

**CERTIFIED TRANSLATION OF THE ORIGINAL DOCUMENT
PREPARED IN POLISH**

Remarks of the translator have been entered in italics and included in square brackets

Remuneration Rules of the University of Szczecin

GENERAL PROVISIONS

§1

The Remuneration Rules concerning employees of the University of Szczecin, hereinafter referred to as “the Remuneration Rules”, set out the conditions for the remuneration of work and other work-related benefits and the rules for granting them at the University of Szczecin, hereinafter referred to as the US.

§2

The provisions of the Remuneration Rules apply to all employees of the University of Szczecin, with the exception of the Rector, whose remuneration is determined according to the principles set out in the generally applicable regulations.

§3

The provisions of the Act of 26 June 1974, the Labour Code (Journal of Laws of 2019, item 1040 as amended), hereinafter referred to as the Labour Code, and the provisions of the Act of 20 July 2018 shall apply to matters concerning the determination of conditions of remuneration for work and other benefits related to work and the rules of granting them, not regulated by the Remuneration Rules. The Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended), hereinafter referred to as the "Act", and legal acts issued on their basis.

§4

1. The following are established:

- 1) table of monthly minimum rates of basic salary for academic staff employed in research, research and teaching and teaching positions constituting Annex 1 to the Remuneration Rules;
- 2) table of positions, qualifications requirements and minimum grades of library staff as Annex 2 to the Staff Regulations;
- 3) table of basic posts, qualifications requirements and minimum remuneration categories for scientific, technical and engineering staff constituting Annex 3 to the Remuneration Rules;
- 4) table of basic positions, qualifications requirements and minimum remuneration categories for employees in administrative positions constituting Annex 4 to the Remuneration Rules;
- 5) table of basic posts, qualifications requirements and minimum remuneration categories of IT employees constituting Annex 5 to the Remuneration Rules;
- 6) table of positions, qualifications requirements and minimum remuneration categories for the employees of the scientific publisher constituting Annex 6 to the Remuneration Rules;
- 7) table of basic posts, qualifications requirements and minimum remuneration categories of service employees constituting Annex 7 to the Remuneration Rules;
- 8) table of remuneration categories for non-academic staff constituting Annex 8 to the Remuneration Rules;

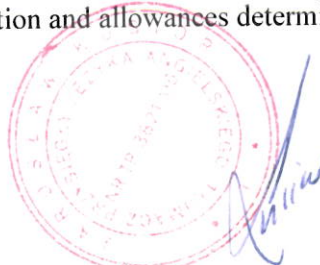


- 9) table of monthly rates of a functional allowance for employees in managerial positions /employed at managerial positions constituting as Annex 9 to the Remuneration Rules;
 - 10) table of rates of remuneration for overtime hours for academic staff, constituting Annex 10 to the Remuneration Rules;
 - 11) rules for awarding bonuses to non-academic staff of the University of Szczecin, constituting Annex 11 to the Remuneration Rules;
 - 12) request for reduction/withdrawal of a statutory bonus, constituting Annex 12 to the Remuneration Rules.
2. The amounts of a minimum basic remuneration of employees set out in Annexes 1 to 8 shall be established as a percentage of a Professor's basic remuneration in accordance with the Act.
 3. In the case of staff members who have a higher statutory bonus than that resulting from these Remuneration Rules, the amount of the reduced statutory bonus shall be recalculated in such a way that the staff member maintains his/her current remuneration.
 4. Academic teachers employed as certified librarians retain their current basic remuneration rates until their employment is terminated.
 5. Main specialist retains his or her position until his or her employment is terminated.
 6. Remuneration of the University's employees may be financed, in particular, by subsidies, earmarked grants, entity grants for tasks related to ensuring full participation of persons with disabilities in the process of admission to university, doctoral schools, education at universities and doctoral schools or conducting scientific activity, the University's own revenue and funds from projects implemented by the University, financed, in particular, by NCN [*National Science Centre*], NCBiR [*National Centre for Research and Development*], European projects, the list of which is specified in a separate order of the Rector.
 7. In addition to the positions listed in the Remuneration Rules, there is a possibility of employing people in positions defined in generally applicable law. In such a case, the decision concerning the conditions of remuneration is made by the Rector or a person authorised by the Rector.

TERMS AND CONDITIONS OF REMUNERATION FOR WORK

§5

1. Remuneration for work shall be established at an amount corresponding to the type of work performed and the qualifications required for the work.
2. The amount of the components of the individual remuneration is determined within the funds provided for personal remuneration in the material and financial plan of the University of Szczecin.
3. The amount of basic remuneration, functional allowance and other components of employee's remuneration shall be decided by the Rector or a person authorised by the Rector.
4. The terms and conditions of remuneration of staff employed in the positions referred to in Annexes 1 to 7 to the Remuneration Rules shall be determined taking into account the assessment of a staff member carried out on the basis of the regulations on periodic appraisals introduced by a separate order of the Rector.
5. The basic remuneration of newly recruited employees shall not be higher than the average basic remuneration for the position in the relevant organisational unit or, in the absence of a position in the relevant organisational unit, shall not be higher than the average remuneration for that position at the US.
6. The hourly rate of basic remuneration and the monthly rate allowances resulting from a staff member's personal remuneration classification shall be determined by dividing the monthly rate by the number of working hours to be worked during a month and, in the case of academic staff, by 156, taking into account the remuneration and allowances determined by the monthly rate.



7. Part-time employees shall be entitled to basic remuneration in proportion to the working hours resulting from the employment relationship.

BASIC REMUNERATION

§6

1. Basic remuneration is determined on the basis of monthly rates.
2. Basic remuneration of a staff member shall be laid down in the tables in Annexes 1 to 8 to the Remuneration Rules.
3. Basic remuneration, as set out in Annexes 1-8 to the Remuneration Rules, applies to full-time employment.

ADDITIONAL REMUNERATION

§7

1. A staff member shall be entitled to a single additional salary for participation in the work of an Admission Committee if the activities do not fall within the scope of his or her duties.
2. The additional remuneration referred to in section 1 shall be payable in the amount specified in an order of the US rector.

§8

1. An employee is entitled to a one-off additional remuneration for managing or supervising student work placements in a given academic year.
2. The additional remuneration referred to in section 1 shall be payable in the amount specified in an order of the US rector.

§9

1. Academic staff shall be entitled to a one-off additional remuneration for performing a function of a promoter, assistant promoter and reviewer in the doctoral dissertation process, post-doctoral dissertation process or the process of awarding the title of professor and as a member of a post-doctoral committee.
2. The additional remuneration referred to in paragraph 1 shall be paid in accordance with the provisions of the Act.

§10

An employee shall be granted additional remuneration for the performance of tasks financed from the funds of economic operators and institutions under the contract of employment, the amount of which shall depend on the financial conditions included in the budget of the contracted work and shall be paid once after the completion of the contracted work or part of it, after the receipt of funds from the financing institution and confirmation of the performance of part of the work. This provision shall apply to work carried out in national and international projects. The additional remuneration in national and international projects shall be determined in accordance with separate remunerations rules issued by order of the Rector.

§11

An additional remuneration may be granted to an academic teacher for outstanding scientific publications. The rules for granting and the amount of additional remuneration shall be determined by a separate order of the Rector.

§12

A legal counsel is entitled to additional remuneration for representation in court proceedings, in the



amount and under the rules specified in separate regulations.

REMUNERATION FOR OVERTIME WORK BY ACADEMIC TEACHERS

§13

1. For overtime work, an academic teacher is paid at a rate of 45 minutes per hour.
2. The number of overtime hours shall be determined on the basis of the settlement of hours actually worked.
3. The remuneration for overtime work shall be granted on the basis of individual teaching reports, after the settlement of teaching hours established in accordance with the schedule, once a year, within two months from the end of the academic year, if the Rector does not order settlements in shorter periods.

OVERTIME ALLOWANCE FOR NON-TEACHING STAFF

§14

An employee is entitled to an overtime bonus in the amount and under the rules specified in separate regulations.

FUNCTIONAL ALLOWANCE

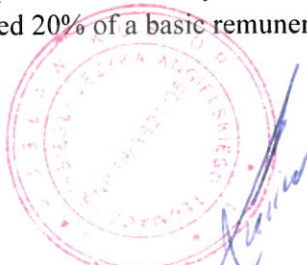
§15

1. The amount of the functional allowance shall depend on the number of staff in the organisational unit managed and on the complexity of the tasks associated with the function performed, but may not exceed 67% of the remuneration of a Professor.
2. A functional allowance for the Rector shall be established by the minister at the request of the board of a higher education institution.
3. A functional allowance is granted to employees employed in positions related to team management, but a team cannot be less than 5 people, including the person in charge of that team.
4. If a staff member manages more than one organisational unit, he/she shall be entitled to a maximum of two functional allowances.
5. A functional allowance shall be payable from the first day of employment in the post referred to in paragraph 1 until the last day of the month in which employment ends.
6. An employee shall retain the right to the functional allowance during an excused absence from work, but no longer than for 3 months. In the event of the absence of a staff member who is entitled to the functional allowance for a continuous period of more than one month, a performance allowance may be granted to the person replacing that staff member. This does not apply if a replacement person receives a functional allowance.
7. A functional allowance shall not be payable to academic staff during the period of suspension in the performance of their duties, from the first day of the month following that of the suspension.

SENIORITY ALLOWANCE

§16

1. An employee shall be entitled to a length-of-service allowance equal to 1% of the basic remuneration for each year of service, paid on a monthly basis, starting from the fourth year of service, but this allowance may not exceed 20% of a basic remuneration.



2. If the entitlement to the seniority allowance or the entitlement to a higher rate of that allowance has been acquired:
 - 1) on the first day of the month, the allowance is payable for that month;
 - 2) on a day other than the first day of the month, the allowance shall be payable from the first day of the month following that in which the staff member concerned acquired that entitlement.
3. In determining periods of entitlement to the length of service allowance, the following shall be taken into account:
 - 1) completed periods of employment;
 - 2) other periods taken into account under separate legislation as periods on which employee entitlements depend;
 - 3) a period of preparatory assistant studies under the rules on the principles and conditions for the establishment of preparatory assistant studies in higher education institutions;
 - 4) periods of residence abroad resulting from a referral granted under the legislation on the sending of employees abroad for scientific, teaching and training purposes.
4. In determining periods of entitlement to the length of service allowance, the periods referred to in paragraph 3, point 1 shall be taken into account on the basis of a certificate of employment, and the periods referred to in paragraph 3, points 2-4 shall be taken into account on the basis of another document certifying that they have been completed, with the proviso that if an employee remains in more than one employment relationship at the same time, the periods referred to in paragraph 3 shall be taken into account upon submission by the employee of a declaration that they have not been taken into account with another employer.
5. The length of service allowance shall be payable for the days for which an employee is paid.
6. Where more than one employment relationship is being maintained simultaneously, periods of entitlement to the length-of-service allowance shall be determined separately for each employment relationship.
7. In determining periods of entitlement to the length-of-service allowance, periods of employment with other employer with which an employee is or has been simultaneously employed and the other periods referred to in points 2 to 4 of paragraph 3 shall not be taken into account.

TASK ALLOWANCE

§17

1. A staff member may be granted an task allowance in respect of increased duties or the temporary assignment of additional tasks, or by reason of the nature of the work or the conditions under which it is carried out, and for work in paid forms of education (postgraduate studies, courses, training, etc.).
2. An application for a task allowance shall be submitted to the Rector by the employee's superior / project manager or other persons holding managerial positions. The application should be confirmed by organisational units of the university in terms of having the funds provided for this purpose in the material and financial plan, compliance with the project/grant/agreement being carried out, and the fact that the tasks do not overlap with the basic duties of the employee if they are financed from sources other than a subsidy or an earmarked grant.
3. A task allowance shall be granted for a fixed period of not less than 1 month and not more than 12 months, except in the case of allowances financed by projects, grants and contracts with a socio-economic background, which may be granted for their duration.
4. A task allowance is payable during an excused absence from work, but for no longer than 3 months.
5. The amount of a task allowance may not exceed 80% of the total basic remuneration and the staff

member's functional allowance.

6. The rules of granting task allowances financed from paid forms of education (post-graduate studies, courses, trainings) are specified in a separate order of the Rector.
7. In the event of failure by a staff member to perform all or part of tasks which justified the award of a task allowance, payment of such a task allowance shall be withheld, suspended or reduced in proportion to tasks performed.
8. A staff member may receive several task allowances at the same time, provided that each of these task allowances is granted for a different range of tasks and do not exceed the sum specified in paragraph 5.

NIGHT WORK ALLOWANCE

§18

An employee performing night work is entitled to a remuneration allowance for each hour of night work amounting to 20% of the basic hourly wage, but not less than the allowance determined pursuant to Article 1518 § 1 of the Labour Code.

AWARDS

§19

1. An academic teacher may receive a rector's award for his or her scientific, teaching or organisational achievements or for his or her overall achievements.
2. The rules and procedure for awarding the Rector's awards referred to in section 1 shall be laid down in the regulations established by the Rector.

§20

1. An employee who is not an academic teacher may receive the Rector's Award for his or her professional achievements.
2. The rules for distribution and awarding the Rector's awards referred to in section 1 shall be laid down in the regulations established by the Rector.

BONUS

§21

1. A statutory bonus shall be granted to non-academic staff members.
2. The rules for granting a bonus are laid down in Annex 11 to the Remuneration Rules.

ADDITIONAL ANNUAL REMUNERATION

§22

1. An employee is entitled to service anniversary award for many years' service:
 - 1) 75% of the basic remuneration - for 20 years of service,
 - 2) 100% basic remuneration - for 25 years of service,
 - 3) 150% of the basic remuneration - for 30 years of service,
 - 4) 200% of the basic remuneration - for 35 years of service,
 - 5) 300% of the basic remuneration - for 40 years of service,
 - 6) 400% of the basic remuneration - for 45 years of service.
2. The rules for determining the period of employment are laid down in separate provisions.



ADDITIONAL ANNUAL REMUNERATION

§23

An employee shall be entitled to an additional annual remuneration in accordance with the rules laid down in the provisions on the additional annual remuneration of employees of public sector.

OTHER WORK-RELATED BENEFITS

§24

1. An employee may be entitled to other benefits, such as
 - 1) Payment in lieu of protective clothing and laundry,
 - 2) severance pay,
2. The rules for granting the benefits referred to in paragraph 1 shall be laid down by the provisions of the Labour Code or other provisions as appropriate.

INCREASE IN REMUNERATION IN RELATION TO TERMINATION OF EMPLOYMENT DUE TO RETIREMENT

§25

1. An employee who has worked at the US for at least 10 years is entitled to an increase in basic remuneration in relation to termination of employment due to retirement.
2. The remuneration is increased on the basis of a written request by increasing the basic remuneration of an employee by 10% of the basic remuneration resulting from the employment contract. The aforementioned provision may be changed in subsequent years, according to a decision of the Rector.
3. The remuneration increase shall be granted at the request of a university staff member for a maximum period of 12 months from the first day of the month following that of the request.
4. A decision to increase the remuneration is made by the Rector or a person authorised by the Rector.
5. A university staff member who has been granted the increased salary referred to in paragraph 1 may not reapply, nor may he/she apply for the increase, including that resulting from Remuneration Rules.

SOCIAL BENEFITS FROM THE EMPLOYEE BENEFITS FUND

§26

1. A contribution to the employee social benefits fund shall be created in accordance with the provisions of the law and agreements concluded with trade unions.
2. An employee shall be entitled to benefits from the employee social benefits fund under the rules laid down in separate regulations.

THE LUMP-SUM REMUNERATION OF A SOCIAL LABOUR INSPECTOR

§27

In the event of a significant burden of tasks resulting from the performance of the function of a university social labour inspector, the Rector, at the request of the university trade unions, justified by the scope of the activities carried out, may grant a monthly lump-sum remuneration not exceeding 30 hours of work, and in particularly justified cases, the Rector may increase this remuneration up to 60 hours.

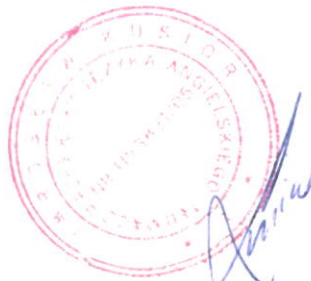


Table of monthly minimum rates of basic remuneration for academic teachers employed in research, research and teaching and teaching positions

No.	Position	Minimum rate, established as % of a Professor's basic remuneration
Research, research and teaching position		
1.	Professor	100%
2.	University professor	83%
3.	Assistant Professor, Dr hab.	78%
4.	Assistant Professor, Dr	73%
5.	Assistant, Dr	54%
4.	Assistant, MA	50%
Teaching positions		
1.	Teaching professor	100%
2.	University teaching professor	83%
3.	Assistant professor	73%
4.	Senior lecturer, lecturer	50%
5.	Teacher , instructor	50%

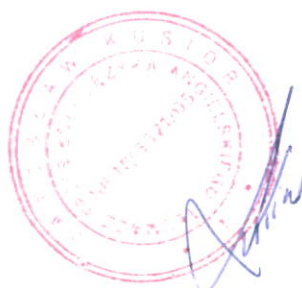


Table of positions, qualification requirements and monthly minimum remuneration categories and for librarians

No.	Position	Minimum qualification requirements		Minimum remuneration category
		Education	Number of years of service	
1.	Senior custodian	according to separate requirements ¹²	15	VII
2.	Custodian	master's degree	10	VI
3.	Senior librarian	higher	6	V
4.	Librarian	secondary, internal practical training ³⁴⁵⁶	3	IV
5.	Junior librarian	secondary , internal practical training	0	III
6.	Senior Inventory Clerk	basic vocational	3	III
7.	Inventory Clerk	basic vocational	0	III

¹ Requirements for the position of Senior Custodian:

2 Completed second-cycle studies or master's degree in librarianship and scientific information or a degree in bibliography and/or scientific information or completed second-cycle studies or master's degree in other sciences and completed post-graduate studies in librarianship or scientific information or a degree in other sciences other than those listed to the extent compatible with the profile and research needs of a library,

3 15 years of seniority in the scientific library, including 5 years in the US library,

4 Certificate of knowledge of a foreign language according to the requirements of the university, at BI level,

5 A minimum of 3 publications in the field of librarianship and/or scientific information or related sciences that are consistent with the profile of a given library, including 1. a reviewed publication.

6 At least a very good employee evaluation in a periodic staff appraisal carried out within the university and meeting at least two of the following requirements:

- 1) Research activities: information and bibliographical publications, other publications of a scientific nature, scientific and/or content-related editing, participation in programme committees and boards (conferences, journals, publishing series), other forms of scientific research activity (participation in projects, conducting research in the field of librarianship and scientific information, research on the efficiency of library activity, creation/co-creation of databases, including: development of concepts, work on the structure of databases, etc.);
- 2) Teaching activities: conducting teaching activities in the field of librarianship and scientific information or sciences consistent with the profile of a given library. Preparation and implementation of various forms of library education, including informational education, also in e-learning version;
- 3) Organisational activities: performing managerial functions in the library, managing projects, grants; working in permanent library/university task team work. Proposing, designing and implementing improvements and innovations in the organisation of library work. Developing documents of practical importance (e.g. strategies, internal procedures). Organisation of conferences, workshops, trainings, internships. Cooperation with institutions from the scientific and economic sector.

² Internal practical training - required once in the employee's career, in the home library, covering all departments⁹

Table of basic jobs, qualification requirements and minimum remuneration categories for scientific and technical staff and engineering and technical

No.	Position	Minimum qualification requirements		Minimum remuneration category
		Education	Number of years of service	
1.	Senior specialist	Master's degree, certificates of service for specialist equipment	10	VII
2.	Specialist	higher, certificates of service for specialised equipment	6	VI
3.	Senior technician, Senior seaman	Higher	0	IV
		secondary	2	IV
4.	Seaman technician	secondary	0	III

Table of basic positions, qualification requirements and minimum remuneration categories for staff in administrative positions

No.	Position	Minimum qualification requirements		Minimum remuneration category
		Education	Number of years of service	
1.	Chancellor (administrative director)	master's degree	15, of which 5 at managerial position	XIII
2.	Bursar	master's degree	according to separate provisions	XIII
3.	Deputy Chancellor (Administrative Director)	master's degree	10, including 3 at managerial position	XII
4.	Assistant Bursar	master's degree	10, including 2 at managerial position	XII
5.	Director of the supporting organisational unit (Main Library, ACKJ, UCE, SWFiS), director of the scientific publishing house	master's degree	10, including 2 at managerial position	XI
6.	Deputy director of the supporting organisational unit (Main Library), Head of department, Head of Student Service Centre, Unit Manager (12 people and more),	master's degree	10	X

7.	Directors of other supporting organisational units, Head of the section (students, science, education, doctoral school - according to organisational regulations), Head (Main Library)	master's degree	10	IX
8.	Internal auditor	according to separate provisions		IX
9.	Legal counsel	according to separate provisions		IX
10.	Head of a unit for less than 12 people, head of a student/assistant house, deputy heads of departments/sections, other heads,	master's degree	8	VIII
11.	Senior specialist, independent accountant, independent economist	higher, confirmed courses completion, specific training	6	VII
12.	Health and safety, fire, environmental, technical, construction, sanitary, etc. senior specialist.	according to separate provisions		VII
13.	Specialist, senior accountant, senior economist	higher	6	VI
14.	Health and safety, fire, environment, technical, construction, sanitary, etc. specialist	according to separate provisions		VI
15.	Health and safety, fire, technical, construction etc., investor supervision senior inspector	according to separate provisions		VI
16.	Health and safety, fire, technical, construction etc., investor supervision inspector	according to separate provisions		V
17.	Independent auditor, accountant, economist, auditor	higher	2	V
		secondary	4	V
18.	Senior clerk	higher	0	IV
		secondary	2	IV
19.	Clerk	secondary	0	III



Table of basic positions, qualification requirements and minimum remuneration categories for IT staff

No.	Position	Minimum qualification requirements		Minimum remuneration category	
		Education	Number of years of service in the IT position	Support unit	Infrastructure Unit, University Information Systems Unit
1.	Senior IT specialist	higher, certificates confirming professional competence	10	VIII	IX
2.	IT specialist	higher, certificates confirming professional competence	7	VII	VIII
4.	Independent IT specialist	higher	4	VI	VII
5.	Senior IT specialisy	IT higher, secondary	0	V	VI
6.	IT specialist	IT secondary	0	IV	V

Table of positions, qualification requirements and minimum remuneration categories for a scientific publisher

No.	Position	Minimum qualification requirements		Minimum remuneration category
		Education	Number of years of service	
1.	Publishing secretary	master's degree	7	VIII
2.	Editor-in-Chief	Master's degree, language and literature studies	5	VII
3.	Language editor	Master's degree, language and literature studies	3	VII
4.	Technical editor, editor	higher	3	VI
5.	Proofreader, graphic designer	higher	0	V

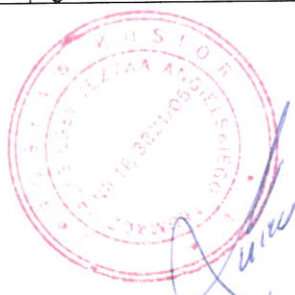


Table of basic positions, qualification requirements and minimum remuneration categories of service staff

No.	Position	Minimum qualification requirements Education	Minimum remuneration category
Positions regulated by separate provisions			
1.	Driver	according to separate provisions	IV
2.	Senior maintenance technician	basic vocational, qualifications to operate equipment, installations and networks with a voltage of up to 1 KV and over 1 KV or a master's degree in the profession	IV
3.	Maintenance technician	basic vocational	III
4.	Senior doorkeeper, senior warden	basic vocational, ability to operate security or monitoring systems or a certificate confirming property security course completion	III
5.	Senior receptionist Disciplinary action	secondary , communicative foreign language skills, 5 years of experience as a receptionist	III
6.	Economic worker	basic	II
7.	Doorkeeper, receptionist, guard	basic vocational	II
8.	Senior cleaning person, senior chambermaid	basic vocational	II
9.	Cleaning person, chambermaid	basic	II

Remuneration categories of non-academic staff - % of the minimum remuneration of a professor

Remuneration category	% of the minimum professor's remuneration	Minimum remuneration as of 1 January 2020
I	31%	2 070
II	33%	2 170
III	35%	2 270
IV	37%	2 380
V	42%	2 680
VI	46%	2 950
VII	50%	3 210
VIII	54%	3 460
IX	59%	3 800
X	65%	4 170
XI	70%	4 490
XII	83%	5 330
XIII	100%	6410
XIV	110%	7 050

Table of monthly rates of the functional allowance for staff in managerial positions / employees employed in managerial positions

No.	Function	Rate	
		Min.	Max.
1.	Rector	Rate set by the Ministry of Science	
2.	Vice-Rector	2 500	4 000
3.	Dean	1 500	2 500
4.	Dean for Students		
	- up to 500 students	500	1 000
	- from 501 to 1 000 students	1 000	1 200
	- 1 001 to 2000 students	1 200	1 500
	- over 2 000 students	1 500	2 000
5.	Director of an Institute		
	- over 101 employees	2 000	2 500
	- from 51 to 100 employees	1 500	2 000
	- between 21 and 50 employees	1 200	1 500
	- up to 20 employees	800	1 200
6.	Deputy Director of an Institute		
	over 101 employees	1 500	2 000
	- from 51 to 100 employees	1 200	1 500
	- between 21 and 50 employees	800	1 000
	up to 20 employees	600	800
7.	Head of a department		
	- up to 11 employees	200	300
	- 12 to 20 employees	400	500
	- over 21 employees	600	800
8.	Director of a doctoral school	1 000	1 500
9.	Deputy Director of a doctoral school	800	1 200
10.	Chancellor (administrative director)	1 500	3 000
11.	Bursar	1 500	3 000
12.	Deputy Chancellor (Administrative Director)	800	1 500
13.	Assistant Bursar	800	1 500
14.	Director of the supporting organisational unit (Main Library, ACKJ, UCE, SWFiS), director of the scientific publishing house	800	1 500
15.	Head of Unit (Central Administration), Head of Student Service Centre, Deputy Director of the Main Library, Unit Head (12 staff and more)	400	1 000
16.	Directors of other supporting organisational units, head of a section (students, education, training, doctoral school - in accordance with the organisational regulations), other persons holding managerial positions, except for deputy section heads	200	600
17.	Head of units (less than 12 employees), deputy heads of departments, legal adviser	200	400



Table of remuneration rates for overtime work of academic teachers

No.	Position	Minimum rate
Research, research and teaching positions		
1.	Professor	100
2.	University professor	90
3.	Assistant Professor, Dr hab.	80
4.	Assistant Professor, Dr	70
5.	Assistant, Dr	60
6.	Assistant, MA	50
Teaching positions		
1.	Teaching professor	100
2.	University teaching professor	90
3.	Teaching Assistant Professor	70
4.	Senior lecturer, lecturer	50
5.	teacher, instructor	50



REGULATIONS FOR THE AWARDING OF BONUSES TO NON-ACADEMIC STAFF OF THE SZCZECIN UNIVERSITY

§ 1

A personal payroll fund for non-academic staff is planned for statutory bonuses for each financial year.

§2

The statutory bonus is granted in the amount of:

- 1) 70% of the monthly basic remuneration for employees in the position of a Chancellor and the Bursar
- 2) 50% monthly basic remuneration for employees in the position of a Deputy Chancellor and Deputy Bursar,
- 3) 45% of the monthly basic remuneration for employees in the position of a director of supporting organisational units (Main Library, UCE, SWFiS, ACKJ - not applicable to directors employed as academic teachers), director of a scientific publishing house, subject to point 6,
- 4) 40% of basic monthly remuneration for staff holding the positions of Deputy Director of the Main Library, Head of Department, Head Unit (12 persons and more), Director of the Szczecin University Archives, Director of the Academic Business Incubator and Career Office, Internal Auditor, Head of the Rector's Office, subject to point 6,
- 5) 35% of the monthly basic remuneration for staff holding managerial positions for less than 12 people, head of an assistant hotel, head of a Students' Residence Hall, head of a library branch, deputy head of a department .
- 6) 30% of the monthly basic remuneration for staff in the positions of head of department, head of a disability department, head of student culture zone, head of library and persons employed in managerial positions not listed in point 1. 1-5 and 7,
- 7) 25% of the monthly basic remuneration for staff in the position of a deputy head of section, assuming that the number of persons in the section including the head is at least 12.
- 8) 20% of the monthly basic remuneration for staff in the positions not listed in point 2. 1-7.

§3

The entitlement to a statutory bonus shall be vested in the employee who:

- 1) performs impeccably the tasks resulting from the assigned scope of duties, 2) observes work order and discipline, health and safety regulations and fire safety regulations.

§4



1. A staff member shall not acquire the entitlement to all or part of the statutory bonus for a given month, in particular where
 - 1) he/she has been punished with a disciplinary action,
 - 2) does not carry out or does not carry out the tasks assigned to him/her properly,
 - 3) does not comply with the work regulations and established work order, health and safety and fire safety regulations,
 - 4) The cases referred to in § 4, section 1, points 2 and 3 are, inter alia: unjustified absence from work, late work, appearance at work while intoxicated or drinking alcohol on the premises of the workplace, arbitrary (unjustified) leaving the workplace, unjustified refusal to carry out a business order,
 - 5) employment contract was terminated without notice due to the employee's fault, pursuant to Article 52 of the Labour Code.
2. Disclosure of the misconduct referred to in paragraph 1 resulting in the loss or reduction of the bonus for a given month after the expiry of the pay period shall entitle the employer to terminate/reduce a bonus within the pay period for the nearest month following the discovery of the misconduct, but no later than three months after the date of the misconduct.

§5

1. A statutory bonus in the amount specified in § 2 is paid to employees without the need to submit a bonus request.
2. A request for reduction/withdrawal of a statutory bonus shall be submitted by a direct superior or other persons performing managerial functions indicated in the US statutes to the Rector or a person authorised by the Rector, via the Human Resources Department.
3. In case of employees directly subordinate to the Rector, a request to change the amount of a statutory bonus or to deprive an employee of such a bonus is submitted by the Rector to the Human Resources Department.
4. The request referred to in Sec. 2 shall be submitted by the 5th day of each month, subject to § 4 Sec. 2. The request for the statutory bonus reduction/exclusion submitted after the 5th day of a given month shall be executed in the following calendar month.
5. A sample of a request has been attached as Annex 12 to these remuneration Rules.
6. A Human Resources Department verifies the request in formal terms and then submits it to the Rector or a person authorised by the Rector for approval.
7. Accepted requests are forwarded to the Payroll Department for processing.

§6

1. Reasons for the reduction or withdrawal of the bonus shall be notified by the immediate superior in writing with reasons at the latest 7 working days before the bonus is paid.
2. A staff member shall, within seven calendar days of receiving the notification referred to in paragraph 1, have the right of appeal through his/her immediate superior or the right to have the matter reviewed by the Rector in accordance with the official procedure.
3. Within 14 working days from the date of receipt of the appeal, the Rector shall notify an employee in writing whether or not the appeal has been accepted.
4. A copy of a decision granting the appeal shall be forwarded to the Payroll Department and to the Human Resources Department and shall constitute the basis for the payment of the bonus deducted at the earliest opportunity of payment of an employee's remuneration.



Szczecin, dated:.....

REQUEST TO REDUCE / WITHDRAW STATUTORY BONUS

**Rector of the
University of Szczecin
through the Human Resources
Department**

I request the reduction/withdraw* of a statutory bonus for Mr./Mrs./Ms/

Employed (*name of organisational unit*)

by% for month/months in (*year*)

Justification:

(signature of the immediate superior)

(signature of the Rector)

Register No. 2692 / 2020

I, Jaroslaw Kusior, sworn translator of English
hereby certify that this is a true copy of the original document submitted in **POLISH**

Fee charged according to effective Regulation of the Minister of Justice on the Sworn Translator's
Remuneration for Translation Services of January 24, 2005
Dziennik Ustaw (Polish Journal of Laws) of 2005 No. 15 item 131

Warsaw, dated: 23rd December, 2020

