment of the duties, referred to in Article 303 section 1 of the Act.

7. Timing and manner of the settlement of overtime hours is determined in the Rules of Work at the University.

§ 9

Allowance for years of service

1. The academic shall be entitled to the allowance for years of service of 1% of the basic remuneration for each year of service. The allowance shall be paid on a monthly basis, starting the fourth year of employment, provided that the amount of this allowance cannot exceed 200% of the basic remuneration.

2. When determining periods serving as a basis of the allowance for years of service, the following shall be taken into account:

- 1) ended periods of employment, confirmed by certificates of employment;
- 2) ended documented periods of employment abroad with foreign employers;
- 3) other documented periods taken into account based on separate regulations, as periods determining employee's rights.

3. In the case of the academic remaining in more than one employment relationship, ended periods of employment shall be taken into account after the academic makes the declaration that the other employer would not take them into account.

4. If the right to the allowance or the higher rate of the allowance is recognised:
- 1) on the first day of the month – the allowance or the increased allowance shall be due for this month;
 - 2) on another day – the allowance or the increased allowance shall be due as of the first day of the month following the month in which the right to the allowance or the increased allowance was acquired.

5. The allowance shall be due for days, for which the academic receives the remuneration, as well as for days of absence from work due to incapacity to work caused by illness or the necessity to personally take care of a child or an ill family member, for which the academic retains the right to the remuneration or receives the social insurance benefit.

6. When determining the periods serving as a basis for the allowance for years of service, periods of employment with other employers, at which the academic is or was simultaneously employed, and other periods taken into account by other employers based on separate regulations as periods serving as a basis for the employee's rights will not be taken into account.

7. Periods taken into account based on regulations applying before the Rules come into force as periods serving as a basis for the allowance or the higher rate of the allowance will be taken into account in accordance with principles binding until now.

8. If the documentation referred to in s. 2 is missing from personal files of the academic, the allowance for years of service will be granted subject to the employee properly documenting the right to this allowance.

9. In the case referred to in s. 8, the allowance for years of services will be paid after the academic documents the right to the allowance or the higher rate of the allowance. Provisions of s. 4 shall apply respectively.

§ 10

Position allowance

1. The position allowance shall be due for managing a team composed of at least five persons, including the person managing the team.

2. The position allowance shall be awarded by the Rector, at their own initiative or at the request of the head of the organisational unit of the University, where the academic fulfils their duties.

3. The amount of the position allowance shall be determined taking into account principles set forth in appendix no 4 to the Rules.

4. The position allowance shall be due from the first to the last day of the month of performance of the activities for which the allowance is due, subject to s. 5.

5. The position allowance shall be due for the period of excused absence from work, but for no more than three months of continuous absence.

6. The academic shall not be entitled to the position allowance during the period of suspension from the fulfilment of the duties, referred to in Article 303 section 1 of the Act.

§ 11

Allowance awarded by the Rector

1. The Rector, in keeping with the principles set forth in a separate ordinance, may award an allowance to the academic for outstanding activities supporting the development and prestige of the University.

2. The academic shall not be entitled to the allowance referred to in s. 1 during the period of suspension from the fulfilment of the duties, referred to in Article 1 section 303 of the Act.

§ 12

Task-based allowance

1. The academic can be awarded the task-based allowance for temporary extension of professional duties or temporary allocation of additional tasks, or due to the nature of work and conditions of work performance.

2. The amount of the task-based allowance cannot exceed 80% of the basic remuneration and the position allowance of the academic per month.

3. The template requests for the task-based allowance shall be determined by the Rector.

4. The task-based allowance shall be due for the period of excused absence from work, but for no more than three months of continuous absence.

5. The academic shall not be entitled to the task-based allowance during the period of suspension from the fulfilment of the duties, referred to in Article 1 section 303 of the Act.

§ 13

Project bonus

1. The academic participating in Horizon 2020 programme projects (except for projects within the framework of the "Teaming of excellent research institutions and low performing RDI regions" competition), Euratom programme and other research and innovation support schemes implemented by the European Commission or its executive agencies, provided that the principles binding in the Horizon 2020 framework programme and Euratom programme are followed by these schemes, can be awarded the project bonus from financial resources allocated for remunerations, determined in the contract concluded with the Ministry in the "Bonus on the Horizon" competition announced by the Minister of Science and Higher Education.

2. The project bonus can be paid for the period of the project implementation or until the resources allocated to this end are exhausted.

3. Principles and manner for awarding the project bonus shall be set forth by the Rector in a separate ordinance.

§ 14

Other allowances

1. The academic can be awarded the disability allowance, the amount and principles of which are set forth in appendix no 5 to the Rules.

2. The academic performing work in conditions harmful to health and onerous can be awarded the allowance for work in conditions harmful to health and onerous, the amount and principles of which are set forth in appendix no 6 to the Rules.

3. The Rector can, at their own initiative or at the request of the head of the organisational unit, award the allowance for long-term work at the University to the academic retiring due to old age or disability, in accordance with principles set forth in appendix no 7 to the Rules.

4. The academic shall not be entitled to allowances referred to in ss. 1-3 during the period of suspension from the fulfilment of the duties, referred to in Article 1 section 303 of the Act.

§ 15

Awards

1. The Rector may grant the Rector's award or special teaching award from funds referred to in Article 145 section 2 point 1 of the Act to the academic for achievements in their professional work.

2. The principles and procedure for awarding the rewards referred to in s. 1 shall be determined by the Rector in separate ordinances.

3. The Rector may grant to the academic another award in addition to the ones referred to in s. 1 from funds referred to in Article 145 section 2 point 1 of the Act.

4. The academic can receive the award in accordance with the principles set forth in the Regulation of the Minister of Science and Higher Education of 23 January 2019 on awards of the ministry in charge of higher education and science (Journal of Laws of 2019, item 182).

5. The award, referred to in s. 4, granted to the academic in the particular calendar shall rule out granting the awards referred to in s. 1 based on the same merits.

6. The awards referred to in s. 1 and ss. 3-4 shall not be reduced for the period of the employee's incapacity to work because of illness and other circumstances justifying payment of the remuneration for the period of illness or social insurance benefits calculated in a manner applicable to the illness allowance.

§ 16

Long-service award

1. The academic shall be entitled to the long-service award for long-term work in the amount of:

- 1) 75% of the monthly remuneration – for 20 years of work;
- 2) 100% of the monthly remuneration – for 25 years of work;
- 3) 150% of the monthly remuneration – for 30 years of work;
- 4) 200% of the monthly remuneration – for 35 years of work;

- 5) 300% of the monthly remuneration – for 40 years of work;
- 6) 400% of the monthly remuneration – for 45 years of work.

2. All ended periods of employment and other periods, which in accordance with separate regulations are included in work periods serving as a basis for the employee's rights will be included in the period of work serving as a basis for the award due to the academic.

3. The academic shall acquire the right to the award at the University at which they are employed on the date of the expiry of the period serving as a basis for the award.

4. In the case of the academic remaining in more than one employment relationship, periods serving as a basis for the award shall be determined separately for each employment relationship, subject to s. 5.

5. In the case of the academic remaining in more than one employment relationship at the University, the amount of the award shall be determined separately for each employment relationship.

6. Periods taken into account based on regulations applying before the Rules come into force as periods serving as a basis for the award will be taken into account in accordance with principles binding until now when determining the right to subsequent awards.

7. In the case of termination of the employment relationship as a result of the academic retiring due to old age or disability, the award shall be due if the right to the award in accordance with s. 1 is to be acquired in less than 12 months.

8. The amount of the long-service award shall be calculated based on the remuneration due to the academic on the day of the award payment, and if more favourable to the academic – the remuneration due on the day of acquiring the right to the award, whereas the remuneration components and other benefits related to the employment relationship, taken into account in the calculation of the cash equivalent for vacation leave will be considered.

9. If the academic acquired the right to the award when being employed on a different time basis than on the day of the award payment, the remuneration due to the academic on the day of acquiring the right to the award shall provide a basis for the calculation of the award amount.

10. The academic shall be obliged to document their right to the award if the relevant documentation is missing from their personal file.

11. If the period providing a basis for the academic's right to two or more awards expires on the effective day of regulations introducing eligibility of periods providing a basis for employee benefits that were not eligible previously, only one the highest award shall be paid to the academic.

12. If the academic's period of employment together with other periods included in this period – on the effective date of regulations referred to in s. 11 – is longer than the period required to grant the award in certain amount, and if within 12 months of that day, the period providing the right to the higher award expires, the lower award shall be paid in full amount, and a difference between the higher award and the lower award shall be paid on the day of acquiring the right to the higher award.

13. Provisions of ss.11 and 12 shall apply respectively if, on the day of documenting the right to the award, the academic was already entitled to the higher award, and if the academic acquires this right within 12 months of this day.

§ 17

Severance pays

1. The academic, whose employment relationship with the University expired as a result of retirement due to old age or incapacity to work, shall be entitled to the one-off cash severance pay from the university being their primary workplace, in the amount equivalent to 300% of the basic remuneration received for the last full months of employment. The academic, who received the severance pay, cannot reacquire the right thereto.

2. The academic, with whom the employer terminated the employment contract for a reason not attributable to the academic, shall be entitled to the cash severance pay in accordance with principles set forth in Article 8 of the Act of 13 March 2003 on special rules on termination of employment for reasons not attributable to employees (consolidated text: Journal of Laws of 2018, item 1969).

3. The academic, who during the period of employment at the University was called to do basic military service, regular military service or territorial military service, shall be entitled to the cash severance pay in accordance with principles set forth in Article 125 of the Act of 21 November 1967 on universal obligation to defend the Republic of Poland (consolidated text: Journal of Laws of 2019, item 1541).

§ 18

Other benefits

1. The academic shall be entitled, for the period of:

- 1) research leave and other leaves granted by the Rector based on Article 130 of the Act;
- 2) convalescence leave granted based on Article 131 section 1 of the Act;
- 3) vacation leave;
- 4) to the remuneration they would receive if working during that period, hereinafter referred to as the "vacation remuneration."

2. The vacation remuneration shall be a sum of the remuneration:

- 1) in part established based on remuneration components determined in the form of monthly rates in a fixed amount and remuneration components determined as the percentage of these rates, taken into account in the amount due in the month, in which the academic took the vacation leave;

2) in part established based on variable remuneration components – variable remuneration components are calculated based on the average remuneration of the academic for 12 months preceding the month, in which the leave started, and if the period of employment is shorter, the average remuneration shall be calculated for the whole period of employment, taking into account rates binding as at the start day of leave, pursuant to s. 3.

3. The vacation remuneration for one day of the vacation leave in part established based on variable remuneration components shall be calculated by dividing the base amount determined in s. 2 point 2 by 251. If the academic is employed for less than 12 months, the base amount shall be divided by the number of days in the period of their employment. The remuneration for one day of the leave calculated in such a way shall be multiplied by the number of leave days.

4. The cash equivalent for unused vacation leave shall be calculated in accordance with principles set forth for the remuneration for vacation leave.

5. The academic shall be entitled to the equivalent for laundry of working clothes and repair of working footwear, as well as the equivalent for using their own working clothes and footwear in accordance with the principles set forth in 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).

6. In the case of illness and maternity, the academic shall be entitled to the cash benefit referred to in the Act of 25 June 1999 on cash benefits from social insurance in case of illness and maternity (consolidated text: Journal of Laws of 2019, item 645, as amended).

7. The academic shall be entitled to co-financing of the purchase of corrective glasses or contact lenses in accordance with principles set forth in ordinance no 62 of the Rector of the University of Warsaw of 4 August 2017 on setting forth the principles for providing employees with corrective eye glasses (UW Monitor, 2017, item 240).

8. Social benefits shall be awarded in accordance with the procedure and principles set forth in the Rules of the Company's Social Benefits Fund (UW Monitor, 2014, item 28, as amended).

PART III RULES OF REMUNERATION OF NON-ACADEMIC EMPLOYEES

§ 19

Basic remuneration

1. The non-academic employee shall receive the basic remuneration determined in the form of a monthly rate.

2. The list of positions of non-academic employees and grade categories for these positions, as well as minimum basic remuneration rates for grade categories are determined in appendix no 8 and appendix no 9 to the Rules, respectively.

3. The hourly rate of the basic remuneration and allowances paid together with the remuneration in the form of monthly rate, resulting from the personal grade of the non-academic employee, shall be determined by dividing this rate by the number of working hours to be worked in the particular month, subject to provisions of the ordinance referred to in § 20 s. 4.

4. Within the funds available, the Rector, at their own initiative or at the request of the head of the organisational unit of the University, may take the decision to increase the basic remuneration of the non-academic employee for a fixed period or for an indefinite period, subject to s. 5.

5. In particular, the decision on increasing the basic remuneration can be taken in the case of the development of professional competences or very good performance.

§ 20

Supplementary remuneration

1. The non-academic employee performing additional tasks can be awarded the supplementary remuneration for the period of fulfilment of these tasks.

2. The supplementary remuneration shall be awarded on a one-off basis or for a fixed period in the form of hourly, daily or monthly rate.

3. The supplementary remuneration shall be awarded by the Rector, at their own initiative or at the request of the head of the organisational unit of the University, specifying at least the period for which the supplementary remuneration is to be awarded, scope of additional tasks and financing source, as well as in the case of:

- 1) the remuneration in the form of hourly rate – the maximum number of hours to be worked and the amount of the hourly rate;
- 2) the remuneration in the form of daily rate – the maximum number of days to be worked and the amount of the daily rate;
- 3) the remuneration in the form of monthly rate – the amount of the monthly rate.

4. Detailed principles and procedure for awarding the supplementary remuneration shall be determined by the Rector in a separate ordinance.

§ 21

Additional annual remuneration

The non-academic employee shall be entitled to the additional annual remuneration in accordance with the principles set forth in the Act of 12 December 1997 on additional annual remuneration for employees of state budget institutions (consolidated text: Journal of Laws of 2018, items 1872).

§ 22

Allowance for years of service

1. The non-academic employee shall be entitled to the allowance for years of service of 1% of the basic remuneration for each year of service. The allowance shall be paid on a monthly basis, starting the fourth year of employment, provided that the amount of this allowance cannot exceed 200% of the basic remuneration.

2. When determining periods serving as a basis of the allowance for years of service, the following shall be taken into account:

- 1) ended periods of employment, confirmed by certificates of employment;
- 2) ended documented periods of employment abroad with foreign employers;
- 3) other documented periods taken into account based on separate regulations, as periods determining employee's rights.

3. In the case of the non-academic employee remaining in more than one employment relationship, ended periods of employment shall be taken into account after the non-academic employee makes the declaration that the other employer would not take them into account.

4. If the right to the allowance or the higher rate of the allowance is recognised:

- 1) on the first day of the month – the allowance or the increased allowance shall be due for this month;
- 2) on another day – the allowance or the increased allowance shall be due as of the first day of the month following the month in which the right to the allowance or the increased allowance was acquired.

5. The allowance shall be due for days, for which the employee receives the remuneration, as well as for days of absence from work due to incapacity to work caused by illness or the necessity to personally take care of a child or an ill family member, for which the employee retains the right to the remuneration or receives the social insurance benefit.

6. When determining the periods serving as a basis for the allowance for years of service, periods of employment with other employers, at which the employee is or was simultaneously employed, and other periods taken into account by other employers based on separate regulations as periods serving as a basis for the employee's rights will not be taken into account.

7. Periods taken into account based on regulations applying before the Rules come into force as periods serving as a basis for the allowance or the higher rate of the allowance will be taken into account in accordance with principles binding until now.

8. If the documentation referred to in s. 2 is missing from personal files of the employee, the allowance for years of service will be granted subject to the employee properly documenting the right to this allowance.

9. In the case referred to in s. 8, the allowance for years of services will be paid after the employee documents the right to the allowance or the higher rate of the allowance. Provisions of s. 4 shall apply respectively.

§ 23

Position allowance

1. The position allowance shall be due for managing a team composed of at least five persons, including the person managing the team.

2. The position allowance shall be awarded by the Rector, at their own initiative or at the request of the head of the organisational unit of the University, where the non-academic employee fulfils their duties.

3. The amount of the position allowance shall be determined taking into account principles set forth in appendix no 10 to the Rules.

4. The position allowance shall be due from the first to the last day of the month of performance of the activities for which the allowance is due, subject to s. 5.

5. The position allowance shall be due for the period of excused absence from work, but for no more than three months of continuous absence.

§ 24

Bonus allowance

1. The Rector, at their own initiative or at the request of the head of the organisational unit of the University, can award the bonus allowance to the non-academic employee.

2. The allowance can be awarded for a fixed period or indefinite period, based on the evaluation of the employee's work by the head of the organisational unit of the University.

§ 25

Allowance awarded by the Rector

The Rector, in keeping with the principles set forth in a separate ordinance, may award an allowance to the non-academic employee for outstanding activities supporting the development and prestige of the University.

§ 26

Task-based allowance

1. The non-academic employee can be awarded the task-based allowance for temporary extension of professional duties or temporary allocation of additional tasks, or due to the nature of work and conditions of work performance.

2. The amount of the task-based allowance cannot exceed 80% of the basic remuneration and the position allowance of the employee per month.

3. The template requests for the task-based allowance shall be determined by the Rector.

4. The task-based allowance shall be due for the period of excused absence from work, but for no more than three months of continuous absence.

§ 27

Project bonus

1. The non-academic employee participating in Horizon 2020 programme projects (except for projects within the framework of the "Teaming of excellent research institutions and low performing RDI regions" competition), Euratom programme and other research and innovation support schemes implemented by the European Commission or its executive agencies, provided that the principles binding in the Horizon 2020 framework programme and Euratom programme are followed by these schemes, can be awarded the project bonus from financial resources allocated for remunerations, determined in the contract concluded with the Ministry in the "Bonus

on the Horizon” competition announced by the Minister of Science and Higher Education.

2. The project bonus can be paid for the period of the project implementation or until the resources allocated to this end are exhausted.

3. Principles and manner for awarding the project bonus shall be set forth by the Rector in a separate ordinance.

§ 28

Remuneration for overtime hours

The non-academic employee, who was not granted time off for overtime work, shall be entitled – in addition to the remuneration – to the remuneration for overtime hours in the amount determined in Article 151¹ of the Labour Code.

§ 29

Additional remuneration for night work

The non-academic employee, performing work in the night, as determined in § 12 s. 1 of the Rules of Work, shall be entitled to the remuneration for every hour of night work, equivalent to 20% of the hourly rate of the basic remuneration of the employee, but no less than the additional remuneration determined based on Article 151⁸ § 1 of the Labour Code.

§ 30

Other allowances

1. The non-academic employee can be awarded the disability allowance, the amount and principles of which are set forth in appendix no 5 to the Rules.

2. The non-academic employee performing work in conditions harmful to health and onerous can be awarded the allowance for work in conditions harmful to health and onerous, the amount and principles of which are set forth in appendix no 6 to the Rules.

3. The Rector can, at their own initiative or at the request of the head of the organisational unit, award the allowance for long-term work at the University to the non-academic employee retiring due to old age or disability, in accordance with principles set forth in appendix no 7 to the Rules.

4. For every hour of second shift work, as determined in the Rules of Work, the non-academic employee working in shifts shall be entitled to the allowance equivalent to 10% of the hourly rates of the basic remuneration.

5. The non-academic employee, working in the group of employees referred to in § 2 s. 10 of the Rules, who additionally arranges work of the team comprising at least five persons, including the foreman, shall be entitled to the allowance not exceeding 15% of the basic remuneration of the employee fulfilling the function of the foreman.

§ 31

Discretionary bonus

The non-academic employee can be awarded the discretionary bonus in accordance with principles set forth in appendix no 11 to the Rules.

§ 32

Awards

1. The Rector may grant, at their own initiative or at the request of the organisational unit of the University, the Rector's award from award funds referred to in Article 145 section 2 point 2 of the Act to the non-academic employee for achievements in their professional work.

2. The non-academic employee can receive the award in accordance with the principles set forth in the Regulation of the Minister of Science and Higher Education of 23 January 2019 on awards of the ministry in charge of higher education and science (Journal of Laws of 2019, item 182).

3. The award, referred to in s. 2, granted to the employee in the particular calendar shall rule out granting the awards referred to in s. 1 based on the same merits.

4. The awards referred to in ss. 1-2 shall not be reduced for the period of the employee's incapacity to work because of illness and other circumstances justifying payment of the remuneration for the period of illness or social insurance benefits calculated in a manner applicable to the illness allowance.

§ 33

Long-service award

1. The non-academic employee shall be entitled to the long-service award for long-term work in the amount of:

- 1) 75% of the monthly remuneration – for 20 years of work;
- 2) 100% of the monthly remuneration – for 25 years of work;
- 3) 150% of the monthly remuneration – for 30 years of work;
- 4) 200% of the monthly remuneration – for 35 years of work;
- 5) 300% of the monthly remuneration – for 40 years of work;
- 6) 400% of the monthly remuneration – for 45 years of work.

2. All ended periods of employment and other periods, which in accordance with separate regulations are included in work periods serving as a basis for the employee's rights, will be included in the period of work serving as a basis for the award due to the employee.

3. The employee shall acquire the right to the award at the University at which they are employed on the date of the expiry of the period serving as a basis for the award.

4. In the case of the employee remaining in more than one employment relationship, periods serving as a basis for the award shall be determined separately for each employment relationship, subject to s. 5.

5. In the case of the non-academic employee remaining in more than one employment relationship at the University, the amount of the award shall be determined separately for each employment relationship.

6. Periods taken into account based on regulations applying before the Rules come into force as periods serving as a basis for the award will be taken into account in accordance with principles binding until now when determining the right to subsequent awards.

7. In the case of termination of the employment relationship as a result of the employee retiring due to old age or disability, the award shall be due if the right to the award in accordance with s. 1 is to be acquired in less than 12 months.

8. The amount of the long-service award shall be calculated based on the remuneration due to the employee on the day of the award payment, and if more favourable to the employee – the remuneration due on the day of acquiring the right to the award, whereas the remuneration components and other benefits related to the employment relationship, taken into account in the calculation of the cash equivalent for vacation leave will be considered.

9. If the employee acquired the right to the award when being employed on a different time basis than on the day of the award payment, the remuneration due to the employee on the day of acquiring the right to the award shall provide a basis for the calculation of the award amount.

10. The employee shall be obliged to document their right to the award if the relevant documentation is missing from their personal file.

11. If the period providing a basis for the employee's right to two or more awards expires on the effective day of regulations introducing eligibility of periods providing a basis for employee benefits that were not eligible previously, only one the highest award shall be paid to the employee.

12. If the employee's period of employment together with other periods included in this period – on the effective date of regulations referred to in s. 11 – is longer than the period required to grant the award in certain amount, and if within 12 months of that day, the period providing the right to the higher award expires, the lower award shall be paid in full amount, and a difference between the higher award and the lower award shall be paid on the day of acquiring the right to the higher award.

13. Provisions of ss.11 and 12 shall apply respectively if, on the day of documenting the right to the award, the non-academic employee was already entitled to the higher award, and if the academic acquires this right within 12 months of this day.

§ 34

Severance pays

1. The non-academic employee, whose employment relationship with the University expired as a result of retirement due to old age or incapacity to work, shall be entitled to the one-off cash severance pay from the university being their primary workplace, in the amount equivalent to 300% of the basic remuneration received for the last full months of employment. The employee, who received the severance pay, cannot reacquire the right thereto.

2. The non-academic employee, with whom the employer terminated the employment contract for a reason not attributable to the employee, shall be entitled to the cash severance pay in accordance with principles set forth in Article 8 of the Act of 13 March 2003 on special rules on termination of employment for reasons not attributable to employees (Journal of Laws of 2018, item 1969).

3. The non-academic employee, who during the period of employment at the University was called to do basic military service, regular military service or territorial military service, shall be entitled to the cash severance pay in accordance with principles set forth in Article 125 of the Act of 21 November 1967 on universal obligation to defend the Republic of Poland.

§ 35

Other benefits

1. The non-academic employee shall be entitled to the remuneration for:

- 1) leave and exemption from work referred to in Article 196 section 1 and Article 223 section 1 of the Act;
- 2) vacation leave.

2. The remuneration referred to in s. 1 and the cash equivalent for unused vacation leave shall be calculated in accordance with principles set forth in the Regulation of the Minister of Labour and Social Policy on detailed rules for granting vacation leave, establishment and payment of remuneration for leave periods and the cash equivalents for leave (Journal of Laws of 1997, 2.14).

3. The non-academic employee shall be entitled to the equivalent for laundry of working clothes and repair of working footwear, as well as the equivalent for using their own working clothes and footwear in accordance with the principles set forth in 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).

4. In the case of illness and maternity, the non-academic employee shall be entitled to the cash benefit referred to in the Act of 25 June 1999 on cash benefits from social insurance in case of illness and maternity (Journal of Laws of 2019, item 645, as amended).

5. The non-academic employee shall be entitled to co-financing of the purchase of corrective glasses or contact lenses in accordance with principles set forth in ordinance no 62 of the Rector of the University of Warsaw of 4 August 2017 on setting forth the principles for providing employees with corrective eye glasses (UW Monitor, 2017, item 240).

6. Social benefits shall be awarded in accordance with the procedure and principles set forth in the Rules of the Company's Social Benefits Fund (UW Monitor, 2014, item 28, as amended).

PART IV Final provisions

§ 36

The Rector may award other remuneration components or benefits if it is required by the contract concluded by the University.

§ 37

Any deductions from the remuneration for work shall be made based on detailed principles set forth in the Labour Code and other regulations binding in the territory of the Republic of Poland or based on a written authorisation of the employee.

§ 38

Provisions of the Rules shall apply to joint units referred to in § 11 s. 1 point 5 of the Statute to the extent not governed by the agreement referred to in § 20 s. 1 of the Statute.

§ 39

Matters not regulated herein shall be governed by universally binding regulations, in particular provisions of the Labour Code and the Act.

**Monthly minimum rates of the basic remuneration
of academics**

No.	Position	Employee group	Minimum basic remuneration as a percentage of the professor remuneration referred to in Article 137 of the Act
1.	lector, instructor	academic teachers	50%*
2.	assistant	research/teaching academics, research academics, academic teachers	50%*
3.	senior assistant	research/teaching academics, research academics, academic teachers	60%*
4.	visiting researcher	research academics	60%*
5.	visiting lecturer	academic teachers	60%*
6.	assistant professor	research/teaching academics, research academics, academic teachers	73%*
7.	<i>docent</i>	academic teachers	78%*
8.	assistant professor (with the degree of <i>doktor habilitowany</i>)	research/teaching academics, research academics, academic teachers	78%*
9.	visiting professor	research/teaching academics, research academics	83%*
10.	university professor	research/teaching academics, research academics, academic teachers	83%*

11.	professor	research/teaching academics, research academics, academic teachers	100%*
12.	professor with the <i>profesor zwyczajny</i> status	research/teaching academics, research academics, academic teachers	110%*

* after rounding to full PLN

List of activities subject to additional remuneration

No.	Activity	Remuneration as a percentage of the professor remuneration referred to in Article 137 of the Act
1.	activities of the dissertation supervisor in the doctoral dissertation procedure	83%*
2.	activities of the assistant dissertation supervisor in the doctoral dissertation procedure	50%*
3.	activities of the reviewer in the procedure for awarding the doctoral degree	27%*
4.	activities of the reviewer in the procedure for awarding the degree of <i>doktor habilitowany</i>	33%*
5.	participation in the habilitation committee	17%*
6.	participation in the habilitation committee as a chairperson or secretary of the committee	33%*
7.	participation in works of the recruitment committee	up to 35%*
8.	managing professional placements for students and doctoral candidates and acting as a professional placement tutor	up to 32.5%*

* after rounding to full PLN

1. The remuneration for activities referred to in points 1-2 shall be paid on a one-off basis, after completing the procedure for awarding the doctoral degree, resulting in awarding the degree.

2. The remuneration for activities referred to in points 3-6 shall be paid on a one-off basis, after completing the related procedure.

3. The remuneration for activities referred to in points 7-8 shall be paid on a one-off basis in the particular academic year.

4. The amount of the remuneration for activities referred to in points 7-8 shall be determined by the head of the organisational unit of the University, taking into account provisions of the table, provided that the amount of the remuneration for participation in the recruitment committee will depend on the number of candidates to study and function in the committee.

5. The remuneration referred to in points 1-8 shall not be reduced in the case of an employee employed on a part-time basis.

**Rates of remuneration for academics
for overtime work**

No.	Position	Teaching hourly rate
1.	lector, instructor	1.9-5% of the minimum basic remuneration of the lector and instructor*
2.	assistant	1.9-5% of the minimum basic remuneration of the assistant*
3.	senior assistant	1.9-5% of the minimum basic remuneration of the senior assistant*
4.	visiting researcher	1.9-5% of the minimum basic remuneration of the visiting researcher*
5.	visiting lecturer	1.9-5% of the minimum basic remuneration of the visiting lecturer*
6.	assistant professor	1.8-5% of the minimum basic remuneration of the assistant professor*
7.	assistant professor (with the degree of <i>doktor habilitowany</i>)	1.8-5% of the minimum basic remuneration of the assistant professor (with the degree of <i>doktor habilitowany</i>)*
8.	<i>docent</i>	1.8-5% of the minimum basic remuneration of the <i>docent</i> *
9.	visiting professor	1.8-5% of the minimum basic remuneration of the visiting professor*
10.	university professor	1.8-5% of the minimum basic remuneration of the university professor*
11.	professor	1.6-5% of the minimum basic remuneration of the professor*
12.	professor with the <i>profesor zwyczajny</i> status	1.6-5% of the minimum basic remuneration of the professor with the <i>profesor zwyczajny</i> status*

* determined in appendix no 1

**Monthly minimum rates of the position allowance
for academics**

No.	Function	Minimum rate as a percentage of the professor remuneration referred to in Article 137 of the Act
1.	academics entitled to receive the position allowance not listed in points 2-4	5%*
2.	heads of organisational units of the University not listed in point 3, education director	20%*
3.	dean, doctoral school director, college director, vice-rector in charge of student affairs	40%*
4.	vice-rector	60%*

* after rounding to full PLN

1. The amount of the position allowance cannot exceed 67% of the professor remuneration referred to in Article 137 of the Act, and shall depend on the number of team members and task complexity.

2. The position allowance shall not be reduced in the case of an academic employed on a part-time basis.

Principles for awarding, establishing the amount and payment of the disability allowance to employees of the University

§ 1

Subject matter and scope of the principles

1. The principles pertain to establishing the amount, awarding and payment of the disability allowance to employees of the University.

2. The organisational unit responsible for verifying the documentation submitted by the employee and awarding the allowance is the Office for Persons with Disabilities.

§ 2

Entitled persons

1. The disability allowance can be awarded to the University employee, who at the same time:

- 1) has a certificate of the disability degree or a certificate considered equivalent thereto in accordance with the Act of 27 August 1997 on professional and social rehabilitation, and employment of disabled people (consolidated text: Journal of Laws of 2019, item 1172, as amended);
- 2) registered with the Office for Persons with Disabilities by filling in the registration questionnaire based on the template determined by the Rector and attaching a copy of the certificate of the disability degree and copies of medical documents confirming the existence of special conditions referred to in the Regulation of the Minister of Labour and Social Policy of 18 September 1998 on types of medical conditions justifying the reduction of the employment rate of people with disabilities and methods of its reduction (Journal of Laws of 1998, 124.820).

2. Copies of the certificate of disability and medical documentation submitted to the Office for Persons with Disabilities must be certified as true copies of the original by an employee of the Office.

3. Documents submitted to the Office for Persons with Disabilities, confirming the condition of the applicant, cannot be issued earlier than 90 days prior their submission to the Office, except for the certificate of the disability degree.

4. Medical documentation submitted to the Office for Persons with Disabilities shall be subject to protection in accordance with the Act of 10 May 2018 on the protection of personal data (consolidated text: Journal of Laws of 2019, item 1781).

5. The allowance shall also be paid for the period of absence from work, for which the employee is entitled to social insurance benefits in accordance with principles defined in separate regulations.

§ 3
Amount of the allowance

1. The amount of the allowance shall depend on the disability degree of the employee, and shall be:

- 1) PLN 462 in the case of severe disability;
- 2) PLN 308 in the case of moderate disability;
- 3) PLN 154 in the case of minor disability.

2. The allowance shall be reduced proportionally to the working time of the employee.

3. The disability allowance shall be paid only for the period of validity of the employee's certificate of disability.

4. If the certificate confirming disability of the employee receiving the allowance had expired, and the employee, within 90 days of the certificate expiry, provided a valid certificate confirming continuity of disability, the employee shall be entitled to the supplementary payment for the period from the expiry date of the previous certificate.

5. If the registration referred to in § 2 s. 1 point 2 takes place by the 10th day of the month, the allowance shall be paid as of the month of registration; otherwise, the allowance shall be paid starting the next month without any supplementary payment for the previous month.

6. The Office for Personnel shall receive the allowance payment request based on the template determined by the Rector.

**Principles for awarding allowances for work in conditions harmful to health
and onerous, and the list of these works**

§ 1

Employees shall be entitled to cash allowances for work performed in conditions harmful to health or onerous, hereinafter referred to as "allowances."

§ 2

The allowance shall be paid on a monthly basis, in arrears, in the following amount:

- 1) from PLN 45.00 to PLN 90.00 – in the case of the first level of harm or nuisance;
- 2) from PLN 60.00 to PLN 120.00 – in the case of the second level of harm or nuisance;
- 3) from PLN 90.00 to PLN 180.00 – in the case of the third level of harm or nuisance.

§ 3

1. The first level of harm or nuisance includes work performed:

- 1) under conditions of exposure to dusts that do not cause pulmonary fibrosis;
- 2) under conditions of exposure to toxic substances not cumulative in the body;
- 3) in closed rooms where, for technological reasons, the effective constant temperature is greater than 25°C or less than 10°C;
- 4) under conditions of exposure to ultraviolet radiation (e.g. welding, use of lamps for bactericidal purposes);
- 5) in a wet environment with relative atmospheric humidity exceeding 80%, in mud or in direct contact with water.

2. The second level of harm or nuisance includes work performed:

- 1) under conditions of exposure to dusts that cause pulmonary fibrosis;
- 2) under conditions of exposure to toxic substances that accumulate in the body;
- 3) in reduced or increased pressure resulting from the technological process (e.g. in caissons, pressure chambers);
- 4) under conditions of exposure to localised vibration;
- 5) under conditions of noise levels in excess of the permitted standards.

3. The third level of harm or nuisance includes work performed:

- 1) under conditions of exposure to benzene, benzidine, alfa- and beta-naphthylamine, vinyl chloride, asbestos and other agents with similar effects if confirmed by the occupational medicine institute;
- 2) under conditions of exposure to ionizing radiation;
- 3) in contact with infectious materials or humans or animals suffering from infectious diseases;
- 4) in contact with mentally ill or seriously mentally impaired persons;

- 5) under conditions of exposure to high frequency electromagnetic fields in the range 0.1 to 300,000 MHz in the danger zone;
- 6) underground.

§ 4

1. The work referred to in § 3 s. 1 points 1 and 2, and s. 2 points 1, 2, 4 and 5 shall be considered to be performed in conditions harmful to health justifying awarding the allowance if, in the workplace, there is an excess of the maximum permissible concentrations of agents that are harmful to health, specified in separate regulations or other applicable hygiene and sanitary standards.

2. Measurements of agents that are harmful to health, referred to in s. 1, shall be mandated by the head of the organisational unit of the University to laboratories of the State Sanitary Inspectorate and other laboratories authorized by the appropriate state-level voivodeship health inspectors.

§ 5

1. The allowance shall be awarded to employees performing the works referred to in § 3 s. 1, s. 2 and s. 3 points 1-4 and 6 for at least 40 hours a month, to employees performing the works referred to in § 3 s. 3 point 5 – for 3 hours a day, and to employees working under conditions of exposure to carcinogenic agents – the third level allowance shall be due in each case.

2. The allowance shall not be reduced in the case of the employee being employed on the position involving conditions harmful to health or onerous on part-time basis.

§ 6

The employee performing work in a harmful or onerous environment of varying degrees in a given month shall be entitled to one allowance according to the highest level of harm.

§ 7

Organisational units of the University shall keep the records of positions in which employees have been granted allowances, as well as their time of work in conditions harmful to work or onerous.

§ 8

The decision on awarding the allowance for the particular month shall be taken by the Rector, at the request of the head of the organisational unit of the University pertaining to subordinate positions.

§ 9

The template request for awarding the allowance for work performed in conditions harmful to health or onerous shall be determined by the Rector.

Principles for awarding the allowance for long-term work at the University to employees retiring due to old age or incapacity to work

1. The Rector can award a one-off allowance for long-term work at the University, hereinafter referred to as the “allowance,” to the employee, whose employment relationship with the University expires as a result of retiring due to old age or incapacity to work.

2. The allowance shall be awarded by the Rector, at their own initiative or at the request of the head of the organisational unit of the University, where the employee fulfils their duties, in the amount specified in the table.

Number of full years worked	Allowance amount for each year of work in PLN
up to 14 years	no allowance is due
from 15 to 20 years	80
from 21 to 25 years	100
from 26 to 30 years	120
from 31 to 35 years	150
from 36 to 45 years	200
more than 45 years	250

3. In order to receive the allowance, the employee must be employed by the University for at least fifteen full years directly before retirement due to old age or disability.

4. The period of employment with another employer as a result of the employee being seconded by the University to perform work for another employer based on an understanding or another contract concluded by and between the employers shall be included in the years of services serving as a basis for awarding the allowance and its amounts.

5. In the case of the employee remaining in more than one employment relationship with the University before retiring due to old age or disability, the allowance can be awarded only with respect to one employment relationship, in the amount more favourable to the employee.

6. The allowance can be awarded to the employee only once.

7. The allowance shall be paid together with the severance pay in relation to the employee’s retirement due to old age or disability, subject to s. 8.

8. If the award had been paid to the employee before the effective date of the Rules, and the employee continues employment with the University, but did not receive any allowance or award for retirement due to old age or disability, provisions of s. 7 shall not apply.

9. The request for the allowance shall be submitted to the Office for Personnel Affairs no later than 30 days before the date of termination of the employment relationship in relation to the employee retiring due to old age or incapacity to work

10. The template requests shall be determined by the Rector.

**Lists of non-academic positions
and grade categories for these positions**

1. Tables present minimum qualification requirements necessary for work at non-academic positions and grade categories for these positions, as well as categories of the position allowances.

2. Management positions at the University are positions in 2-3 and 5 position allowance categories.

3. Any time, the tables mention an office manager, department manager, section manager, it shall be understood to mean the office manager, department manager or section manager, respectively, within the meaning of the Organisational Rules of the University of Warsaw.

4. In instances justified by the needs of the University, the Rector can take the decision on exempting the employee for qualification requirements for the particular position.

5. Employees, who on the effective date of the Rules do not meet the requirements set forth in the same shall remain in their positions.

6. Positions of employees as at the effective date of the Rules shall remain unchanged, unless transitional regulations decide otherwise.

7. Positions with the "to be eliminated" note cannot be used when hiring new employees or changing conditions of work of employees already employed.

Table 1
Positions in the group of administrative, research and technical, library, publishing, IT employees, instructors, engineering and technical, and museum employees, service employees, security employees, drivers and manual workers

No.	Position	Position group	Qualification requirements			Minimum grade category	Position allowance category
			Education	Total years of service	Years of service in management or independent position		
1	2	3	4	5	6	7	8
1.	caretaker, doorman, messenger, apparitor (to be eliminated), room cleaner, chambermaid, technical employee, cloakroom attendant, janitor	service employees	elementary	2	-	1	-
			vocational	0			
2.	guard	security employees	elementary and a specialised course	2	-	1	-
			vocational and a specialised course	0			
3.	driver	drivers	in accordance with separate regulations			2	-
4.	maintenance worker, senior caretaker and senior doorman respectively, messenger, apparitor (to be eliminated), room cleaner, chambermaid, cloakroom attendant, janitor	service employees	elementary	4	-	2	-
			vocational	2			

1	2	3	4	5	6	7	8
5.	warehouse keeper, cook, qualified kitchen assistant, senior waiter	service employees	vocational	2	-	2	-
			secondary	0			
6.	administrative assistant, receptionist	service employees	secondary	0	-	2	-
7.	senior guard	security employees	elementary and a specialised course	4	-	2	-
			secondary and a specialised course	0			
8.	unskilled worker, maintenance worker	manual workers	vocational	0	-	2	-
9.	senior warehouse keeper	service employees	vocational	4	-	3	-
10.	guard shift leader	security employees	vocational and a specialised course	6	-	3	-
			secondary and a specialised course	4			
11.	technician	engineering and technical employees	secondary	0	-	3	-
12.	electronic	manual workers	secondary	0	-	3	-
13.	electrician, electrical mechanic, plumber, maintenance employee, fitter, bricklayer, skilled worker, carpenter, glazier, locksmith, handyman	manual workers	vocational	4	-	3	-
			secondary	0			
14.	clerk	administrative employees	secondary	0	-	4	-

1	2	3	4	5	6	7	8
15.	OHS inspector	administrative employees	in accordance with separate regulations			4	-
16.	engineering and technical employee, engineering and technical clerk, senior technician	engineering and technical employees	secondary	0	-	4	-
17.	foreman, supervisor	engineering and technical employees	vocational	4	-	4	1
			secondary	2			
18.	senior clerk, independent clerk	administrative employees	secondary	4	-	5	-
			university bachelor's degree	2			
19.	senior OHS inspector	administrative employees	in accordance with separate regulations			5	-
20.	junior IT specialist, junior computer operator (to be eliminated)	IT employees	secondary	2	-	5	-
21.	rescuer	engineering and technical employees	in accordance with separate regulations			5	-
22.	work manger, senior foreman, senior supervisor	engineering and technical employees	secondary	4	-	5	1
			university bachelor's degree	0			
23.	independent engineering and technical employee, senior engineering and technical clerk, independent engineering and technical clerk	engineering and technical employees	secondary	4	-	5	-
			university bachelor's degree	2			
24.	architect	administrative employees	in accordance with separate regulations			6	1
25.	supervision inspector, work inspector	administrative employees	in accordance with separate regulations			6	1

1	2	3	4	5	6	7	8
26.	facility administrator, cashier, specialist	administrative employees	secondary	5	-	6	1
			university bachelor's degree	3			
			university master's degree	1			
27.	deputy section manager	administrative employees	secondary	5	-	6	2
			university bachelor's degree	3			
			university master's degree	1			
28.	OHS specialist	administrative employees	in accordance with separate regulations			6	1
29.	research and technical specialist	research and technical employees	secondary	5	-	6	1
			university bachelor's degree	3			
			university master's degree	1			
30.	IT specialist, computer operator, expert IT specialist	IT employees	secondary	4	-	6	-
			university bachelor's degree	0			
31.	art instructor	instructors	secondary	4	-	6	-
			university bachelor's degree	2			
32.	designer, engineering and technical specialist	engineering and technical employees	secondary	5	-	6	1
			university bachelor's degree	3			
			university master's degree	1			
33.	museum curator, museum adjunct, museum assistant	museum employees	in accordance with separate regulations			6	1
34.	editor, senior proof-reader	publishing employee	university bachelor's degree	4	-	6	1
			university master's degree	2			
35.	senior architect	administrative employees	in accordance with separate regulations			7	1
36.	senior supervision inspector, senior work inspector	administrative employees	in accordance with separate regulations			7	1

1	2	3	4	5	6	7	8
37.	section manager, deputy office manager, deputy department manager, deputy administrative director or manager	administrative employees	university bachelor's degree	4	-	7	2
			university master's degree	3			
38.	senior specialist	administrative employees	university bachelor's degree	4	-	7	1
			university master's degree	3			
39.	senior OHS specialist	administrative employees	in accordance with separate regulations			7	1
40.	senior research and technical specialist	research and technical employees	university bachelor's degree	4	-	7	1
			university master's degree	3			
41.	section manager, editor in chief	publishing employee	university master's degree	8	2	7	2
42.	senior IT specialist, senior computer operator, senior expert IT specialist, junior programmer	IT employees	university bachelor's degree	4	-	7	-
			university master's degree	2			
43.	section manager	IT employees	university bachelor's degree	4		7	2
			university master's degree	2			
44.	senior art instructor	instructors	secondary	8	-	7	-
			university bachelor's degree	4			
45.	senior designer, senior engineering and technical specialist	engineering and technical employees	university bachelor's degree	4	-	7	1
			university master's degree	3			
46.	certified curator	museum employees	in accordance with separate regulations			7	-
47.	editorial secretary, senior editor	publishing employee	university bachelor's degree	8	-	7	-
			university master's degree	6			

1	2	3	4	5	6	7	8
48.	internal auditor	administrative employees	in accordance with separate regulations			8	-
49.	chief specialist	administrative employees	university master's degree	8	-	8	1
50.	chief OHS specialist	administrative employees	in accordance with separate regulations			8	1
51.	office manager, department manager, administrative director or manager, deputy bursar, deputy head of the University-wide organisational unit	administrative employees	university master's degree	5	2	8	3
52.	legal advisor	administrative employees	in accordance with separate regulations			8	-
53.	chief specialist	research and technical employees	university master's degree	8	-	8	1
54.	network administrator, chief IT specialist, chief expert IT specialist, programmer	IT employees	university bachelor's degree	6	-	8	-
			university master's degree	4			
55.	head of the University-wide organisational unit	administrative employees	university master's degree	10	2	9	4
56.	senior network administrator, senior programmer	IT employees	university master's degree	6	-	9	-
57.	publishing director	publishing employee	university master's degree	10	2	9	4
58.	deputy chancellor	administrative employees	university master's degree	10	6	10	5
59.	bursar	administrative employees	university master's degree	10	6	10	6
60.	chancellor	administrative employees	university master's degree	10	6	10	7

Table 2
Positions in the group of library employees

No.	Position	Position group	Qualification requirements			Minimum grade category	Position allowance category
			Education	Total years of service	Years of service in management or independent position		
1	2	3	4	5	6	7	8
1.	library warehouse keeper	library employees	secondary	0	-	3	-
2.	technician – book restorer	library employees	secondary	0	-	3	-
3.	librarian	library employees	secondary	0	-	4	-
4.	senior library warehouse keeper	library employees	secondary	4	-	4	-
5.	junior technician – book restorer		secondary – determined on an individual basis	3	-	4	-
			university bachelor's degree; specialisation in paper and leather restoration	0			
6.	bookbinder	library employees	secondary	3	-	4	-
7.	librarian	library employees	secondary	8	-	5	-
			university bachelor's degree	3			
			university master's degree	0			
8.	book restorer	library employees	university bachelor's degree; specialisation in paper and leather restoration	3	-	5	-
9.	senior librarian	library employees	university bachelor's degree	6	-	6	-
			university master's degree	4			

1	2	3	4	5	6	7	8
10.	senior book restorer	library employees	university master's degree; specialisation in paper and leather restoration	8	-	6	-
11.	deputy section manager	library employees	university bachelor's degree	6	-	6	2
			university master's degree	4			
12.	library curator	library employees	university master's degree	10	-	7	-
13.	section manager	library employees	university bachelor's degree	8	-	7	2
			university master's degree	5			
14.	university curator (as of 01.10.2020)	library employees	university master's degree in librarianship or scientific information, or master's degree and post-graduate studies in the field of librarianship or scientific information, or other related to the field	12	-	8	1
15.	senior university curator (as of 01.10.2020) position to be eliminated	library employees	university master's degree in librarianship or scientific information, or master's degree and post-graduate studies in the field of librarianship or scientific information, or other related to the field	15	-	8	1

1	2	3	4	5	6	7	8
16.	deputy director of the University Library in Warsaw	library employees	university master's degree	10	2	9	5
17.	director of the University Library in Warsaw	library employees	university master's degree	10	6	10	7

**Monthly minimum rates of the basic remuneration
of non-academic employees**

No.	Position grade category	Minimum basic remuneration in PLN*
1.	1	2,200
2.	2	2,400
3.	3	2,700
4.	4	2,850
5.	5	3,150
6.	6	3,450
7.	7	3,800
8.	8	4,100
9.	9	5,350
10.	10	6,410

* In the case of a change of the professor remuneration referred to in Article 137 of the Act, minimum remunerations for particular categories will be changed proportionally to the change of the professor remuneration vs. the amount binding on the effective date of the Rules, after rounding to full PLN 10.

**Monthly minimum rates of the position allowance
for non-academic employees**

No.	Position allowance category	Minimum rate in PLN
1.	1	192
2.	2	256
3.	3	641
4.	4	641
5.	5	1,282
6.	6	1,282
7.	7	1,923

1. The amount of the position allowance cannot exceed 67% of the professor remuneration and shall depend on the number of team members and task complexity.

2. The position allowance shall not be reduced in the case of an employee employed on a part-time basis.

Principles for awarding the discretionary bonus to non-academic employees

§ 1

Within the funds for remunerations of non-academic employees, the following resources can be allocated:

- 1) 2% of the basic remuneration fund for employees in the group of administrative, research and technical, library, publishing, IT employees, instructors, engineering and technical, and museum employees in particular organisational units of the University – for discretionary bonuses paid on a quarterly basis;
- 2) 10% of the basic remuneration fund for employees in the group of service employees, security employees, drivers and manual workers in particular organisational units of the University – for discretionary bonuses paid on a monthly basis.

§ 2

1. The head of the organisational unit of the University or an authorised person may award discretionary bonuses within the funds referred to in § 1 for outstanding performance.

2. The bonus can also be awarded at the initiative of the Rector, subject to s. 3.

3. The bonus awarded at the initiative of the Rector shall not reduce the funds of the unit referred to in § 1.

4. Bonuses shall be paid in the first month after the end of the month or quarter respectively, to which they pertain.

5. Discretionary bonuses shall not be reduced for the period of the employee's incapacity to work because of illness and other circumstances justifying payment of the remuneration for the period of illness or social insurance benefits calculated in a manner applicable to the illness allowance, and shall not be reduced in the case of employees employed on a part-time basis.

§ 3

1. The Office for Personnel Affairs shall provide, duly in advance, information on maximum funds for discretionary bonuses available to the head of the organisational unit of the University for the particular quarter, for employee groups referred to in § 1 point 1, and for the particular month, for employee groups referred to in § 1 point 2.

2. The funds for discretionary bonuses in the particular quarter or month will be calculated based on basic remunerations of employees as at the last day of the month preceding the beginning of the particular period, taking into account employees, whose remunerations are financed in whole from funds other than the funds referred to in Articles 365 and 459 of the Act, and remunerations of employees on unpaid, child care, parental or maternity leaves as at that date.

3. The Office for Personnel Affairs shall verify compliance of bonuses awarded with the amount of funds allocated to the organisational unit of the University.

4. Funds unused in particular months and quarters shall increase funds available to the organisational unit of the University in the next period, but they will not be carried forward to the next year.