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Warszawski

MONITOR  
UNIwersytetu Warszawskiego

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Item 93

**ANNOUNCEMENT No. 6  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 18 March 2024

**on the announcement of the consolidated text of Ordinance No. 9 of the Rector of the University of Warsaw of 17 January 2020 on establishing the Remuneration Rules and Regulations at the University of Warsaw**

The consolidated text of Ordinance No. 9 of the Rector of the University of Warsaw of 17 January 2020 on establishing the Remuneration Rules and Regulations at the University of Warsaw (consolidated text: UW Monitor of 2023, item 35) is announced in the Appendix to the announcement, as amended by Ordinance No. 22 of the Rector of the University of Warsaw of 4 March 2024 on amending Ordinance No. 9 of the Rector of the University of Warsaw of 17 January 2020, on establishing the Remuneration Rules and Regulations at the University of Warsaw (UW Monitor of 2024, item 72).

Rector of the University of  
Warsaw: A. Z. Nowak

Appendix to Announcement No. 6 of the Rector of the University of Warsaw of 18 March 2024 on the announcement of the consolidated text of Ordinance No. 9 of the Rector of the University of Warsaw of 17 January 2020 on establishing the Remuneration Rules and Regulations at the University of Warsaw

**ORDINANCE No. 9  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 17 January 2020.

**on establishing  
the Remuneration Rules and Regulations at the University of Warsaw<sup>1</sup>**

Pursuant to Article 77<sup>2</sup>, § 1 of the Act of 26 June 1974, the Code of Administrative Procedure (consolidated text: Journal of Laws of 2022, item 1510, as amended), pursuant to Article 126, section 2 of the Act of 20 July 2018, the Law on the Higher Education and Science (consolidated text: Journal of Laws of 2022, item 574, as amended) and § 106, section 2 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190, as amended), it is hereby ordered as follows:

§ 1

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

2. The Rules and Regulations were agreed pursuant to Article 30, section 6 of the Act of 23 May 1991 on trade unions (consolidated text: Journal of Laws of 2022, item 854) upon consultation with the trade unions operating at the University of Warsaw, which was confirmed by the agreement concluded in this respect.

§ 2

The following are repealed:

- 1) Ordinance No. 2 of the Rector of the University of Warsaw of 14 April 1994 on the principles and procedure for awarding bonuses to the employees, as subsequently amended;
- 2) Ordinance No. 77 of the Rector of the University of Warsaw of 4 December 2012 on the principles and procedure for granting special allowances to the 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 and part-time studies (UW Monitor of 2012, item 341);
- 4) Ordinance No. 18 of the Rector of the University of Warsaw of 30 April 2015 on a temporary increase in remuneration (UW Monitor, 2015, item 91, as amended).

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<sup>1</sup>The consolidated text as amended by Ordinance No. 22 of the Rector of the University of Warsaw of 4 March 2024 on amending Ordinance No. 9 of the Rector of the University of Warsaw of 17 January 2020 on establishing the Remuneration Rules and Regulations at the University of Warsaw (UW Monitor of 2024, item 72).

### § 3

1. For the period from the date of the entry into force of the Rules and Regulations and until 30 September 2020, it is agreed as follows:

- 1) the monthly minimum rate of the basic remuneration of the academic teachers employed in positions of senior certified curators, certified curators, certified library adjuncts or certified library assistants shall amount to PLN 4,100.00 gross;
- 2) minimum qualification requirements for the academic teachers employed in the group of library employees, in positions:
  - a) certified curators, certified library adjuncts or certified library assistants – MA degree in librarianship or scientific information, or MA degree and post-graduate studies in the field of librarianship or scientific information, or other studies related to the field and 12 years of professional experience;
  - b) senior certified curators – MA degree in librarianship or scientific information, or MA degree and post-graduate studies in the field of librarianship or scientific information, or other studies related to the field and 15 years of professional experience;subject to the provision of point 3;
- 3) the employees, who on the date of the entry into force of the Rules and Regulations do not meet the requirements specified in point 2, shall remain in their current positions.

2. As of the date of the entry into force of the Rules and Regulations, 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. In determining the remuneration for the performance of activities in promotion proceedings (doctoral and habilitation proceedings, proceedings for the award of the title of professor) initiated and pending before 1 October 2018 and initiated from 1 October 2018 till 30 April 2019, the provisions currently in force shall apply.

4. Until the funds are exhausted, pro-quality allowances will be paid to the employees on the existing basis.

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

6. Prior to the announcement of the Rector's ordinances referred to in § 15, section 2 of the Rules and Regulations, Ordinance No. 27 of the Rector of the University of Warsaw of 18 August 2015 on the establishment of a teaching award of the Rector of the University of Warsaw (UW Monitor of 2015, item 163) shall remain in force.

7. The function allowances awarded to the employees prior to the date of the entry into force of the Rules and Regulations for which the team size condition is not met as defined in Article 138, section 2 of the Act shall be transformed into the task-

based allowances referred to § 12 and § 23 of the Rules and Regulations, as of the date of its entry into force.

8. The special allowances awarded to the employees prior to the date of the entry into force of the Rules and Regulations shall be transformed into task-based allowances referred to in § 12 and § 26 of the Rules and Regulations.

9. The supplementary remuneration and task-based (project) allowances awarded to the employees prior to the date of the entry into force of the Rules and Regulations, pursuant to Resolution No. 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 of 2007, item 274, as amended), shall be paid on the existing basis.

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

11. The discretionary bonus fund for the employees who are not academic teachers in force prior to the entry into force of the Rules and Regulations shall be determined in such a way that for the 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. The employee who is not an academic teacher and who was receiving a monthly discretionary bonus on the date of the entry into force of the Rules and Regulations shall be granted in its place, for an indefinite period, the bonus allowance referred to in § 24 of the Rules and Regulations, arising from the conversion of all or part of the discretionary bonus received by the employee, under the terms set out in sections 13 - 15, in the amount:

- 1) for the employees employed in administration, research and technical, library, publishing, information technology, instructor, technical engineering, and museum positions, established by the head of the University organisational unit, within the fund for discretionary bonuses available in this unit for these groups of employees, and available in the month preceding the entry into force of the Rules and Regulations;
- 2) for the employees employed in maintenance, security, driver and manual worker positions, established by the head of the University organisational unit, within the fund for discretionary bonuses available in this unit for these groups of employees, and available in the month preceding the entry into force of the Rules and Regulations, excluding an amount corresponding to 10% of the basic remuneration of the employees in these groups, which shall be used for the discretionary bonus referred to in section 1, point 2.

13. The head of the University organisational unit shall determine the amount of the bonus allowance based on the average monthly bonus received by the employee over a 12-month period prior to the date of the entry into force of the Rules and Regulations, and in the case of the employee with the employment relationship shorter than 12 months, over the period of the entire employment duration, subject to the provision of section 12, point 2.

14. When determining the average amount referred to in section 13, the bonus shall be taken into account for the months in which the employee has rendered service, and one-off bonus increases shall not be included in the basis for calculating this average.

15. The employee referred to in section 12 shall receive the discretionary bonus under the old rules for the last time in March 2020 for the previous month. The bonus allowance will be awarded to the employee from the date of the entry into force of the Rules and Regulations at the University of Warsaw.

16. At the written request of the head of the University organisational unit, the Rector may temporarily reduce, suspend or completely cancel the payment of the bonus allowance to the employee as specified in section 12, in particular in the event of a serious breach of the employee's fundamental duties, as referred to in § 33 of the Work Rules and Regulations at the University of Warsaw (UW Monitor of 2019, item 319).

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

#### § 4

1. The ordinance shall enter into force on 1 March 2020, after it has been communicated to the employees in the official journal of the University of Warsaw, i.e. UW Monitor <https://monitor.uw.edu.pl>. and on the University of Warsaw website at: <https://www.uw.edu.pl>.

2. The heads of the University organisational units shall familiarise the employees with the content of the Rules and Regulations and to confirm this fact by means of a written statement drafted according to the template established by the Rector.

Rector of the University

of Warsaw: *M. Pałys*

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WARSAW**

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**PART I.**  
**GENERAL PROVISIONS**

**§ 1**

1. The Remuneration Rules and Regulations at the University of Warsaw, hereinafter referred to as the "Rules and Regulations", specify the principles for the remuneration of the employees of the University, excluding the Rector of the University.

2. The employer is obligated to familiarise each newly recruited employee, prior to their admission to work, with the content of the Rules and Regulations. A written confirmation of familiarisation is kept in the employee's personnel file.

**§ 2**

Whenever the Rules and Regulations refer to:

- 1) a University organisational unit, it shall mean a unit referred to in § 11, section 1, points 1 - 4 of the Statute, a joint unit insofar as it is not part of the structure of another University organisational unit or the University-wide administration;
- 2) team management, it shall mean, for the purposes of determining the entitlement to the function allowance, the tasks of planning, arranging and settling the results of work performed by the team;
- 3) the head of the University organizational unit, it shall mean the head of the University organizational unit referred to in § 11, section 1, points 1 - 4 of the Statute,  
the head of the joint unit insofar as it is not part of the structure of another University organisational unit or the University-wide administration, the Chancellor with respect to the organisational units of the university-wide administration, and the Rector in the case referred to in § 114, section 4 of the Statute;
- 4) Labour Code, it shall mean the Act of 26 June 1974, the Labour Code (consolidated text: Journal of Laws of 2019, item 1040, as amended);
- 5) Ministry, it shall mean the Ministry of Science and Higher Education;
- 6) academic teacher, it shall mean an employee employed in the group of research and teaching employees, research employees or teaching employees;
- 7) Bursar's proxy, it shall 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, section 3 of the Organisational Rules and Regulations of the University of Warsaw (UW Monitor of 2019, item 274, as amended);
- 8) employer, it shall mean the University of Warsaw, also referred to in the Rules and Regulations as the "University," represented by the Rector pursuant to Article 23, section 2, point 5 of the Act;
- 9) employee, it shall mean an academic teacher or an employee who is not an academic teacher employed at the University of Warsaw;
- 10) employee who is not an academic teacher, it shall 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 and Regulations, it shall mean the Work Rules and Regulations at the University of Warsaw (UW Monitor of 2019, item 319);
- 12) Rector, it shall mean the Rector of the University of Warsaw;
- 13) Statute, it shall mean the Statute of the University of Warsaw (UW Monitor of 2019, item 190);



14) Act, it shall mean the Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

### **§ 3**

1. The amount of the work remuneration shall be determined by the Rector, at their own initiative or at the request of the head of the University organizational unit in which the employee fulfils their duties, in particular, taking into account the financial capacity of the employer, the situation on the labour market, the 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 and they shall retain the entitlement to remuneration for the time of not performing work only where regulations so provide.

3. A part-time employee shall be entitled to the individual components of their salary and other work-related benefits at a rate proportional to the amount of time worked, unless otherwise provided by the Rules and Regulations or other regulations.

4. The supplementary remuneration determined by a monthly rate, as well as additional bonuses awarded due to disability, and for the tasks related to the organisation of team work, as referred to in the Rules and Regulations, shall be decreased for the period of the employee's incapacity to work caused by illness, as well as due to other circumstances which justify the payment of statutory sick pay or of social security allowances calculated in the manner applicable to the sickness allowance,

subject to the provision that this rule does not apply to the allowances and supplementary remunerations which are paid on a one-off basis.

4a. The function and task-based allowance shall be entitle for the period of excused absence from work, however, for no longer than three months of continuous absence.

5. The remuneration of the employees for commercialisation 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 adoption of the Rules and Regulations of intellectual property management at the University of Warsaw (UW Monitor of 2017, item 80).

6. Date, place, time and frequency of the remuneration payment is set out in the Work Rules and Regulations in force at the University.

## **PART II. REMUNERATION RULES AND REGULATIONS APPLICABLE TO ACADEMIC TEACHERS**

### **§ 4**

#### **Basic remuneration**

1. The academic teacher shall receive their basic remuneration in the amount determined by a monthly rate.

2. Minimum monthly rates of the basic remuneration of the academic teachers are specified in Appendix No. 1 to the Rules and Regulations.

3. The hourly rate of the basic remuneration and remuneration supplements determined by a monthly rate and resulting from the personal classification of the academic teacher shall be determined by dividing this rate by the number 156, subject to the provisions of the ordinance referred to in § 5, section 4.

4. The basic remuneration of the academic teacher can be reduced under the terms set out in the Act in the case of a reprimand issued to the academic teacher, together with reduction of the basic remuneration or for the period of suspension from the fulfilment of duties.

5. Within the funds available, the Rector, at their own initiative or at the request of the head of the University organizational unit, may decide to increase the basic remuneration of the academic teacher for a fixed period or for an indefinite period, subject to the provision of section 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 at work.

## **§ 5**

### **Supplementary remuneration**

1. The academic teacher performing additional tasks can be awarded the supplementary remuneration for the period during which these tasks were performed.

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 rates.

3. The supplementary remuneration shall be awarded by the Rector, at their own initiative or at the request of the head of the University organizational unit, specifying at least the period for which the supplementary remuneration is to be awarded, the scope of additional tasks and the 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 granting the supplementary remuneration will be specified by the Rector in a separate ordinance.

## **§ 6**

### **Additional remuneration**

For the performance of the activities referred to in Appendix No. 2 to the Rules and Regulations, the academic teacher shall be entitled to the additional remuneration in the amount determined in the appendix.

## **§ 7**

### **Additional annual remuneration**

The academic teacher shall be entitled to the additional annual remuneration in accordance with the principles set out in the Act of 12 December 1997 on additional annual remuneration for employees of state budget entities (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 at the doctoral school, the academic teacher shall be entitled to the remuneration at teaching hourly rates specified in Appendix No. 3 to the Rules and Regulations.

2. Overtime hourly rates referred to in section 1 shall be determined by the head of the University organizational unit within the limits set out in Appendix No. 3 to the Rules and Regulations.

3. For work in overtime hours at the part-time studies, the academic teacher shall be entitled to the remuneration at teaching hourly rates which shall not be higher than those adopted in the calculation of these studies.

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

5. The remuneration for work in overtime hours shall not be recalculated in the event of a change in rates following the payment settlement for a given period.

6. The academic teacher 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 Work Rules and Regulations at the University.

## **§ 9**

### **Allowance for years of service**

1. The academic teacher 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 from the fourth year of employment, provided that the amount of this allowance cannot exceed 20% 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 subject to separate regulations as periods on which the employee entitlements depend.

3. In the case of the academic teacher who remains in more than one employment relationship, the completed periods of employment shall be taken into account after the academic teacher files the declaration confirming the other employer would not take them into account.

4. Where entitlement to an allowance or a higher rate of allowance has occurred:

- 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 entitlement to the allowance or the increased allowance was acquired.

5. The allowance shall be due for days for which the academic teacher 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 teacher retains the entitlement 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, the following will not be taken into account: periods of employment with another employer with whom the academic teacher is or was simultaneously employed, and other periods taken into account with another employer subject to separate regulations as periods on which the employee entitlements depend.

7. The periods credited to the academic teacher based under the provisions in force prior to the date of the entry into force of the Rules and Regulations to the periods of entitlement to an allowance or a higher rate of allowance shall be credited under the existing rules.

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

9. In the case referred to in section 8, the allowance for years of services will be paid after the academic teacher documents the entitlement to the allowance or the higher rate of the allowance. The provisions of section 4 shall apply respectively.

## **§ 10**

### **Function allowance**

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

2. The function allowance shall be awarded by the Rector, at their own initiative or at the request of the head of the University organizational unit, where the academic teacher performs their duties.

3. The amount of the function allowance shall be determined taking into account the principles set out in Appendix No. 4 to the Rules and Regulations.

4. The function 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 the provision of section 5.

5. The function 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 teacher shall not be entitled to the function allowance during the period of suspension from the performance of the duties, referred to in Article 303, section 1 of the Act.

## **§ 11**

### **Allowance awarded by the Rector**

1. Under the terms set out in a separate ordinance, the Rector may award to the academic teacher the allowance for outstanding activities which make a special contribution to the development and prestige of the University.

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

## **§ 12**

### **Task-based allowance**

1. The academic teacher can be awarded the task-based allowance for a temporary increase of professional duties or a 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 sum of the basic remuneration and the function allowance of the academic teacher per month.

3. The template of the application for the task-based allowance will be specified by the Rector.

4. The task-based allowance shall be due for the period of excused absence from work, but for no more than 3 months of continuous absence.

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

## **§ 13**

### **Project bonus**

1. The academic teacher taking part in the implementation of projects in the Horizon 2020 programme (with the exception of the projects from the "Teaming of excellent research institutions and low performing RDI regions" competition), the 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 the Euratom programme are followed by these schemes, can be awarded the project bonus from the financial resources allocated for remunerations and specified in the agreement concluded with the Ministry within the framework of the competition announced by the Minister of Science and Higher Education, i.e. the „Premia na Horyzoncie" project.

2. The project bonus can be paid for the period of the project implementation or until the allocated funds are exhausted.

3. The principles and procedure for awarding the project bonus will be specified by the Rector in a separate ordinance.

## **§ 14**

### **Other allowances**

1. The academic teacher can be awarded the disability allowance, in the amount and under the terms set out in Appendix No. 5 to the Rules and Regulations.

2. The academic teacher performing work in conditions harmful to health and arduous can be awarded the allowance for work in conditions harmful to health and arduous, in the amount and under the terms set out in Appendix No. 6 to the Rules and Regulations.

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 teacher who retires or is granted the entitlement to the disability pension due to incapacity to work, under the terms set out in Appendix No. 7 to the Rules and Regulations.

4. The academic teacher shall not be entitled to allowances referred to in sections 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 a special teaching award from the funds referred to in Article 145, section 2, point 1 of the Act to the academic teacher for their career achievements.

2. The principles and procedure for granting the awards referred to in section 1 shall be determined by the Rector in separate ordinances.

3. In addition to the awards referred to in section 1, the Rector may grant to the academic teacher another award from the funds referred to in Article 145, section 2, point 1 of the Act.

4. The academic teacher can receive the award under the terms set out 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 section 4 and granted to the academic teacher in a particular calendar year shall preclude the granting of the same awards referred to in section 1 based on the same merits.

6. The awards referred to in section 1 and sections 3 - 4 shall not be reduced for the period of the employee's incapacity to work due to illness and other circumstances justifying payment of the statutory sick payment or the social security allowances calculated in the manner applicable to the sickness allowance.

## **§ 16**

### **Long-service award**

1. The academic teacher 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. The period of service entitling the academic teacher to the award shall include all completed periods of employment and other periods, if they are credited to the period of employment on which the employee entitlements depend subject to separate regulations.

3. The academic teacher shall acquire the entitlement to the award at the University at which they are employed on the date of the expiry of the period of eligibility for the award.

4. In the case of the academic teacher who remains in more than one employment relationship, the periods of eligibility for the award shall be determined separately for each employment relationship, subject to the provision of section 5.

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

6. The periods credited to the academic teacher under the provisions in force prior to the date of the entry into force of the Rules and Regulations and regarded as the periods of eligibility for the award shall be credited under the existing rules when determining the entitlement to subsequent awards.

7. In the case of termination of the employment relationship as a result of retiring or being granted the entitlement to the disability pension due to incapacity to work, the award shall be granted if less than 12 months are missing to become entitled to the award pursuant to section 1.

8. The basis for calculating the long-service award is the remuneration to which the academic teacher is entitled on the date of its payment; or, if it is more beneficial for the academic teacher, the remuneration to which they are entitled on the date of entitlement to the award; the components of remuneration and other benefits of the employment relationship included in the calculation of the cash equivalent for annual leave shall be taken into account.

9. If the academic teacher acquired the entitlement 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 teacher on the day of acquiring the entitlement to the award shall provide a basis for the calculation of the award amount.

10. The academic teacher shall be obligated to document their entitlement to the award if the relevant documentation is missing from their personal file.

11. Where, on the date of entry into force of the provisions introducing credit for periods of entitlement to the employee benefits for the periods which so far have not been credited, the period entitling the academic teacher to two or more awards expires and they shall be paid only one award, namely the highest one.

12. The academic teacher who, on the date of entry into force of the provisions referred to in section 11, has a period of employment, including any other periods included in that period, longer than the one required for an award of the relevant amount, and the period of entitlement to the higher amount award expires within 12 months of that date, the academic teacher shall be paid the full amount of the lower amount award and then, on the date of entitlement to the higher amount award, the difference between the amount of the higher amount award and the amount of the lower amount award.

13. The provisions of sections 11 and 12 shall apply respectively if, on the day of documenting the entitlement to the award, the academic teacher was already entitled to the higher amount award, and if they acquired this entitlement within 12 months of this day.

### **§ 17 Severance payment**

1. The academic teacher, whose employment relationship with the University expired due to retiring or being granted the entitlement to the disability pension due to incapacity to work, shall be entitled to the one-off cash severance payment from the university which is their primary workplace, in the amount equivalent of 300% of the basic remuneration received for the last full months of their employment. The academic teacher who has received a severance payment shall not require the right to it again.

2. The academic teacher whose employment contract has been terminated by their employer for a reason not related to the academic teacher shall be entitled to a severance payment under the terms set out in Article 8 of the Act of 13 March 2003 on special principles of termination of employment relations with the employees for reasons not related to employees (consolidated text: Journal of Laws of 2018, item 1969).

3. The academic teacher who was called up during their employment at the University to perform the compulsory military service, periodic military service or territorial military service, shall be entitled to a severance payment under the terms set out in Article 125 of the Act of 21 November 1967 on the universal obligation to defend the Republic of Poland (consolidated text: Journal of Laws of 2019, item 1541).

### **§ 18 Other benefits**

1. For the period of:

- 1) the research leave and other leaves granted by the Rector on the basis of Article 130 of the Act,
- 2) the convalescence leave granted on the basis of Article 131, section 1 of the Act,
- 3) holiday leave,
- 4) the academic teacher shall be entitled to the remuneration they would receive if working during that period, hereinafter referred to as the “time-off work remuneration.”

2. The time-off work remuneration shall be a sum of the remuneration:

- 1) in the part determined on the basis of the components of remuneration set at a fixed monthly rate, and the remuneration components set as a percentage of these rates



which are taken into account in the amount due in the month in which the academic teacher takes their annual holiday leave;

2) in the part determined on the basis of variable components of remuneration, the variable components of remuneration are calculated on the basis of the average remuneration of the academic teacher for the period of 12 months preceding the month in which their holiday leave began; and if the employment lasted for a shorter period, the average remuneration shall be calculated from the entire period of employment taking into account the rates in force at the date the leave began, pursuant to the provision of section 3.

3. The holiday leave remuneration for one day of the holiday leave in the part established based on the variable components of remuneration shall be calculated by dividing the base amount set out in section 2, point 2 by the number 251. If the academic teacher is employed for less than 12 months, the base amount shall be divided by the number of working days falling during their period of employment. The remuneration for one day of the holiday leave calculated in such a way shall be multiplied by the number of days for this particular holiday leave.

4. The cash equivalent for the period of an unused holiday leave shall be calculated under the terms set out for the holiday leave remuneration.

5. The academic teacher shall be entitled to the allowance for washing clothes and repairing work footwear, and to the allowance for the use of their own work clothes and footwear, under the terms set out in Ordinance No. 1 of the Chancellor of the University of Warsaw of 22 February 2012 on the rules and regulations for the management of working and protective clothing and personal protective and hygiene equipment, in force at the University (UW Monitor of 2012, item 78).

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

7. The academic teacher shall be entitled to the allowance for the purchase of sight-correcting glasses or contact lenses under the terms set out in Ordinance No. 62 of the Rector of the University of Warsaw of 4 August 2017 on defining the rules and regulations for the provision of sight-correcting optical glasses to employees (UW Monitor of 2017, item 240).

8. Social allowances shall be awarded in accordance with the procedure and rules set out in the Rules of the Company Social Benefits Fund (UW Monitor, 2014, item 28, as amended).

**PART III.**  
**REMUNERATION RULES AND REGULATIONS FOR EMPLOYEES WHO ARE  
NOT ACADEMIC TEACHERS**

**§ 19**  
**Basic remuneration**

1. The employee who is not an academic teacher receives their basic remuneration determined by a monthly rate.

2. The list of positions in the group of employees who are not academic teachers, qualification requirements and minimum monthly rates of the basic remuneration and function allowance are set out in Appendix No. 8 and Appendix No. 9 of the Rules and Regulations.

3. The hourly rate of the basic remuneration and remuneration supplements determined by a monthly rate resulting from the personal classification of the employee who is not an academic teacher shall be determined by dividing this rate by the number of working hours to be worked in the month, subject to the provision of the ordinance referred to in § 20, section 4.

4. Within the limits of its resources, the Rector, at their own initiative or upon request of the head of the University organizational unit may decide to increase the basic remuneration of the employee who is not an academic teacher for the definite or indefinite period of time, subject to the provision of section 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 at work.

**§ 20**  
**Supplementary remuneration**

1. The employee who is not an academic teacher and who performs additional tasks may be awarded a supplementary remuneration for the duration of time during which these tasks are performed.

2. The supplementary remuneration shall be awarded on a one-off basis or for a definite period in the form of an 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 University organizational unit, specifying at least the period for which the supplementary remuneration is to be awarded, the scope of additional tasks and the 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 granting the supplementary remuneration will be specified by the Rector in a separate ordinance.

## **§ 21**

### **Additional annual remuneration**

The employee who is not an academic teacher shall be entitled to an additional annual remuneration under the terms set out in the Act of 12 December 1997 on the additional annual remuneration for employees of state budget entities (consolidated text: Journal of Laws of 2018, item 1872).

## **§ 22**

### **Allowance for years of service**

1. The employee who is not an academic teacher shall be entitled to the allowance for years of service in the amount equal to 1% of the basic remuneration for each year of employment. The allowance shall be paid on a monthly basis, starting from the fourth year of employment, however, 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) completed and documented periods of employment abroad with a foreign employer;
- 3) other documented periods taken into account subject to separate regulations as periods on which the employee entitlements depend.

3. In the case of the employee who is not an academic teacher and who remains in more than one employment relationship, the inclusion of completed periods of employment shall take place upon submission of a declaration by the employee that they have not been taken into account with another employer.

4. Where entitlement to an allowance or a higher rate of allowance has occurred:

- 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 entitlement to the allowance or the increased allowance was acquired.

5. The allowance shall be due for the days for which the employee receives their remuneration, as well as for the 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. In determining the periods of entitlement to 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 the periods of entitlement to the employee's rights, will not be taken into account.

7. The periods credited to the employee under the provisions in force prior to the date of the entry into force of the Rules and Regulations to the periods giving

entitlement to the allowance or a higher rate of the allowance shall be credited under the existing rules.

8. If the documentation referred to in section 2 is missing from the employee's personnel file, the allowance for years of service will be granted subject to the employee properly documenting the entitlement to this allowance.

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

### **§ 23 Function allowance**

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

2. The function allowance shall be awarded by the Rector, at their own initiative or at the request of the head of the University organizational unit, where the employee who is not an academic teacher fulfils their duties.

3. The amount of the function allowance shall be determined taking into account the principles set out in Appendix No. 10 to the Rules and Regulations.

4. The function 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 the provision of section 5.

5. The function 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 University organizational unit, can award the bonus allowance to the employee who is not an academic teacher.

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 University organizational unit.

### **§ 25 Allowance awarded by the Rector**

Pursuant to the rules specified in a separate ordinance, the Rector may award to the employee who is not an academic teacher the allowance for outstanding performance which contributes significantly to the development and prestige of the University.

### **§ 26 Task-based allowance**

1. The employee who is not an academic teacher may be awarded a task-based allowance due to a temporary increase in the workload, a temporary delegation of additional tasks, or the nature of work and conditions of work performance.

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

3. The template of the application for the task-based allowance will be specified 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 employee who is not an academic teacher and participates in the projects as part of the Horizon 2020 programme (with the exception of the projects from the "Teaming of excellent research institutions and low performing RDI regions" competition), the Euratom programme and other schemes supporting research and innovations implemented by the European Council or its executive agencies, provided that these schemes make use of the rules of the Horizon 2020 Framework Programme and the Euratom Programme, can be awarded the project bonus from the financial resources allocated for remunerations and specified in the agreement concluded with the Ministry within the framework of the competition announced by the Minister of Science and Higher Education, i.e. the „Premia na Horyzoncie" Project.

2. The project bonus can be paid for the period of the project implementation or until the allocated funds are exhausted.

3. The principles and procedure for awarding the project bonus will be specified by the Rector in a separate ordinance.

## **§ 28**

### **Remuneration for overtime work hours**

The employee who is not an academic teacher, and to whom the employer has not granted time off for overtime work hours, shall be entitled to remuneration for overtime work hours, in addition to remuneration, in the amount set out in Article 151<sup>1</sup> of the Labour Code.

## **§ 29**

### **Additional remuneration for night work**

The employee who is not an academic teacher and who performs work at night, as set out in § 12, section 1 of the Work Rules and Regulations, shall be entitled to the additional remuneration for each hour of night work in the amount of 20% of the hourly rate of the employee's basic remuneration, however, not lower than the allowance specified pursuant to Article 151<sup>8</sup>, § 1 of the Labour Code.

## **§ 30**

### **Other allowances**

1. The employee who is not an academic teacher may be granted a disability allowance in the amount equivalent to and under the terms set out in Appendix No. 5 to the Rules and Regulations.

2. The employee who is not an academic teacher, and who performs work in conditions which are harmful to health and arduous, shall be entitled to an allowance for working in conditions which are harmful to health and arduous in the amount and under the terms set out in Attachment No. 6 to the Rules and Regulations.

3. The Rector may, at their own initiative or at the request of the head of the University organizational unit, award the employee who is not an academic teacher and who retires or is granted the entitlement to the disability pension due to incapacity to work, an allowance for long-term work at the University, under the terms set out in Appendix No. 7 to the Rules and Regulations.

4. The employee who is not an academic teacher and is employed in a work shift system shall be entitled to an allowance in the amount of 10% of the hourly rate of the basic remuneration for each hour of work on the second shift.

5. The employee who is not an academic teacher and is employed in the group of manual workers referred to in § 2, section 10 of the Rules and Regulations, and who additionally is responsible for organising team work of at least five people, including the foreman, shall be entitled to an allowance in the amount of 15% of the basic remuneration of the employee acting as a foreman.

### **§ 31 Discretionary bonus**

The employee who is not an academic teacher may be awarded a discretionary bonus under the terms set out in Appendix No. 11 to the Rules and Regulations.

### **§ 32 Awards**

1. The Rector may, at their own initiative or at the request of the head of the University organizational unit, award the Rector's award to the employee who is not an academic teacher for the career achievements within the award appropriations referred to in Article 145, section 2, point 2 of the Act.

2. The employee who is not an academic teacher may receive the award in accordance with the rules determined in the regulation published by the Minister for Science and Higher Education of 23 January 2019 on awards granted by the minister for higher education and science (Journal of Laws of 2019, item 182).

3. The granting, in a given calendar year, of the award referred to in section 2, shall preclude the granting of the award referred to in section 1 on the same basis.

4. The awards referred to in sections 1 - 2 shall not be reduced for the period of the employee's incapacity to work due to illness, as well as due to any other circumstances which justify the payment of the statutory sick pay or social security allowances calculated in the manner applicable to the sickness allowance.

### **§ 33 Long-service award**

1. The employee who is not an academic teacher 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 completed periods of employment, as well as other periods, shall be credited to the period of employment which entitles the employee to receive the award, if they are credited to the period of employment on which the employee entitlements depend subject to separate regulations.

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. For the employee who remains in more than one employment relationship, the periods of eligibility for the award shall be determined individually for each employment relationship, subject to the provision of section 5.

5. In the case of the employee who is not an academic teacher employed in more than one employment relationship at the University, the amount of the award shall be determined separately for each employment relationship.

6. The periods credited to the employee who is not an academic teacher under the provisions in force prior to the date of the entry into force of the Rules and Regulations to the periods giving entitlement to the award shall be credited under the existing rules when determining entitlement to further awards.

7. In the case of termination of the employment relationship as a result of retiring or being granted the entitlement to the disability pension due to incapacity to work, the award shall be due if the entitlement to the award, pursuant to section 1, is less than 12 months.

8. The basis for calculating the amount of the long-service award is the remuneration to which the employee is entitled on the date of its payment, or the remuneration accruing on the date of entitlement to the award, if it is more advantageous for the employee; however, the components of remuneration and other benefits of the employment relationship included in the calculation of the cash equivalent for annual leave shall be taken into account.

9. Where the employee has acquired the right to the award while employed on a different time scale from the date of payment of the award, the basis for calculating the amount of the award is the remuneration to which the employee is entitled at the date of the entitlement to the award.

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

11. If the period entitling the employee to two or more awards expires on the date of entry into force of the regulations which credit the employment periods which so far were regarded as non-eligibility periods for the entitlement of the award, the employee shall be paid only one award the amount of which is the highest.

12. The employee who on the date of entry into force of the regulations referred to in section 11 has the period of employment longer, together with other periods included in that period, than the one required for the award of a particular degree, and the period of entitlement to the higher degree award expires within 12 months of that date, they shall be paid the full amount of the lower award, and, on the date of

entitlement to the higher award, the difference between the amount of the higher award and the amount of the lower award.

13. The provisions of sections 11 and 12 shall apply respectively when the employee who is not an academic teacher was already entitled to a higher degree award on the date they documented the entitlement to the award, and in the case where the employee acquires this right within 12 months of that date.

### **§ 34**

#### **Severance payment**

1. The employee who is not an academic teacher, and whose employment relationship at the University was terminated as a result of retiring or being granted the entitlement to the disability pension due to incapacity to work, shall be entitled to the one-off cash severance payment from the university which is their primary workplace, in the amount equivalent of 300% of the basic remuneration received for the last full months of their employment. An employee who has received a severance payment cannot reacquire the entitlement to it again.

2. The employee who is not an academic teacher, and with whom the employer terminated the employment contract for a reason not related to the employee shall be entitled to the severance payment under the terms set out in Article 8 of the Act of 13 March 2003 on special principles of termination of employment relations with employees for reasons not related to employees (Journal of Laws of 2018, item 1969).

3. The employee who is not an academic teacher and who was drafted to perform compulsory military service, periodic military service or territorial military service while employed at the University, shall be entitled to the severance payment under the terms set out in Article 125 of the Act on the universal obligation to defend the Republic of Poland.

### **§ 35**

#### **Other benefits**

1. The employee who is not an academic teacher shall be entitled to the remuneration for the period of:

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

2. The remuneration referred to in section 1, and the cash equivalent for the period of unused holiday leave shall be calculated under the terms set out in accordance with the rules set out in the Regulation of the Minister of Labour and Social Policy on the detailed principles for granting holiday leave, determining and paying remuneration for holiday leave and the cash equivalent for holiday leave (Journal of Laws of 1997, item 2.14).

3. The employee who is not an academic teacher shall be entitled to an allowance for laundering of clothing and repair of work footwear, as well as an allowance for the use of their own clothing and work footwear while at work, under the terms set out in Ordinance No. 1 of the Chancellor of the University of Warsaw of 22 February 2012 on the rules and regulations for the management of working and protective clothing and personal protective and hygiene equipment in force at the University (UW Monitor of 2012, item 78).



4. In the event of sickness and maternity, the employee who is not an academic teacher shall be entitled to a cash allowance as specified in the Act of 25 June 1999 on the cash allowance paid from social security in the event of sickness and maternity (Journal of Laws of 2019, item 645, as amended).

5. The employee who is not an academic teacher shall be entitled to the subsidy for the purchase of sight-correcting glasses or contact lenses under the terms set out in Ordinance No.62 of the Rector of the University of Warsaw of 4 August 2017 on defining the rules and regulations on providing the employees with sight-correcting optical glasses (UW Monitor of 2017, item 240).

6. Social allowances shall be awarded in accordance with the procedure and rules set out in the Rules and Regulations of the Company Social Benefits Fund (UW Monitor of 2014, item 28, as amended).

#### **PART IV Final provisions**

##### **§ 36**

The Rector may award other remuneration components or allowances insofar as the contract concluded by the University so provides.

##### **§ 37**

Any deductions from the work remuneration shall be made based on the detailed rules and regulations set out in the Labour Code and in other rules and regulations in force on the territory of the Republic of Poland or by written authorisation from the employee.

##### **§ 38**

The joint units referred to in § 11, section 1, point 5 of the Statute shall be governed by the Rules and Regulations to the extent not covered by the agreement referred to in § 20, section 1 of the Statute.

##### **§ 39**

Matters not regulated by these Rules and Regulations shall be resolved by generally applicable legal provisions, in particular by the provisions of the Labour Code and the Act.

Appendix No. 1

to the Remuneration Rules and Regulations in force at the University of Warsaw

**Monthly minimum rates of the basic remuneration of academic teachers**

<b>No.</b>	<b>Position</b>	<b>Employee group</b>	<b>Minimum rate in relation to a professor's remuneration as specified in Article 137 of the Act</b>
1.	lector, instructor	teaching	50%*
2.	assistant	research and teaching, research, teaching	50%*
3.	senior assistant	research and teaching, research, teaching	60%*
4.	visiting researcher	research	60%*
5.	visiting lecturer	teaching	60%*
6.	assistant professor	research and teaching, research, teaching	73%*
7.	docent	teaching	78%*
8.	assistant professor (with the degree of doktor habilitowany)	research and teaching, research, teaching	78%*
9.	visiting professor	research and teaching, research	83%*
10.	university professors	research and teaching, research, teaching	83%*
11.	professor	research and teaching, research, teaching	100%*
12.	professor with the full professor status	research and teaching, research, teaching	110%*

\* after rounding to full PLN

**List of activities subject to additional remuneration**

No.	Activity	Remuneration in relation to a professor's remuneration as specified in Article 137 of the Act
1.	acting as a supervisor in a doctoral procedure	83%*
2.	acting as an assistant supervisor in a doctoral procedure	50%*
3.	acting as a reviewer in the procedure for the award of the doctoral degree	27%*
4.	acting as a reviewer in the procedure for the award of the doktor habilitowany degree	33%*
5.	participation in the habilitation committee as a committee member	17%*
6.	participation in the habilitation committee as a chairperson or a secretary of the committee	33%*
7.	for participation in the work of the admission committee	up to 35%*
8.	for managing professional internship programmes for students and doctoral students, and acting as a supervisor of these internship programmes	up to 32.5%*

\* after rounding to full PLN

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

2. The remuneration for the activities referred to in points 3 - 6 shall be paid on a one-off basis, after the conclusion of the proceedings to which it relates.

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 remuneration for the tasks listed in points 7 - 8 shall be established by the head of the University organizational unit taking into account the table entries, with the proviso that the amount of the remuneration for participation in the work of the admission committee depends on the number of applicants for studies and the function assigned in the committee.

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

**Remuneration rates of the academic teachers for work  
provided in overtime hours**

<b>No.</b>	<b>Position</b>	<b>Teaching hourly rate</b>
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 doktor habilitowany)	1.8 - 5% of the minimum basic remuneration of the assistant professor (with the degree of doktor habilitowany)
8.	docent	1.8 - 5% of the minimum basic remuneration of the docent *
9.	visiting professor	1.8 - 5% of the minimum basic remuneration of the visiting professor *
10.	university professors	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 full professor status	1.6 - 5% of the minimum basic remuneration of the professor with the full professor status *

\* determined in Appendix No. 1

**Monthly minimum rates of the function allowance  
for the academic teachers**

<b>No.</b>	<b>Function</b>	<b>The minimum rate as a percentage of the professor's remuneration referred to in Article 137 of the Act</b>
1.	the academic teachers entitled to receive the function allowance not listed in points 2 - 4	5%*
2.	the heads of the University organisational units not listed in point 3, the director for teaching and learning	20%*
3.	the dean, the director of a doctoral school, the head of a college, the vice-dean for student affairs	40%*
4.	vice-rector	60%*

\* after rounding to full PLN

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

2. The amount of the function allowance shall not be reduced in the case of the academic teacher employed as a part-time employee.

to the Remuneration Rules and Regulations in force at the University of Warsaw

## **Principles for granting, determining and paying the disability allowance to the University employees**

### **§ 1**

#### **Subject matter and scope of the principles**

1. The principles relate to the determination, granting and payment of the disability allowance to the University employees.

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

### **§ 2**

#### **Entitled beneficiaries**

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) has registered with the Office for Persons with Disabilities by filling in the registration questionnaire according to the template specified by the Rector, together with a copy of the disability certificate and a copy of medical documents proving the existence of special medical conditions as referred to in the regulation of the Minister for Labour and Social Policy of 18 September 1998 on the types of medical conditions justifying a reduction in the rate of employment of disabled persons and the manner of reducing such rates (Journal of Laws of 1998, item 124.820).

2. A copy of the disability certificate and medical documentation submitted to the Office for Persons with Disabilities shall be certified as a true copy by an employee of the Office.

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

4. The medical documentation submitted to the Office for Persons with Disabilities is protected under 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 under the terms set out 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 amount to:

- 1) PLN 462.00 in the case of severe disability;
- 2) PLN 308.00 in the case of moderate disability;
- 3) PLN 154.00 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 during the validity period of the disability certificate issued to the employee.

4. If the certificate confirming the disability of the employee receiving the allowance is no longer valid, and the employee has, within 90 days of its expiry, provided a valid certificate showing an uninterrupted continuation of disability, the employee shall be entitled to compensation for the time elapsed from the date of expiry of the previous certificate.

5. In the case of the registration referred to in § 2, section 1, point 2 made by the 10th day of a particular month, the allowance is paid from the month in which the registration was made, otherwise from the following month without compensation for the previous month.

6. The Human Resources Office receives an order for the payment of the allowance according to a template specified by the Rector.

to the Remuneration Rules and Regulations in force at the University of Warsaw

**Principles for granting allowances to the employees for work performed in harmful or arduous conditions and the list of such works**

§ 1

The employees shall be entitled to cash allowances for work carried out in harmful or arduous conditions, hereinafter referred to as the "allowance".

§ 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 harmful or arduous work;
- 2) from PLN 60.00 to PLN 120.00, in the case of the second level of harmful or arduous work;
- 3) from PLN 90.00 to PLN 180.00 – in the case of the third level of harmful or arduous work.

§ 3

1. The first level of harmful or arduous work includes the work performed:

- 1) under conditions of exposure to dusts which do not cause pulmonary fibrosis;
- 2) under conditions of exposure to toxic substances not cumulative in the body;
- 3) in enclosed spaces where, for technological reasons, an effective temperature is constantly maintained above 25°C or 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 harmful or arduous work includes the work performed:

- 1) under conditions of exposure to dusts that cause pulmonary fibrosis;
- 2) under conditions of exposure to toxic substances which accumulate in the body;
- 3) in reduced or increased pressure resulting from a 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 harmful or arduous work includes the 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, and 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) work performed underground.

#### § 4

1. The works specified in § 3, section 1, points 1 and 2, and section 2, points 1, 2, 4 and 5, are regarded as performed in conditions which are harmful to health and justifying the granting of the allowance provided the maximum permissible concentrations and intensities of harmful factors for health are exceeded in the working environment as provided for in separate regulations or by other applicable hygiene and sanitary standards.

2. Orders for the measurement of harmful health factors referred to in section 1 shall be issued by the head of the University organizational unit to the laboratory of the State Sanitary Inspectorate or to other laboratories authorised by the competent State Regional Health Inspectors in the area.

#### § 5

1. The allowance shall be granted to the employees who perform the work referred to in § 3, sections 1, 2 and section 3, points 1 - 4 and 6, for at least 40 hours per month; in the case of the employees performing the works listed in § 1, section 3, point 5 for 3 hours per day, and in contact with a carcinogen, the allowance of the third level shall be granted in any case.

2. The allowance shall not be reduced in the case of the employee being employed on the position where harmful or arduous conditions exist at less than full time.

#### § 6

The employee who in a particular month performs work under the conditions of varying degrees of harmful or arduous work, shall be entitled to one allowance in the amount relevant to the highest level of harmful or arduous work.

#### § 7

The University organisational units shall keep a record of the job positions for which allowances have been granted to the employees, and the time they work in conditions which are harmful to health or arduous.

#### § 8

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

#### § 9

The template request for awarding the allowance for work provided in conditions which are harmful to health or arduous will be specified by the Rector.

to the Remuneration Rules and Regulations in force at the University of Warsaw

**Principles for granting the allowance for long-term work at the University to the employees retiring or being granted disability pension due to incapacity to work**

1. The Rector may grant the employee whose employment at the University terminates due to retiring or being granted the entitlement to the disability pension due to incapacity to work a one-off allowance for long-term work at the University, hereinafter referred to as the "allowance".

2. The allowance shall be awarded by the Rector, at their own initiative or at the request of the head of the University organizational unit in which 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
15 to 20 years	100
21 to 25 years	120
26 to 30 years	140
31 to 35 years	170
36 to 45 years	220
over 45 years	270

3. In order to receive the allowance, the employee must be employed by the University for at least fifteen full years directly prior to retiring or obtaining the entitlement to the disability pension.

4. The length of time the employee has been employed by another employer, as a result of the University directing the employee to work for another employer, based on an agreement or other contract between the employers, shall be credited towards the length of service on which the allowance and the amount of the allowance depend.

5. In the case of the employee remaining in more than one employment relationship with the University prior to retiring or obtaining the entitlement to the disability pension, 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 payment related to the employee retiring or obtaining the entitlement to the disability pension, subject to the provision of section 8.

8. Where the severance payment was made to the employee prior to the date of the entry into force of the Rules and Regulations, and the employee continues at the same time their employment with the University and has not received any other allowance or award as a result of the retirement due to old age or disability, the provision of section 7 shall not apply.

9. The request for the allowance shall be submitted to the Human Resources Office no later than 30 days before the date of termination of the employment due to

retiring or being granted the entitlement to the disability pension due to incapacity to work.

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

**The list of positions in the group of employees who are not academic teachers,  
qualification requirements, and minimum monthly rates of the basic  
remuneration and function allowance**

1. The minimum qualification requirements necessary to perform work on particular positions, minimum rates of the basic remuneration and function allowance are specified in the tables.

2. Where justified by the needs of the University, the Rector may decide to exempt the employee from the qualification requirements for a particular position.

3. The employees who do not meet the requirements set out in the table on the effective date of the Rules and Regulations shall remain in their current positions.

4. The positions occupied by the employees on the effective date of the Rules and Regulations shall remain unchanged unless otherwise specified in the transitional provisions.

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<sup>2</sup>In the wording set forth under §1, item 2 of the Ordinance mentioned under footnote 1.

**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 or manual workers<sup>3</sup>**

No.	Position	Position group	Qualification requirements			Minimum rate of basic remuneration (Rates acc. App. No. 9)	Minimum rate of function allowance (Rates acc. App. No. 10)
			Education	Total years of service	Years of service in a management or independent position		
1	2	3	4	5	6	7	8
1.	caretaker, doorman, messenger, cleaner, room attendant, technical assistant, cloakroom attendant, usher service personnel		primary education	0	-	3,230.00 (Rate 1)	-
2.	guard	security	primary education plus specialist course	2	-	3,230.00 (Rate 1)	-
			vocational education plus specialist	0			

<sup>3</sup>In the wording set forth under §1, item 2 of the Ordinance mentioned under footnote 1.

			course				
3.	driver	drivers	according to separate regulations			3,510.00 (Rate 2)	-
4.	housekeeper, waiter, senior caretaker and, as appropriate, senior porter, deliverer, cleaner, valet, cloakroom attendant, usher service personnel		primary education	3	-	3,510.00 (Rate 2)	-
			vocational education	1			
5.	warehouseman, cook, qualified kitchen assistant, senior waiter	service personnel	vocational education	2	-	3,510.00 (Rate 2)	-
			secondary education	0			
6.	administrative support, receptionist	service personnel	secondary education	0	-	3,510.00 (Rate 2)	-
7.	senior guard	security	primary education plus specialist course	4	-	3,510.00 (Rate 2)	-
			secondary education plus	0			

			specialist course				
8.	unskilled labourer, labourer	labourers	vocational education	0	-	3,510.00 <i>(Rate 2)</i>	-
9.	senior warehouseman, craftsman	service personnel	vocational education	4	-	3,940.00 <i>(Rate 3)</i>	-
10.	guard shift leader	security	vocational education plus specialist course	6	-	3,940.00 <i>(Rate 3)</i>	-
			secondary education plus specialist course	4			
11.	technician	engineering and technical	secondary education	0	-	3,940.00 <i>(Rate 3)</i>	-
12.	electronics technician	labourers	secondary education	0	-	3,940.00 <i>(Rate 3)</i>	-
13.	electrician, electro-		vocational education	4	-	3,940.00 <i>(Rate 3)</i>	-

	mechanic, plumber, maintenance worker, mechanic, fitter, bricklayer, skilled worker, general labourer, carpenter, glazier, locksmith	labourers	secondary education	0			
14.	gardener	labourers	vocational education	4	-	3,940.00 <i>(Rate 3)</i>	-
			secondary education	0			
15.	clerk	administrat ion	secondary education	0	-	4,160.00 <i>(Rate 4)</i>	-
16.	OHS inspector	administrat ion	according to separate regulations			4,160.00 <i>(Rate 4)</i>	-
17.	engineering and technical worker, engineering and technical clerk, senior technician	engineerin g and technical	secondary education	0	-	4,160.00 <i>(Rate 4)</i>	-
18.	foreman, supervisor	engineerin g and technical	vocational education	4	-	4,160.00 <i>(Rate 4)</i>	192.00 <i>(Rate 1)</i>
			secondary education	2			



19.	senior clerk, independent clerk	administrat ion	secondary education	4	-	4,610.00 (Rate 5)	-
			BA degree	2			
20.	senior OHS inspector	administrat ion	according to separate regulations			4,610.00 (Rate 5)	-
21.	junior IT specialist, junior computer operator (positions to be discontinued)	IT specialists	secondary education	2	-	4,610.00 (Rate 5)	-
22.	rescuer	engineerin g and technical	according to separate regulations			4,610.00 (Rate 5)	-
23.	works manager, senior foreman, senior supervisor	engineerin g and technical	secondary education	4	-	4,610.00 (Rate 5)	192.00 (Rate 1)
			BA degree	0			
24.	independent engineering and technical worker, senior engineering and technical clerk, independent engineering and technical clerk	engineerin g and technical	secondary education	4	-	4,610.00 (Rate 5)	-
			BA degree	2			

25.	senior gardener	engineering and technical	secondary education	4	-	4,610.00 (Rate 5)	-
			higher education	2			
26.	architect	administration	according to separate regulations			5,040.00 (Rate 6)	-
27.	supervisor, works inspector	administration	according to separate regulations			5,040.00 (Rate 6)	192.00 (Rate 1)
28.	facility administrator, cashier, specialist	administration	secondary education	5	-	5,040.00 (Rate 6)	192.00 (Rate 1)
			BA degree	3			
			MA education	1			
29.	facility manager	administration	secondary education	5	-	5,040.00 (Rate 6)	256.00 (Rate 2)
			BA degree	2			
30.	deputy section manager	administration	secondary education	5	-	5,040.00 (Rate 6)	256.00 (Rate 2)
			BA degree	3			
			MA education	1			
31.	OHS specialist	administration	according to separate regulations			5,040.00 (Rate 6)	-
32.	fire protection specialist	administration	according to separate regulations			5,040.00 (Rate 6)	-
33.	research and technical specialist	research and technical	secondary education	5	-	5,040.00 (Rate 6)	-
			BA degree	3			
			MA education	1			

34.	IT worker, computer operator, IT specialist	IT specialists	secondary education	4	-	5,040.00 (Rate 6)	-
			BA degree	0			
35.	art instructor	instructors	secondary education	4	-	5,040.00 (Rate 6)	-
			BA degree	2			
36.	designer, engineering and technical specialist	engineering and technical	secondary education	5	-	5,040.00 (Rate 6)	-
			BA degree	3			
			MA education	1			
37.	psychologist	engineering and technical	relevant higher education	-	-	5,040.00 (Rate 6)	-
38.	clinical psychologists	engineering and technical	relevant higher education, specialisation in clinical psychology or undergoing specialisation	2	-	5,040.00 (Rate 6)	-
39.	psychotherapist	engineering and technical	higher education, completed a minimum of 2 years of accredited training for certification as a psychotherapist	2	-	5,040.00 (Rate 6)	-
40.	museum curator, museum curator	museum employees	according to separate regulations			5,040.00 (Rate 6)	-

	assistant, museum assistant						
41.	editor, senior editor	publishing	BA degree	4	-	5,040.00 <i>(Rate 6)</i>	-
			MA education	2			
42.	senior architect	admini- -stration	according to separate regulations			5,550.00 <i>(Rate 7)</i>	-
43.	senior supervisor, senior works inspector	admini- -stration	according to separate regulations			5,550.00 <i>(Rate 7)</i>	192.00 <i>(Rate 1)</i>
44.	head of section, deputy head of office, department, dean's office, dormitory, deputy of administrative director or head	admini- -stration	BA degree	4	-	5,550.00 <i>(Rate 7)</i>	256.00 <i>(Rate 2)</i>
				MA education			
45.	head of dean's office, head of dormitory	admini- -stration	BA degree	4		5,550.00 <i>(Rate 7)</i>	256.00 <i>(Rate 2)</i>
				MA education			
46.	senior specialist	admini- -stration	BA degree	4	-	5,550.00 <i>(Rate 7)</i>	-
				MA education			

47.	senior OHS specialist	admini- -stration	according to separate regulations			5,550.00 <i>(Rate 7)</i>	-
48.	senior research and technical specialist	research and technical	BA degree	4	-	5,550.00 <i>(Rate 7)</i>	-
			MA education	3			
49.	section manager	publishing	MA education	8	2	5,550.00 <i>(Rate 7)</i>	256.00 <i>(Rate 2)</i>
50.	senior IT worker, senior computer operator, senior IT specialist, junior programmer	IT specialists	BA degree	4	-	5,550.00 <i>(Rate 7)</i>	-
			MA education	2			
51.	section manager	IT specialists	BA degree	4		5,550.00 <i>(Rate 7)</i>	256.00 <i>(Rate 2)</i>
			MA education	2			
52.	head of the computer centre, head of the computer lab	IT specialists	MA education	2		5,550.00 <i>(Rate 7)</i>	256.00 <i>(Rate 2)</i>
			BA degree	4			
53.	senior art instructor	instructors	secondary education	8	-	5,550.00 <i>(Rate 7)</i>	-
			BA degree	4			
54.			BA degree	4	-		-

	senior designer, senior engineering and technical specialist	engineering and technical	MA education	3		5,550.00 (Rate 7)	
55.	certified curator	museum employees	according to separate regulations			5,550.00 (Rate 7)	-
56.	editorial secretary, senior editor	publishing	BA degree	8	-	5,550.00 (Rate 7)	-
			MA education	6			
57.	editor in chief, deputy director	publishing	BA degree	8		5,550.00 (Rate 7)	641.00 (Rate 3)
			MA education	6			
58.	internal auditor	administration	according to separate regulations			6,000.00 (Rate 8)	-
59.	chief specialist	administration	MA education	8	-	7,820.00 (Rate 9)	-
60.	chief OHS specialist	administration	according to separate regulations			6,000.00 (Rate 8)	-

61.	head of office, department, director or head of administration, art head of director, deputy bursar  deputy head of the University-wide organisational unit	administration	MA education	5	2	6,000.00 <i>(Rate 8)</i>	641.00 <i>(Rate 3)</i>
62.	legal counsel	administration	according to separate regulations			6,000.00 <i>(Rate 8)</i>	-
63.	chief specialist	research and technical	MA education	8	-	7,820.00 <i>(Rate 9)</i>	-
64.	network administrator; programmer	IT specialists	BA degree	6	-	6,000.00 <i>(Rate 8)</i>	-
			MA education	4			
65.	deputy director for relevant categories of matters	administration	MA education	10	6	7,820.00 <i>(Rate 9)</i>	641.00 <i>(Rate 3)</i>
66.	head of the University-wide organizational unit	administration	MA education	10	2	7,820.00 <i>(Rate 9)</i>	1,282.00 <i>(Rate 4)</i>

67.	senior network administrator, senior programmer, chief information officer, chief information technology officer	IT specialists	MA education	6	-	7,820.00 <i>(Rate 9)</i>	-
68.	publishing director	publishing	MA education	10	2	7,820.00 <i>(Rate 9)</i>	1,282.00 <i>(Rate 4)</i>
69.	director for relevant categories of matters	administration	MA education	10	6	7,820.00 <i>(Rate 9)</i>	1,282.00 <i>(Rate 4)</i>
70.	deputy chancellor	administration	MA education	10	6	9,370.00 <i>(Rate 10)</i>	1,282.00 <i>(Rate 4)</i>
71.	bursar	administration	MA education	10	6	9,370.00 <i>(Rate 10)</i>	1,282.00 <i>(Rate 4)</i>
72.	chancellor	administration	MA education	10	6	9,370.00 <i>(Rate 10)</i>	1,923.00 <i>(Rate 5)</i>



**Table 2**  
**positions in the group of library employees<sup>4</sup>**

No.	Position	Position group	Qualification requirements			Minimum rate of basic remuneration  (Rates acc. to App. No. 9)	Minimum rate functional allowance  (Rates acc. to Appendix No. 10)
			Education	Total years of service	Years of service in a management or independent position		
1	2	3	4	5	6	7	8
1.	library warehouse keeper	library employees	secondary education	0	-	3,940.00 <i>(Rate 3)</i>	-
2.	book conservation technician	library employees	secondary education	0	-	3,940.00 <i>(Rate 3)</i>	-
3.	junior librarian	library employees	secondary education	0	-	4,160.00 <i>(Rate 4)</i>	-
4.	senior library warehouse keeper	library employees	secondary education	4	-	4,160.00 <i>(Rate 4)</i>	-
5.	junior book conservation technician		secondary education specified for individual cases	3	-	4,160.00 <i>(Rate 4)</i>	-
			BA education, specialisation in paper and leather	0			

<sup>4</sup>In the wording set forth under §1, item 2 of the Ordinance mentioned under footnote 1.

			conservation				
6.	bookbinder	library employees	secondary education	3	-	4,160.00 <i>(Rate 4)</i>	-
7.	librarian	library employees	secondary education	8	-	4,610.00 <i>(Rate 5)</i>	-
			BA degree	3			
			MA education	0			
8.	book conservation technician	library employees	BA education, specialisation in paper and leather conservation	3	-	4,610.00 <i>(Rate 5)</i>	-
9.	senior librarian	library employees	BA degree	6	-	5,040.00 <i>(Rate 6)</i>	-
			MA education	4			
10.	senior book conservation technician	library employees	higher education, specialisation in paper and leather conservation	8	-	5,040.00 <i>(Rate 6)</i>	-
11.	deputy head of section, department	library employees	BA degree	6	-	5,040.00 <i>(Rate 6)</i>	256.00 <i>(Rate 2)</i>
			MA education	4			
12.	library curator	library employees	MA education	10	-	5,550.00 <i>(Rate 7)</i>	-
13.	head of section, head of department	library employees	BA degree	8	-	5,550.00 <i>(Rate 7)</i>	256.00 <i>(Rate 2)</i>
			MA education	5			
14.	head of faculty or	library employees	higher education	5		5,550.00 <i>(Rate 7)</i>	256.00 <i>(Rate 2)</i>

	institute library						
15.	academic curator	library employees	MA education in library science or scientific information science, or MA education and postgraduat e diploma in library science or scientific information science, or any other type of education related to specialisatio n	12	-	6,000.00 <i>(Rate 8)</i>	-
16.	deputy director of BUW library	library employees	MA education	10	2	7,820.00 <i>(Rate 9)</i>	1,282.00 <i>(Rate 4)</i>
17.	director of the BUW library	library employees	MA education	10	6	9,370.00 <i>(Rate 10)</i>	1,923.00 <i>(Rate 5)</i>

Appendix No. 9

to the Remuneration Rules and Regulations in force at the University of Warsaw

**Monthly minimum rates of the basic remuneration of the employees who are not academic teachers<sup>5</sup>**

Rate	Minimum basic remuneration (PLN) *
1	3,230.00
2	3,510.00
3	3,940.00
4	4,160.00
5	4,610.00
6	5,040.00
7	5,550.00
8	6,000.00
9	7,820.00
10	9,370.00

in the event of a change in a professor's remuneration as referred to in Article 137 of the Act, minimum salaries will be revised in proportion to the change in a professor's salary.

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<sup>5</sup>In the wording set forth under §1, item 3 of the Ordinance mentioned under footnote 1.

**Minimum monthly rates of function allowance of the employees who are not  
academic teachers**

6

<b>Rate</b>	<b>Minimum rate of function allowance (PLN)</b>
1	192.00
2	256.00
3	641.00
4	1,282.00
5	1,923.00

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

2. The function allowance shall not be reduced in the case of an employee employed as a part-time employee.

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<sup>6</sup>In the wording set forth under §1, item 4 of the Ordinance mentioned under footnote 1.

to the Remuneration Rules and Regulations in force at the University of Warsaw

**Rules for granting a discretionary bonus to the employees  
who are not academic teachers**

§ 1

Within the funds for remunerations of the employees who are not academic teachers, the following resources can be allocated:

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

§ 2

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

2. The bonus can also be awarded at the initiative of the Rector, subject to the provision of section 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. The discretionary bonuses shall not be reduced for the period of the employee's incapacity to work due to illness, and in the case of other circumstances which justify the payment of sickness allowance or social security allowances calculated in the manner applicable for sickness allowance; furthermore, they shall not be reduced in the case of the part-time employees.

§ 3

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

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

3. The Human Resources Office shall verify the compliance of bonuses awarded with the amount of funds allocated to the University organisational unit.

4. The funds unused in particular months and quarters shall increase the funds available to the University organisational unit in the next period, however, with the proviso that they do not carry over to the following year