

REMUNERATION REGULATIONS

applicable to the employees of the John Paul II Catholic University of Lublin

Art. 1

1. The Remuneration Regulations, hereinafter referred to as the "Regulations", define the rules for remuneration for work and the granting of other work-related benefits at the John Paul II Catholic University of Lublin (hereinafter referred to as KUL).
2. Before a newly recruited employee is allowed to work, they must be made aware of the content of these Regulations.
3. A statement by the employee that they have read the Regulations shall be placed in their file.
4. The provisions of these Regulations apply to all employees of the John Paul II Catholic University of Lublin.

Art. 2

Whenever these Regulations refer to:

- 1) act – this shall be understood as the Act of 20 July 2018 – Law on Higher Education and Science (hereinafter the "Act");
- 2) University – this shall be understood as the John Paul II Catholic University of Lublin (hereinafter KUL);
- 3) academic teachers shall be understood as the staff referred to in Art. 116 of the Act, employed under an employment relationship;
- 4) employees other than academic teachers – this shall be understood as other employees of the University who are employed under an employment relationship;
- 5) employee – this shall be understood as a person employed with the John Paul II Catholic University of Lublin.

Art. 3

The following shall be established:

- 1) the table of minimum monthly rates of basic pay for academic teachers, as set out in Appendix 1 to these Regulations.
- 2) the table of minimum monthly rates of basic pay and special duty allowances for employees other than academic teachers, as set out in Appendix 2 to these Regulations.
- 3) the table of monthly rates of special duty allowances for academic teachers holding managerial positions, as set out in Appendix 3 to these Regulations.

Art. 4

1. Remuneration for work shall be determined in such a way as to correspond in particular to the type of work performed and the qualifications required for its performance, as well as take into account the quantity and quality of provided work.
2. The amount of remuneration components shall be determined within the funds provided for staff remuneration in the University's material and financial plan.
3. An employee's gross remuneration for a full month's working time cannot be lower than the minimum remuneration, the amount of which is determined by separate generally applicable regulations.

4. A part-time employee shall be entitled to remuneration at a rate proportionate to the working hours resulting from the employment relationship.

Art. 5

1. Remuneration and other monetary benefits resulting from the employment relationship are considered an employee's interest and are confidential.
2. Remuneration is transferred to the employee's personal bank account indicated by the employee. Remuneration should be available on the payment day in the bank accounts indicated by the employees.
3. In exceptional cases, remuneration is available in the form of auto-withdrawal from the bank servicing the current account of the University.
4. The hourly rate of basic pay and allowances determined on a monthly basis, resulting from the employee's payroll rate, shall be determined by dividing the basic remuneration rate by the number of working hours to be worked in a given month and, in the case of academic teachers, by 156.

Art. 6

1. Academic teachers are paid once a month, in advance, on the first working day of the month.
2. Remuneration for overtime is paid after the settlement of actual teaching hours, at the end of the academic year; however, the Rector may order the settlement of those hours sooner.
3. The basic pay of an academic teacher during a period of suspension may be reduced by no more than 50%, and the basic salary of an academic teacher during their detention on remand may be reduced by no more than 50%, as of the first day of the calendar month following the month in which the teacher was suspended. During the period of suspension, no variable components of salary shall be payable.
4. Should the disciplinary or criminal proceedings conclude with dismissal for lack of evidence of guilt, or with a ruling or an acquittal, the academic teacher shall be paid the part of the salary by which it was reduced.

Art. 7

1. Remuneration of employees other than academic teachers is paid once a month, in arrears, by the 28th day of each month, subject to sec. 3.
2. If the payment day is a public holiday or weekend, the remuneration is paid on the previous day.
3. Service employees and workers in blue-collar positions are paid once a month in arrears, by the 10th day of the month following the completed working month.

Art. 8

1. The remuneration of a University employee shall consist of:
 - 1) fixed remuneration components, which include:

- a) basic pay awarded for work corresponding to the type of work performed and the qualifications required for the performance thereof as well as the volume and the quality of the work performed;
 - b) length-of-service allowance under the terms of the Act.
 - 2) variable components of remuneration referred to in sec. 2 and 3.
2. Academic teachers are entitled to variable remuneration components:
 - 1) the special duty allowance referred to in Art. 12;
 - 2) the performance-related allowance referred to in Art. 15;
 - 3) the special allowance referred to in Art. 20;
 - 4) an allowance for work in harmful or arduous conditions as referred to in Art. 18;
 - 5) remuneration for overtime work, the amount of which is determined by a separate order of the Rector;
 - 6) remuneration for overtime work, the amount of which is determined by a separate order of the Rector,
 - 7) additional remuneration for:
 - a) acting as a promoter, assistant promoter and reviewer in proceedings for the conferment of the degree of doctor, doctor habilitatus or professor and as a member of a habilitation commission as defined by the Act;
 - b) performing work on part-time studies, as far as the final result of the studies allows;
 - c) for exemplary performance of their duties, showing initiative at work and improving the productivity and quality of work;
 - 8) remuneration for work performed in projects is determined by a separate order of the Rector and the guidelines of the programme under which the project is carried out;
 - 9) remuneration for directing and supervising internships in higher education at KUL as determined by a separate order of the Rector;
 - 10) additional annual remuneration – determined according to the rules and in the amount specified in the generally applicable regulations.
3. Employees other than academic teachers are entitled to variable remuneration components:
 - 1) the special duty allowance referred to in Art. 12;
 - 2) the performance-related allowance referred to in Art. 15;
 - 3) the special allowance referred to in Art. 20;
 - 4) an allowance for work in harmful or arduous conditions as referred to in Art. 18;
 - 5) remuneration for work performed in projects is determined by a separate order of the Rector and the guidelines of the programme under which the project is carried out;
 - 6) the discretionary bonus referred to in Art. 21;
 - 7) allowances for working:
 - a) overtime, on Sundays and public holidays and days off resulting from a five-day working week,
 - b) at night,
 - c) second shift,
 - determined in accordance with the rules and at the rates laid down by generally applicable regulations,
 - 8) remuneration for directing and supervising internships in higher education at KUL as determined by a separate order of the Rector;

- 9) remuneration for performing work on part-time studies, as far as the final financial result of the studies allows;
- 10) additional annual remuneration – determined according to the rules and in the amount specified in the generally applicable regulations.

Art. 9

1. University employees are entitled to the following work-related benefits:
 - 1) seniority awards;
 - 2) one-off severance pay for retirement or disability;
 - 3) allowances and other entitlements for business trips;
 - 4) pay for periods of incapacity for work;
 - 5) other provided for in specific regulations – determined by the rules and at the rates laid down by generally applicable regulations.
2. An employee may be awarded the Rector's Award. The rules for the Rector's Awards are set out in separate regulations.
3. Academic teachers shall be entitled to remuneration during their annual leave and for the paid periods of leave referred to in Art. 130 and Art. 131 sec. 1 of the Act.
4. Employees other than academic teachers are entitled to payment for annual leave.

Art. 10

Decisions on the basic pay, function-related allowance and other components of an employee's remuneration are taken by the Rector.

Art. 11

The rules for increasing the basic salary of academic teachers and employees other than academic teachers for a period of two years prior to the termination of employment due to retirement shall be laid down in a separate order of the Rector agreed with the institutional trade union organisation.

Art. 12

1. The special duty allowance shall be payable for managing a team of not less than 5 persons, including the manager.
2. The amount of the special duty allowance for a particular position depends on:
 - 1) number of subordinate employees,
 - 2) the complexity of the tasks associated with the function.
3. An employee shall be entitled to a special duty allowance from the first day on which they assume a management function or employment in a managerial position, until the last day of the month in which they cease to perform that function.
4. An academic teacher shall not be entitled to a special duty allowance during the period of suspension from professional duties.
5. An employee shall lose the right to the special duty allowance during a period of authorised absence from work of more than three months.
6. The amount of the special duty allowance may not exceed 67% of a professor's salary, and the amount of the Rector's function-related allowance may not exceed 100% of a professor's salary.

7. The amounts of the special duty allowances are set out in Appendices 1 and 3 to these Regulations.

Art. 13

1. An employee shall be entitled to a length-of-service allowance of 1% of basic pay for each year of employment, to be paid monthly on the payment day, starting from the fourth year of employment, except that this allowance shall not exceed 20% of basic pay.
2. If an employee becomes entitled to a length-of-service allowance or to a higher rate of such allowance on the first day of a month, the allowance shall be payable for that month.
3. If an employee becomes entitled to a length-of-service allowance or to a higher rate of such allowance during a month, the allowance shall be payable from the first day of the month following the month in which the employee becomes entitled to it.
4. The length-of-service allowance shall be paid to an employee for days for which they receive remuneration and for days of absence from work due to incapacity for work as a result of illness or the need for personal care of a child or sick family member, for which they receive remuneration or social security benefits.

Art. 14

1. The following shall be taken into account in the determination of periods of entitlement to the length-of-service allowance:
 - 1) completed periods of employment;
 - 2) other periods taken into account under separate provisions as periods determining employee entitlements;
 - 3) the period of assistantship preparatory studies carried out on the basis of the regulations on the principles and conditions for the establishment of assistantship preparatory studies in higher education institutions;
 - 4) periods of stay abroad resulting from an assignment granted in accordance with the regulations on the assignment abroad of staff for research, teaching and training purposes.
2. In determining the periods of entitlement to the length-of-service allowance, the periods referred to in sec. 1 pt 1 shall be considered based on an employment certificate, and the periods referred to in sec. 1 pt. 2-4 based on another document proving that they have been completed, with the proviso that in the event of an employee being simultaneously in more than one employment relationship, the periods referred to in sec. 1 shall be taken into account after the employee has submitted a declaration that they have not been taken into account with another employer.
3. Where more than one employment relationship exists at the same time, the periods of entitlement to the length-of-service allowance shall be determined separately for each employment relationship.

Art. 15

1. The performance allowance may be granted at the request of the head of the organisational unit by virtue of a temporary increase in the workload or a temporary

assignment of additional tasks or due to the nature of the work or the conditions of its performance.

2. The amount of the performance allowance shall not exceed 80% of the total basic salary and the special duty allowance of the employee.
3. The performance allowance shall be payable during an excused absence from work but for no longer than 3 months.

Art. 16

1. An employee working at night shall be entitled to an allowance for each hour of night work amounting to 20% of the hourly rate of basic pay, but not less than 20% of the hourly rate resulting from the minimum wage, established pursuant to separate regulations.
2. Shift workers are entitled to an allowance of 10% of their hourly rate of basic pay for each hour worked on the second shift. This allowance is also payable to employees in managerial positions for whom shift work is based on a schedule.
3. The allowance for shift work and/or night work shall be paid at the date of payment of remuneration for work.

Art. 17

1. For overtime work, employees other than academic teachers are entitled to an allowance in addition to their normal salary:
 - 1) 100% of pay – for overtime work performed:
 - a) at night,
 - b) on Sundays and public holidays that are not working days for the employee according to the employee's working schedule,
 - c) on a day off granted in lieu of Sunday or public holiday work according to the employee's working schedule;
 - 2) 50% of pay – for overtime work occurring on any day other than that specified in sec. 1.
2. The allowance at the rate specified in pt 1 shall also be payable for each hour of overtime for exceeding the normal average weekly working time in the adopted reference period unless the overtime is exceeded as a result of overtime work for which the employee is entitled to the allowance at the rate specified in pt 1.
3. The allowance referred to in sec. 1 and the remuneration for hours worked in excess of the specified working hours shall be based on a monthly/quarterly time settlement.
4. Overtime pay shall be paid on the date of payment of salary for work.
5. The rules for the payment of overtime to academic teachers are laid down in a separate regulation by the Rector agreed with the institutional trade union organisation.

Art. 18

1. Employees working in positions that are recognised under generally applicable legislation as involving factors that are harmful to health or arduous are entitled to a salary supplement.
2. Records of positions involving factors that are harmful to health or arduous are kept by the Workplace Safety and Health Department.
3. The rules for the award are governed by a separate order of the Rector.

Art. 19

1. An employee employed in a position where the use of work clothes is required, if it is not possible for the Employer to provide for the washing of such clothes, shall be entitled to a cash allowance for washing the clothes themselves.
2. The rules for the payment of the allowance are governed by a separate order of the Rector.

Art. 20

1. Academic teachers may be granted a special allowance for:
 - 1) carrying out tasks of strategic, developmental or other importance for the University, assigned by the Rector, related in particular to the management of the University or departments, the work of councils of institutes, units or teams.
2. Employees other than academic teachers may be granted a special allowance for:
 - 1) work carried out in the framework of national, international and European-funded projects if the granting of this allowance is in accordance with the guidelines of the programme under which the project is carried out,
 - 2) work in a recruitment committee,
 - 3) implementation of tasks assigned by the Rector which are of strategic, developmental or other importance to the Universitywith the proviso that the special allowance may not be granted when the work listed in points 1-2 is part of the employee's duties arising from their employment relationship and remunerated under the employment contract.
3. Special allowance for tasks defined in:
 - 1) sec. 1 and sec. 2 pt 2 and 3 may be granted if funds for this purpose have been provided for in the plan for staff remunerations financed from the University's own revenue,
 - 2) sec. 1 and sec. 2 pt 1 in accordance with the rules laid down by a separate order of the Rector.
4. The special allowance is granted by the Rector. Applications for special allowances may be submitted in particular by:
 - 1) Pro-Rector, director of an institute, dean, administrative director, bursar, head of an organisational unit,
 - 2) person responsible for the implementation of a task of strategic and developmental importance for the University, project manager, or chairperson of a recruitment committee.
5. The applicant referred to in sec. 4 shall submit a request for withholding the allowance if the employee ceases to perform additional tasks.

Art. 21

1. Within the funds allocated for the personnel salaries of Employees other than academic teachers, the Rector may create a discretionary bonus fund in an amount depending on the financial capacity of the University.
2. The amount of the fund is subject to change depending on the financial capacity of the University.

3. Any discretionary bonus fund not used in a calendar year shall not be carried over to the following year.
4. The distribution of funds from the university's discretionary bonus fund to the administrators is made by the Rector.
5. The administrators of the discretionary bonus fund are:
 - 1) the head of the organisational unit – in the case of employees subordinate to them,
 - 2) pro-rectors, administrative director – in the case of heads of organisational units subordinate to them,
 - 3) Rector – in the case of independent positions, the Administrative Director and other employees of the University reporting directly to the Rector.
6. A discretionary bonus may be awarded to an employee no more than once per quarter for exemplary performance of their duties, showing initiative in their work and improving work productivity and quality.
7. This bonus is discretionary and depends solely on the discretion of the Employer, and an employee has no claim for its award and payment.
8. Where a discretionary bonus is awarded to an Employee, its amount shall be a gross amount.

Art. 22

1. While an employee is incapable of work due to:
 - 1) illness or seclusion due to an infectious disease – lasting up to a total of 33 days in a calendar year, and in the case of an employee over 50 years of age lasting up to a total of 14 days in a calendar year – the employee retains the right to 80% of the salary;
 - 2) accident on the way to or from work or illness occurring during pregnancy – during the period indicated in pt 1 – the employee retains the right to 100% of the salary;
 - 3) undergoing the necessary medical examinations for cell, tissue and organ donor candidates and undergoing cell, tissue and organ donation, during the period referred to in pt 1, shall retain the right to 100% of the remuneration.
2. The remuneration referred to in sec. 1 shall be calculated in accordance with the rules applicable for determining the basis for sickness benefit calculation and shall be paid for each day of incapacity for work, not excluding days off.
3. The remuneration referred to in sec. 1:
 - 1) shall not be reduced in the event of a reduction of the basis for sickness benefit calculation;
 - 2) shall not be granted in cases where the employee is not entitled to sickness benefits.
4. For the period of incapacity for work referred to in sec. 1, lasting in total more than 33 days in a calendar year, and in the case of an employee who has reached the age of 50, lasting more than 14 days in a calendar year, the employee shall be entitled to sickness benefits according to the rules set out in separate regulations.

Art. 23

1. The employee is entitled to a seniority award for many years of service:
 - 1) for 20 years of service – at the rate of 75% of monthly salary,
 - 2) for 25 years of service – at the rate of 100% of monthly salary,
 - 3) for 30 years of service – at the rate of 150% of monthly salary,

- 4) for 35 years of service – at the rate of 200% of monthly salary,
 - 5) for 40 years of service – at the rate of 300% of monthly salary,
 - 6) for 45 years of service – at the rate of 400% of monthly salary.
2. An employee shall acquire the right to a seniority award on the date of the end of the period entitling to the award.
 3. Payment of the seniority award should be made as soon as the employee becomes entitled to the award.
 4. The basis for calculating the award shall be the remuneration to which the employee is entitled on the date of its payment or the remuneration to which the employee is entitled on the date of acquiring entitlement to the award if this is more favourable to the employee.
 5. In the event of termination of the employment relationship due to retirement or disability pension, an employee who lacks less than 12 months from the date of termination of employment to acquire the right to the seniority award shall be paid the award on the date of termination of employment.
 6. Employees are required to demonstrate their entitlement to the award if the relevant documentation is missing from their personal file.
 7. In matters not regulated above, the provisions of the Act of 20 July 2018, Law on Higher Education and Science (Dz.U. /Journal of Laws/ of 2020 item 85) shall apply.

Art. 24

1. An employee who fulfils the conditions for entitlement to retirement or disability pension, whose employment relationship was terminated in connection with retirement or disability, shall be entitled to one-off severance pay equal to 300% of the basic pay received for the last month of employment.
2. An employee who has received a pension severance pay from a previous employer cannot become entitled to it again.

Art. 25

1. In the event of an employee's death during the employment relationship or during the period when sickness benefits are received after the termination of the employment relationship, the family is entitled to a death gratuity from the employer.
2. The amount of the severance pay referred to in sec. 1 shall depend on the employee's period of employment with the University and shall amount to:
 - 1) one month's remuneration, if the employee has been employed for less than 10 years;
 - 2) three months' remuneration, if the employee has been employed for at least 10 years;
 - 3) six months' remuneration, if the employee has been employed for at least 15 years.
3. The following members of the employee's family are entitled to a death gratuity:
 - 1) spouse;
 - 2) other family members who meet the conditions for obtaining a survivor's pension under the provisions on pensions from the Social Insurance Fund.
4. The death gratuity shall be divided in equal proportions among all entitled family members of the deceased employee.

5. If there is only one surviving family member entitled to death gratuity for the deceased employee, this family member shall be entitled to severance pay of half of the relevant amount specified in sec. 2.

Art. 26

The content of the Remuneration Regulations was agreed with the institutional trade union organisation.

Art. 27

In matters not covered by these Regulations, the provisions of the Act of 26 June 1974 Labour Code (consolidated text: Dz. U. /Journal of Laws/ of 2019, item 1041), the provisions of the Law on Higher Education and Science of 20 July 2018 (Dz. U. /Journal of Laws/ of 2020, item 85), as well as the provisions of other laws and legal acts issued on the basis of these laws shall apply accordingly.