Ordinance No. 25/2020

Rector of Lodz University of Technology

of 25 March 2020

**on establishing the Remuneration Regulations of Lodz University of Technology**

(Consolidated text with amendments introduced by the Ordinance No. 62/2020)

Acting pursuant to Article 772 of the Act of 26 June 1974 – Polish Labour Code (i.e. Journal of Laws of 2019, item 1040, as amended), Article 23 (1), Article 126 (2) of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85) Article 249 (2) of the Act of 3 July 2018 Introductory Provisions to the Act - Law on Higher Education and Science (Journal of Laws 2018, item 1669, as amended) in consultation with the trade union organisations operating in the University, it shall be ordered as follows:

**§ 1**

The Salary Regulations, which are appended to this Ordinance, are hereby established.

**§ 2**

1. The Regulations referred to in § 1 shall enter into force on 1 October 2020.

2. As of 30 September 2020 internal normative acts in the scope of the Regulations shall expire.

§ 3

1.The periodic components of remuneration granted, including special allowances, supplementary remuneration and so-called extrabudgetary allowances, shall be paid according to the existing rules, in the amount and for the period for which they were granted.

2. Special allowances granted before the effective date of the Regulations shall become task-based allowances referred to in § 15 of the Regulations, while the supplementary pay granted before the effective date of the Regulations shall become a supplementary pay referred to in § 32 of the Regulations.

3. Applications for the award of periodic compensation components referred to in par. 1 that have not been considered by the effective date of the Regulations shall be considered in accordance with the rules and procedures set forth in the Regulations.

4. Remuneration for project work shall be calculated in accordance with the rules laid down in grant agreements and the financial guidelines for programmes or the model grant agreement guidelines, subject to the provisions of these Rules.

§ 4

1. Amendments to employment contracts and other provisions of the Regulations shall be made no later than 30 September 2020 with effect from 01 October 2020.

2. The statutory bonus of non-academic staff granted before the date of entry into force of the Regulations shall be included in the basic salary up to 20% at the current gross salary, taking into account the minimum wage regulations. Bonuses in excess of 20% shall be paid on the basis of the Regulations.

3. Employees who do not possess the required qualifications for their positions on the effective date of the Regulations shall retain their positions until the termination of the employment relationship.

§ 5

1. The Ordinance shall take effect on 25 March 2020.

 **RECTOR**

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 Appendix to Ordinance No. 25/2020 of Rector of Lodz University of Technology of 25 March 2020 on establishing Remuneration Regulations at Lodz University of Technology

REMUNERATION REGULATIONS AT LODZ UNIVERSITY OF TECHNOLOGY

as of 25 March 2020

I. GENERAL PROVISIONS

§ 1

These Regulations apply to the employees of Lodz University of Technology, also referred to as the University.

§ 2

Whenever these Regulations refer to:

1) Employer or the University - shall mean Lodz University of Technology;

2) employee, without further specification - shall mean employees of Lodz University of Technology;

3) the Act - shall mean the Act of 20 July 2018 - Law on Higher Education and Science;

4) the Labour Code - it shall be understood as the Act of 26 June 1974 - Polish Labour Code;

5) Regulations - should be understood as these Remuneration Regulations

6) Work Regulations - should be understood as the Work Regulations of Lodz University of Technology

7) employment relationship - should be understood as both the employment contract and the act of appointment

8) professorial remuneration - should be understood as the remuneration specified in the Regulation issued on the basis of Article 137(2) of the Act

9) lowest basic salary - shall be understood as the monthly minimum rates of basic salary of employees as specified in the appendices to these Regulations;

10) organisational unit - shall be understood as the organisational units defined in the Statute of Lodz University of Technology and the Organisational Rules and Regulations of Lodz University of Technology, management units: Rector, Vice-Rector, Chancellor and Bursar;

11) Head of the Organizational Unit - shall be understood as the Rector, Vice-Rector, Chancellor, Bursar, Dean, Director of a university unit, Head of a Department and Director of an institute.

§ 3

1. Before a newly hired employee is admitted to work, he/she must be acquainted with the Regulations, and the employee's statement of acquaintance with the Regulations is stored in his/her personal file.

2. A specimen of the statement referred to in par. 1 is attached as Appendix 1 to the Regulations.

Components of Remuneration

§ 4

(1) The following components of remuneration applicable to the University are established:

1) fixed, which the employee receives:

(a) basic salary,

b) seniority bonus;

2) variable, which an employee may receive:

(a) function allowance,

b) task-related allowance,

c) remuneration for overtime or overtime hours,

d) remuneration for the supervisor, assistant supervisor, reviewer and member of the habilitation committee in promotion proceedings,

e) allowance for work in conditions that are harmful to health or arduous

f) a discretionary bonus - in the case of non-academic staff,

g) a bonus for non-academic staff;

3. variables, other than those specified in the Act:

(a) research allowance,

b) teaching allowance - in the case of academic staff,

c) teaching allowance - in the case of academic staff,

d) organisation allowance,

e) motivational allowance,

f) supplementary allowance,

g) disability allowance.

2. Notwithstanding the provisions of paragraph 1, employees are entitled to allowances as laid down in the Polish Labour Code, including an allowance for night work and, for shift work, an allowance for each hour of second shift work.

3. Employees are entitled to an additional annual salary (so-called "thirteen" salary) in the amount and under the rules set out in the provisions on additional annual salary for employees of the budgetary sector.

4. Employees are also entitled to vacation pay for the period of leave, as well as benefits due in the period of temporary inability to work, under the rules and in the amount specified in the provisions of labour law and the provisions of the Act.

5. Academic staff shall be entitled to a one-time allowance for participation in the work of the admissions committee for degree programmes and doctoral programmes and a one-time allowance for supervising or managing student internships.

6. An employee is entitled to remuneration for commercialisation of scientific activities results and the know-how related to these results, in the amount and according to the rules set out in the Regulations for the Management of Intellectual Property Rights and the rules for commercialisation of scientific research results as well as development works at Lodz University of Technology introduced by the Resolution No. 01/2017 of the Senate of Lodz University of Technology of 22 February 2017.

7. Legal advisors for legal representation and the Social Labour Inspector at TUL shall be entitled to additional remuneration according to the rules laid down in separate regulations during their term of office.

Other benefits

§ 5

1. An employee of the University is also entitled to:

1) jubilee award;

2) retirement or disability severance pay

3) severance pay for termination of the employment contract due to reasons not related to the employee

4) equivalent for unused vacation leave

5) allowance for washing of working clothes

6) allowance for the use of own clothes for official purposes;

7) lump sum for the use of own car for official purposes;

8) reimbursement of business travel costs;

9) lump sum for the use of own tools in the case of telework.

2. An employee may be granted a cash award referred to as the "Rector's Award".

3. In the event of the death of an employee of the University during the employment relationship or during the period of payment, after its termination, an allowance for incapacity to work due to illness, the family shall be entitled to a death benefit from the University referred to in § 46 and § 47 of the Regulations.

4. An eligible person may be entitled to a benefit from the Social Benefits Fund of the University, pursuant to separate regulations.

Time limits for payment of remuneration

§ 6

1.Remuneration shall be paid at least monthly.

2. In the case of academic staff, basic salary, seniority bonus, performance bonus, function bonus and organizational bonus shall be paid in advance on the first working day of the month to which the payment relates. The remaining remuneration components shall be paid to academic staff in arrears by the 10th day of the following month, with the proviso that the remuneration of academic staff financed by grants and projects shall be paid by the 10th day of the following month upon submission of the work time settlement for a given grant/project.

3. Non-academic staff shall receive their remuneration paid monthly in arrears. Payment shall be made by the last day of a given month. If the payday is a day off, the salary shall be paid on the preceding day. The remuneration financed by grants and projects shall be paid by the 10th day of the following month after the presentation of the work time settlement for a given grant/project.

4. Remuneration for overtime for exceeding the daily standard, allowance for night work and second shift work, remuneration for the time actually worked in excess of the applicable working hours for part-time employees, and for vacation from variable components paid during the three months preceding the month in which the vacation begins shall be paid by the 10th day of the month following the month to which it relates based on a list signed by the immediate supervisor and approved by the head of the organizational unit. If the payment day is a holiday, the remuneration is paid on the preceding day.

5. Remuneration for overtime hours other than specified in paragraph 4 shall be paid by the 10th day of the month following the accounting period to which the payment pertains on the basis of a list of overtime hours signed by the immediate supervisor and approved by the head of the organizational unit. If the payment day is a holiday, the remuneration shall be paid on the preceding day.

6. The remuneration for overtime hours and additional payments for conducting specific classes of academic staff shall be paid after settling the hours completed in a given academic year, once a year, by December 31 of a given year. In justified individual cases, the Rector may authorize earlier payment. In the case of termination of the employment relationship during an academic year, the settlement of academic staff hours and payment for overtime hours shall be made no later than on the last day of employment.

7. The one-time allowance for participation in the work of the admissions committee for studies and doctoral schools and the one-time allowance for supervision or managing student work placements, as well as the remuneration of the supervisor, assistant supervisor, reviewer and member of the habilitation committee in promotion proceedings - shall be paid by the 10th day of the following month in which the payment order is submitted, provided that it has been received by the 15th day of a given month

8. The payment of jubilee awards and retirement gratuities for employees of the University shall be made after the entitlement has been acquired. Two deadlines are set at the University: by the 15th of a given month and by the last day of a given month.

§ 7

The following are defined:

1) the specimen of the employee's statement on becoming acquainted with the contents of the Remuneration Regulations - Appendix No. 1;

2) the minimum basic monthly remuneration for academic staff employed in research- teaching positions, research and teaching positions - Appendix No. 2;

3) additional remuneration for academic staff in promotion proceedings - Appendix No. 3;

4) bonus for non-academic staff of Lodz University of Technology - Appendix No. 4;

5) additional one-time remuneration for the participation in the work of the admissions committee for degree programmes and doctoral schools - Appendix No. 5;

6) additional one-time remuneration for academic staff for supervising or managing student internships - Appendix No. 6;

7) the remuneration of academic staff for overtime hours - Appendix No. 7;

8) minimum monthly function or organisational allowances for academic staff - Appendix No. 8;

9) the list of basic positions, qualifications, minimum basic remuneration and function or organisational allowances for non-academic staff - Appendix No. 9;

10) specimen application form for a task-based allowance - Appendix No. 10;

11) specimen application form for a teaching allowance - Appendix No. 11;

12) specimen application for research allowance - Appendix No. 12;

13) specimen application for organizational allowance - Appendix No. 13;

14) specimen application for the incentive allowance - Appendix No. 14;

15) amount of monthly disability allowance with a specimen of application and a list of granted allowances - Appendix No. 15;

16) specimen application for granting supplementary allowance - Appendix No. 16;

17) specimen application for a discretionary bonus, together with the list of bonuses granted - Appendix No. 17;

18) specimen application form for a reward, including the list of awarded rector's awards of Lodz University of Technology for academic staff and the list of awarded rector's awards of Lodz University of Technology for non-academic staff - Appendix No. 18;

19) the rules of allocation and use of clothing, workwear and personal protective equipment at Lodz University of Technology - Appendix No. 19;

20) monthly allowance amount as well as rules and procedures for granting allowance for work performed in harmful or arduous conditions - Appendix No. 20;

II. BASIC SALARY

§ 8

1. The basic salary is a fixed amount resulting from the employment contract determined on the basis of monthly rates of employee classification.

2. Hourly rate of basic salary is calculated by dividing basic salary resulting from the employment contract of the employee by the number of working hours to be worked in a given month. In case of the need to determine the average monthly number of working hours of an employee, the number 168 shall be used as a divisor, unless otherwise stipulated in the provisions on eligibility of personnel costs of a given project.

§ 9

1. The minimum basic salary of academic staff employed in each position shall be determined in Appendix 2.

2. The basic salary and the function allowance of the Rector shall be determined by the minister responsible for higher education at the request of the Council of the University.

§ 10

The amount of the minimum basic remuneration for non-academic staff employed in specific positions and possessing specific qualifications shall be determined in Appendix 9 to the Regulations.

§ 11

Employees working part time shall be entitled to remuneration proportionate to the amount of time worked under their contract of employment.

III. SENIORITY ALLOWANCE

§ 12

1. The seniority allowance is granted to the employee in the amount of 1% of basic salary for each year of employment. The allowance is paid on a monthly basis starting from the fourth year of employment, however, the amount of the allowance cannot exceed 20% of basic salary.

2. When determining the periods qualifying for seniority allowance, the following are taken into account:

1) completed periods of employment confirmed by an employment certificate, subject to para. 3;

2) completed, documented periods of employment with a foreign employer abroad;

3) other documented periods of time taken into account on the basis of separate provisions as

 periods determining employee rights.

3. In the case of an employee remaining in more than one employment relationship, the completed periods of employment are taken into account after the employee submits a statement that they were not taken into account with another employer.

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

1) on the first day of the month - the allowance or its higher rate is due for that month

2) on any other day, the allowance or its higher rate shall be payable from the first day of the

 month following the month in which entitlement to the allowance or its higher rate occurred.

5. The allowance is payable for days for which the employee receives remuneration and for days of absence from work due to incapacity for work caused by illness or the need for personal care of a child or sick member of the family, for which the employee retains the right to remuneration or receives social security benefits.

6. When determining the periods of entitlement to seniority allowance, the periods of employment with another employer, where the employee is or was simultaneously employed, and other periods taken into account with another employer under separate provisions as periods on which the employee's rights depend, shall not be taken into account.

7. The periods which were credited to the employee under the provisions in force before the entry into force of the Regulations to the periods of entitlement to an allowance or its higher shall be credited under the existing rules.

8. In the absence of documentation in the employee's personal file, referred to in paragraph 2, the condition for the award of a seniority allowance is the appropriate act of documenting the employee's right to the allowance.

9. In the event referred to in paragraph 8, the seniority allowance shall be paid after the employee documents his/her entitlement to the allowance or its higher rate. The provisions of paragraph 3 shall apply accordingly.

IV. FUNCTIONAL ALLOWANCE

§ 13

1. A function allowance is due for managing a team of not less than five persons, including the person in charge, and for persons employed in positions as defined by separate regulations. The amount of the function allowance may not exceed 67% of the professor's salary.

2. An employee who organises and manages the work of a brigade consisting of at least five blue-collar workers, including the foreman, is entitled to a function allowance of no more than 15% of basic salary based on his or her personal classification.

3. The amount of the function allowance is determined individually and depends on the number of employees in the managed team and the complexity of the tasks associated with the performed function.

4. The function allowance shall be payable from the first day of the assignment of the functions referred to in 1 or 2 to the last day of the month in which the function or activity ends.

5. In the case of part-time employment, the function allowance shall be payable proportionately to the full-time equivalent.

6. The minimum function allowances for non-academic staff shall be determined in Appendix 9. The minimum function allowances for academic staff shall be determined in Appendix 8.

7. The rector's function allowance shall not exceed 100% of the professor's salary. The rector's function allowance shall be determined by the minister responsible for higher education at the request of the Council of the University.

§ 14

An employee shall retain the right to a function allowance during excused absence from work, but not longer than for a period of three months.

V. TASK-RELATED ALLOWANCE

§ 15

1. A task allowance may be granted for:

 1) temporary increase of official duties;

 2) temporary assignment of additional tasks;

 3) due to the nature of the work;

 4) due to working conditions.

2. The total amount of the task allowance cannot exceed 80% of the sum of the basic salary and the function bonus of the employee.

§ 16

1. The task allowance may be granted on a one-time or periodic basis, with a possibility to amend it.

2. The task allowance is granted by the Rector

 1) on his own initiative;

 2) at the request of the employee's immediate superior

 3) at the request of a project manager

 4) at the request of the head of another organisational unit with a positive opinion of the employee's immediate superior.

3. The allowance is granted on an amount basis.

4. The task allowance may be granted if the organisational unit has funds for this purpose. In the case of a task allowance to be granted from funds other than the subsidy, the Bursar shall confirm that the funds are available for the payment of the requested task allowance during the period covered by the request.

5. A specimen of the request for the task allowance is specified in Appendix 10.

6. The task allowance may be granted to the Rector by the Council of the University.

§ 17

An employee retains the right to a task-related allowance during an excused absence from work, but not longer than for a period of three months.

VI. REMUNERATION FOR OVERTIME

§ 18

1. The remuneration for overtime hours is granted for the actual teaching hours performed by an academic staff member as calculated according to the rules stipulated in the Work Regulations.

2. The minimum and maximum rates of compensation for overtime hours are defined in Appendix 7.

3. The pay rates for overtime hours are set by the Rector with due regard for the rights of the trade unions and are published each time by April 30 for the following academic year.

VII. REMUNERATION FOR OVERTIME

§ 19

1. Work performed by non-academic staff members in excess of the working time standards applicable to them and in excess of the extended daily working time resulting from the working time system and schedule applicable to them shall constitute overtime work.

2. The amount of an employee's working time in a settlement period is reduced in this period by the number of hours of excused absence from work to be worked during this absence, in accordance with the adopted working time schedule.

3. The employee for overtime work - unless compensated by days or hours off - is entitled, apart from basic remuneration, to an allowance in the amount of:

1) 100% of remuneration - for overtime work:

a) at night,

b) on Sundays and public holidays that are not working days for the employee according to the applicable work time schedule,

c) on a day off in lieu of work on Sunday or on a holiday, according to the applicable work time schedule;

2) 50% of the remuneration - for working overtime on any other day than that specified in point 1.

4. The allowance in the amount stipulated in par. 3(1) is also due for each hour of overtime work on account of exceeding the average weekly working time standard in the adopted settlement period, unless exceeding this standard resulted from overtime work for which an employee is entitled to the allowance in the amount stipulated in par. 3.

5.The basis for calculating the allowances referred to in paragraph 3 is the employee's basic salary.

6. At the request of the head of the organizational unit, it is permissible to grant a lump sum for overtime work for an employee who performs permanent work outside the workplace on the principles set out in the Polish Labour Code.

VIII. ALLOWANCE FOR WORK IN CONDITIONS

HARMFUL TO HEALTH OR ARDUOUS CONDITIONS

§ 20

1. In the event of performing work in conditions that are harmful to health or arduous and constitute more than half of the monthly working time, the employee may be entitled to an allowance.

2. Detailed rules and procedures for granting the allowance and its amount are set out in Appendix 20.

IX. TEACHING ALLOWANCE

§ 21

1. The teaching allowance may be granted for special achievements in perfecting teaching competencies.

2. The teaching bonus referred to in paragraph 1 may be granted for:

1. obtaining three certificates confirming the development of modern forms of education and declaring their implementation - at the moment of obtaining the third certificate and declaring the implementation of the methods covered by the training into teaching practice. After obtaining three more certificates confirming the development of modern forms of education and declaring their implementation, the employee is entitled to another allowance. The Rector may refuse to grant the allowance, if the certificates concern the commonly known or applied methods,
2. acquisition of a certificate confirming knowledge of a foreign language - at the moment of obtaining the certificate and teaching in a foreign language or commencement of teaching in a foreign language (does not apply to academic staff employed as language teachers),
3. completion of postgraduate studies in education - upon obtaining a postgraduate certificate and remaining in the teaching or research-teaching employment relationship.

§ 22

1. The teaching allowance may be granted once or periodically for a period not exceeding 12 months, provided that the allowance referred to in §21(2):

-) letter a - may be granted for another 12 months if the employee uses the methods for which certificates were obtained in teaching practice or trains subsequent employees in the use of these methods,

-) letter b - may be re-granted for a further period, but not more than three times,

-) the allowance may be granted once.

2. The allowance shall be granted by the Rector:

1) on his own initiative;

2) at the employee's request;

3) at the request of the employee's immediate superior.

3. The specimen of the application form for the teaching allowance is set out in Appendix 11. The request shall be submitted by official channels.

4. The teaching allowance may not exceed 100% of an employee's basic remuneration during a settlement period of 12 months.

5. The teaching allowance paid periodically shall not be due to an employee during an uninterrupted absence from work of more than 30 days, excluding vacation leaves.

X. RESEARCH ALLOWANCE

§ 23

1.The research allowance may be awarded for exceptional quality of tasks, important to the University that are related to significant scientific achievements.

2.The research allowance may also be granted in connection with winning an internal competition for the implementation of a pro-quality task.

3.The research allowance shall be granted to the University employees by the Rector in consultation with the competent Council for the Scientific Discipline (i.e. for the discipline indicated by the employee in the statement referred to in Article 265(5) of the Act). In case of academic staff, the Council for the Scientific Discipline, in its opinion, shall take into account the component values identical to those contained in the questionnaire of periodic evaluation of academic staff for a given calendar year.

3a. In the case referred to in §24(2)(1), the Rector may refrain from consulting the competent Council for Scientific Disciplines, with the proviso that this applies to awards paid in the form of research allowance under the regulations approved by the Councils for Scientific Disciplines.

§ 24

1.The research allowance may be granted on a one-off basis or periodically for a period not exceeding 12 months.

1.The allowance is granted by the Rector:

1) on his own initiative;

2) at the request of the employee's superior;

3) at the request of the head of the Council for Scientific Discipline.

3. A specimen application for a research allowance, used in the cases referred to in section 2 (2) and (3), is set out in Appendix No. 12. The request shall be submitted by official channels.

4. In a settlement period of 12 months the amount of the research allowance may not exceed seven times the minimum remuneration of a professor as specified in the regulations issued on the basis of Article 137(2) of the Act.

XI. ORGANIZATIONAL ALLOWANCE

§ 25

1. The organizational allowance may be granted for performing additional duties or organizational tasks for the benefit of the University important for its functioning.

2. The organisational allowance may also be granted for management other than team management as referred to in Article 138(2) of the Act. The organisational allowance referred to in the preceding sentence shall be subject to the relevant provisions concerning the function allowance, subject to section 3.

3. The amount of the organisational allowance may not exceed 67% of the minimum remuneration for a professor as specified in the regulations issued on the basis of Art. 137(2) of the Act.

§ 26

1. The organisational bonus may be granted on a one-off basis or periodically.

2. The Rector grants the allowance:

 1) on his own initiative;

 2) at the request of the employee's superior;

 3) at the request of the head of another organisational unit with positive opinion of the employee's immediate superior.

3. A specimen of the application for the organisational allowance is set out in Appendix 13.

XII. INCENTIVE BONUS

§ 27

1. An incentive bonus may be granted, in particular, for performance of tasks important to the University or duties requiring an extra effort, including a significant amount of work.

2. An incentive bonus may be granted to an employee based on a high current appraisal of his or her work or a high periodic appraisal of the employee's performance of tasks or duties of importance to the University.

3. The employer shall assess the significance of circumstances which may justify the granting of an incentive bonus.

4. The amount of the incentive bonus shall not exceed 100% of the basic remuneration of an employee.

§ 28

1. The incentive bonus may be granted once or periodically for a period not exceeding 12 months.

2. The incentive bonus is granted by the Rector:

 1) on his/her own initiative;

 2) at the request of the employee's superior;

 3) at the request of the head of another organisational unit with positive opinion of the employee's immediate superior.

3. A specimen of the application for the incentive bonus is set out in Appendix 14.

XIII. TEACHING HOUR ALLOWANCE

§ 29

1. Academic staff may also be granted an additional payment for teaching assignments on Saturdays or Sundays and for teaching assignments in a foreign language, excluding language courses.

2. The following additional payments shall be applied for each hour taught:

 1) for classes conducted on Saturdays or Sundays - 25% of the overtime rate;

 2) for classes conducted in a foreign language of instruction - 50% of the overtime hour rate;

 3) for hours for supervising diploma theses and reviewing diploma theses in a foreign language, the additional pay shall be 50% of the overtime hour rate.

3. An academic staff member may be awarded additional remuneration if a lecture ends in a given semester with an examination or a test as well as:

 1) the number of students is between 91 and 150 - in such a case the amount of the additional payment shall be 50% of the overtime rate;

 2) the number of students exceeds 150 - in such a case the surcharge is 100% of the overtime rate.

XIV. DISABILITY ALLOWANCE

§ 30

1. An employee may be granted a disability allowance in the amount provided for in Appendix 15 to these Regulations.

2. The allowance referred to in section 1 shall not be granted to academic staff during the period of suspension from performing their duties referred to in Article 303(1) of the Act.

§ 31

1. A disability allowance may be granted to an academic staff member who, at the same time:

 1) has a recognised degree of disability or a certificate treated as equal in accordance with the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Disabled Persons (consolidated text: Journal of Laws 2019, item 1172, as amended);

 2) has registered with the Office for Persons with Disabilities by completing an application in accordance with the specimen in part B of Appendix 15, together with a copy of the disability certificate and a copy of medical documents confirming the existence of special conditions referred to in the Regulation of the Minister of Labour and Social Policy of 18 September 1998 on the types of conditions justifying a reduction in the employment rate of disabled persons and the manner of such reduction (Journal of Laws 1998.124.820).

2. A copy of the disability certificate and medical documentation submitted to the Office for Persons with Disabilities attesting to the applicant's medical condition must not have been issued more than 90 days prior to their submission to the office, excluding disability degree certificates.

3. Medical records submitted to the Office for Persons with Disabilities shall be protected in accordance with the Personal Data Protection Act of 10 May 2018 (consolidated text: Journal of Laws 2019, item 1781).

4. The allowance is also paid for the time of absence from work for which social security benefits are payable under the rules laid down in separate legislation.

5. The allowance shall be reduced in proportion to the employee's working time.

6. The disability allowance is paid only for the period of validity of the employee's disability certificate.

7. If a certificate attesting the disability of an employee in receipt of the allowance has expired and the employee provides, within 90 days of the expiry of the certificate, a valid certificate attesting the continued existence of the disability, the employee shall be entitled to compensation for the time elapsed from the date of expiry of the previous certificate.

8. If the registration referred to in § 1(1)(2) is made by the 10th day of the month, the allowance is paid from the month in which the registration has been made, otherwise from the following month without compensation for the previous month.

XV. SUPPLEMENTARY ALLOWANCE

§ 32

1. Academic staff and non-academic staff performing additional activities for which they have not received another variable remuneration component may be granted a supplementary allowance for the duration of such activities.

2. The supplementary allowance shall be granted on a one-off basis or for a specified period, indicating the hourly or monthly rate, the scope of additional activities and the source of funding.

3. The supplementary allowance is granted by the Rector:

 1) on his own initiative;

 2) at the request of the employee's superior;

 3) at the request of a project manager.

4. The hourly additional payment for academic staff may not exceed three times the employee's hourly remuneration rate (including such remuneration components as basic pay, seniority allowance, and the so-called "thirteen" yearly additional pay), calculated according to the rules laid down in §8(2).

5. The hourly additional pay for a non-academic staff member may not exceed two times the employee's hourly remuneration (including such remuneration components as basic salary, seniority bonus, and the so-called "thirteen" yearly additional pay) calculated pursuant to the rules laid down in § 8(2).

6. In justified cases, the Rector may increase the hourly rate, referred to in par. 4 and 5.

7. The specimen of the application for a supplementary allowance is defined in the Appendix No. 16.

XVI. BONUS

§ 33

1. Employees of the University who are not academic staff and are listed in Appendix 4 are entitled to a bonus depending on their function.

2. The bonus is a variable component of remuneration.

XVII. DISCRETIONARY BONUS

§ 34

1. A discretionary bonus may be granted to non-academic staff members of the University. The bonus is a reward connected with the individual assessment of the quality of the employee's performance and special commitment to work.

2. A bonus is a variable component of remuneration.

§ 35

1.A bonus is discretionary. The purpose of a bonus is to create motivation for effective work and for initiating, improving the organisation and efficiency of the University and its organisational units. A bonus may be awarded for:

 1) high quality of tasks performed;

 2) introduction of improvements in work that significantly increase work efficiency, result in significant savings and improve the organization;

 3) demonstrating significant initiative at work, in particular with regard to increasing the University's revenue, establishing external contacts beneficial from the University's point of view;

 4) preventing the loss, theft or destruction of the University's property of significant importance;

 5) demonstration of dedication involving the prevention of a hazard threatening the life or health of persons on the premises of the University;

 6) exemplary attitude in situations of periodic extraordinary increase of tasks;

 7) very high work performance or outstanding attitude;

 8) complexity of work and degree of difficulty of tasks of importance to the University.

2. The amount of the bonus granted is not fixed; it depends on the employer's assessment of the performance of duties and tasks.

3. A bonus may be granted and paid not more frequently than once per quarter.

§ 36

1. The amount of the bonus for a quarter may not exceed 100% of the basic remuneration referred to in § 10.

2. The bonus is granted by the Rector or the head of an organisational unit within the limits of funds available.

3. The name list of the persons granted a bonus should be submitted to the Payroll Services and no later than on the 10th day of each month following the settlement period. The bonus is paid together with the nearest salary.

4. A specimen application for a discretionary bonus and a list of bonuses granted is specified in Appendix 17.

XVIII. RECTOR'S AWARDS FOR UNIVERSITY EMPLOYEES

§ 37

1. An employee of the University may receive the Rector's award for achievements in professional work.

2. The Rector's award for academic staff may be granted in particular for:

 1) research;

 2) teaching

 3) organizational activity.

3. The Rector's award to non-teaching staff may be granted in particular for:

 1) exemplary and independent performance of professional duties;

 2) outstanding attitude towards co-workers and clients;

 3) innovativeness of the employee and achievement of special individual or team results in the realization of tasks;

 4) involvement of the employee in the performance of important and urgent tasks;

 5) significant contribution to the improvement of the quality of the University's functioning, including in the scope related to the quality management system;

 6) effective assistance in the professional development of colleagues, including social and professional adaptation of newly hired employees.

4. The award is granted by the Rector or the head of an organizational unit within the financial resources available.

§ 38

1. The specimen of the application for the award is specified in Appendix 18.

2. Apart from a monetary award, an employee who has received the Rector's award shall receive a diploma of appreciation indicating the nature of the award, a copy of which shall be included in the employee's personal file.

XIX. ALLOWANCE FOR NIGHT WORK

§ 39

1. Night time is defined in the Work Regulations.

2. An employee working at night time is entitled to an additional payment for each hour of work at night time amounting to 20% of the hourly rate of basic remuneration, not less than 20% of the hourly rate resulting from the minimum remuneration for work as stipulated in separate regulations.

3. The night work allowance is paid by the 10th day of the month following the month to which the payment applies, based on work time records and information provided by the employee's immediate supervisor.

XX. ALLOWANCE FOR SHIFT WORK

§ 40

1. Employees working in a shift work system are entitled to an allowance for each hour of work on the second shift in the amount of 10% of the hourly basic salary.

2. Shift work allowance is paid by the 10th day of the month following the month to which the payment relates, based on work time records and information provided by the employee's immediate supervisor.

XXI. VACATION PAY

§ 41

1. Vacation pay, hereinafter referred to as vacation pay, for employees who are not academic staff shall be determined in accordance with the provisions of the labour law. Vacation pay is the remuneration an employee would receive if he/she were working at that time. Variable components of remuneration may be calculated on the basis of the average remuneration over a period of three months preceding the month in which the vacation leave commences; in cases of significant fluctuations in remuneration, this period may be extended to twelve months.

2. The vacation pay of academic staff shall be calculated pursuant to the rules laid down in the Act. Teachers shall be entitled during the period of leave to the remuneration they would receive if they were working at that time. The variable components of salary are calculated based on average salary for the 12 months preceding the month in which the holiday begins. If the employment lasted for a shorter period, the average salary is calculated for the whole period of employment taking into account the salary rates in force on the day the vacation starts.

3. Remuneration for paid vacations referred to in Section 130 and Section 131(1) of the Act shall be calculated as holiday pay.

XXII. ADDITIONAL ANNUAL SALARY ("THIRTEEN")

§ 42

1. An employee of the University shall be entitled to an additional annual salary.

2. An employee who has not worked at the University for the entire calendar year shall be entitled to an annual bonus in an amount proportional to the period worked, provided that such period lasted at least six months, subject to the provisions of the Act of 12 December 1997 on Additional Annual Bonus for Employees of the State-Budget Sector.

3. The provisions of the Act referred to in section 2 shall apply to determining the amount of and rules for awarding the remuneration referred to in section 1.

4. The remuneration referred to in section 1 shall be paid no later than by 31 March of the year following the year to which it applies.

5. The additional annual remuneration is not payable in the event of

 1) unjustified absence from work lasting longer than two days;

 2) coming to work or being at work in the state of intoxication;

 3) the employee is administered the disciplinary penalty of expulsion from work;

 4) termination of the employment contract without notice due to the fault of the employee.

XXIII. JUBILEE AWARD

 § 43

1. An employee of the University is entitled to a jubilee award for many years of service.

2. The amount of the jubilee award shall be as follows

 1) 75% of the monthly salary - for 20 years of service;

 2) 100% of the monthly salary - for 25 years of service

 3) 150% of the monthly salary - for 30 years of service

 4) 200% of the monthly salary - for 35 years of service

 5) 300% of the monthly salary - for 40 years of service

 6) 400% of the monthly salary - for 45 years of service.

3. The period of service giving an employee the right to an award shall include all completed periods of employment and other periods if, based on separate provisions, they are included in the period of service on which the employee's rights depend. If an employee has more than one employment relationship at the same time, the periods giving entitlement to an award are determined separately for each employment relationship.

4. When calculating the periods of entitlement to the jubilee award, the part of the completed periods of employment with another employer where the employee is or was simultaneously employed, which overlap with the periods of employment at the University, shall not be taken into account.

5. An employee shall become entitled to the award at the University where he or she is employed on the date of expiry of the period giving entitlement to the award.

6. In the event of termination of employment due to retirement or disability due to incapacity for work, an award shall be granted if less than twelve months are required to become eligible for it pursuant to section 2.

§ 44

1. The basis for calculating the jubilee award shall be the remuneration to which the employee is entitled on the day of payment of the award and, if it is more beneficial for the employee, the remuneration on the day of acquiring the right to the award, taking into account the components of the remuneration and other benefits of the employment relationship used for calculating the cash equivalent for annual leave.

2. If the employee has acquired the right to an award while working different hours than on the date of its payment, the remuneration to which the employee is entitled on the date of acquiring the right to the award shall be the basis for calculating the award.

XXIV. RETIREMENT OR DISABILITY SEVERANCE PAY

§ 45

1. An employee of the University who retires or receives a disability severance pay is entitled to a single severance pay amounting to 300% of the basic remuneration received for the last full month of employment.

2. An employee who has received the severance pay may not acquire the right to it again.

XXV. DEATH BENEFIT

§ 46

1. The employee's family shall be entitled to a death benefit if the employee dies during the employment relationship or while receiving disability allowance due to illness after its termination.

2. The amount of the death benefit referred to in section 1 shall depend on the period of employment of the employee at the University and shall be:

 1) one month's salary if the employee has been employed for less than 10 years;

 2) three months' salary if an employee has been employed for at least 10 years

 3) six months' salary, if an employee has been employed for at least 15 years.

§ 47

1. The death benefit is due to the following members of the employee's family:

 1) spouse;

 2) other family members fulfilling the conditions required for obtaining family pension in accordance with the provisions on pensions from the Social Insurance Fund.

2. The death benefit shall be divided in equal parts among all entitled family members. If after the deceased employee there is only one member of the family remaining entitled to the death benefit, he/she shall be entitled to the death benefit in the amount of one half of the respective amount defined in § 46(2).

3. A death benefit shall not be paid to family members referred to in subsection 1 if the employer has insured the employee for life, and the compensation paid by the insurance institution is not less than the death benefit payable pursuant to § 46(2) or the second sentence of section 2 of this paragraph. If the compensation is lower than the death benefit, the employer is obliged to pay the family an amount representing the difference between these benefits.

4. The death benefit shall be paid at the request of the entitled, no later than within 30 days from the date of submission of the request. The applicant for payment of the death benefit shall submit a statement concerning other beneficiaries known to him or her, pursuant to par. 1, to receive the death benefit.

XXVI. SEVERANCE PAY FOR TERMINATION OF

AN EMPLOYMENT CONTRACT

FOR REASONS NOT RELATED TO THE EMPLOYEE

§ 48

1. In case of termination of the employment contract with the employee in circumstances defined in the provisions on special principles of termination of employment relationships with employees for reasons not related to the employee, in particular in connection with liquidation of the workplace, the employee is entitled to the severance pay according to the rules set out in those provisions.

2. The severance pay is paid on the last day of the employment relationship.

XXVII. EQUIVALENT FOR UNUSED VACATION LEAVE

§ 49

1. In the event that an employee fails to use up all or part of his/her leave due to termination or expiration of the employment relationship, the employee shall be entitled to a cash equivalent.

2. In the case of academic staff, the cash equivalent for unused holiday leave shall be calculated according to the rules applicable to the calculation of holiday leave remuneration.

3. In the case of non-academic staff, the cash equivalent for unused holiday leave shall be determined in accordance with the labour law.

4. The employer shall not be obliged to pay the cash equivalent for unused vacation entitlement if the parties decide to use the vacation entitlement during the employee's employment relationship under another employment contract concluded with the University immediately following the termination or expiry of the previous employment contract.

5. The allowance for unused leave shall be paid on the last day of the employment relationship.

XXVIII. ALLOWANCE FOR LAUNDERING WORK CLOTHES

OR USE OF OWN CLOTHES, AND A LUMP SUM FOR THE USE

OF OWN TOOLS IN TELEWORKING

§ 50

The detailed rules and procedure for granting an allowance for laundry or use of one's own clothing and a lump sum for the use of one's own tools in telework are specified in Appendix No. 19.

XXIX. REIMBURSEMENT OF TRAVEL EXPENSES AND LUMP SUM FOR

USING OWN CAR FOR BUSINESS PURPOSES

§ 51

1. An employee of the University, acting on instructions of the employer and performing a business task outside the location of the employer's seat or the place of permanent employment, shall be entitled to reimbursement of costs related to business travel.

2. Employees of the University shall be entitled to allowances for business travel pursuant to the rules and in the amount determined in the regulations specifying the amount and conditions for determining the amounts due to an employee working in a state or local government unit of the budgetary sector for business travel within the territory of Poland and abroad.

XXX. REMUNERATION FOR INCAPACITY FOR WORK

§ 52

1. For the time when the employee is unable to work due to:

 1) illness or isolation in connection with an infectious disease - the employee shall retain the right to 80% of remuneration;

 2) accident on the way to or from work or illness during pregnancy - the employee retains the entitlement to 100% of remuneration;

 3) undergoing the necessary medical examination foreseen for cell, tissue and organ donor candidates and undergoing the cell, tissue and organ procurement procedure - the employee retains the entitlement to 100% of remuneration.

2. The remuneration referred to in par. 1 is due for the duration of the inability to work that lasts jointly

 1) up to 33 days during a calendar year;

 2) up to 14 days during a calendar year in the case of an employee over 50 years of age.

3. The remuneration referred to in section 1 is calculated according to the rules established in separate regulations for determining the basis for sickness benefit and paid for each day of inability to work, excluding days off work.

4. The remuneration referred to in section 1:

 1) shall not be reduced in the event of reduction of the sickness benefit assessment basis;

 2) is not applicable in cases in which the employee is not entitled to sick pay.

5. For the period of inability to work, as defined in this paragraph, lasting in total for more than 33 days during a calendar year, and in case of an employee who is over 50 years of age, lasting in total for more than 14 days during a calendar year, the employee is entitled to sick pay according to the rules set forth in separate regulations.

6. The provisions of this paragraph in the part concerning an employee over 50 years of age refer to the employee's inability to work after the calendar year in which the employee has turned 50.

7. The function and task allowance are granted during excused absence from work, but not longer than for the period of 3 months.

Appendix No. 1

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

................................................

(first and last name)

................................................

(organizational unit)

EMPLOYEE'S STATEMENT

ON READING THE REMUNERATION REGULATIONS

 I hereby declare that I am familiar with the text of the Remuneration Regulations, introduced by the Ordinance No. ....... .... of the Rector of Lodz University of Technology of ............... on establishing the Remuneration Regulations at Lodz University of Technology, as amended on the date of submission of this statement.

...................................... ..........................................

 (date) (signature of employee)

Appendix No. 2

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

MINIMUM BASIC

MONTHLY REMUNERATION FOR ACADEMIC STAFF HOLDING POSITIONS

IN RESEARCH-TEACHING AS WELL AS RESEARCH AND TEACHING

(for full-time employment)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position | Minimum basic salary per month- Percentage of professor's remuneration\* | Minimum remuneration as of the date of entry into force of the Regulations (in PLN) \*\* |
| 1 | Professor | 100 % | 6410 |
| 2 | University professor | 83% | 5321 |
| 3 | Associate professor, assistant professor | 73% | 4680 |
| 4 | Senior assistant, lecturer, instructor | 50% | 3205 |

\* specified in regulations issued pursuant to Article 137(2) of the Act

\*\* rounded up to full zloty

Appendix no. 3

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

ADDITIONAL REMUNERATION FOR ACADEMIC STAFF

IN PROMOTION PROCEEDINGS

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Function | One-time remuneration\* -Percentage of professor's remuneration\*\*  | Notes |
| 1 | Supervisor in doctoral proceedings | 83 % | Upon awarding the degree |
| 2 | Assistant supervisor in doctoral proceedings | 50 % |
| 3 | Reviewer in doctoral proceedings | 27 % | Granted upon completion of a review in accordance with the contract |
| 4 | Reviewer in habilitation proceedings  | 33 % |
| 5 | Reviewer in proceedings for the title of professor  | 40 % |
| 6 | Chair, Secretary of the Habilitation Committee | 33 % | Granted after completion of the procedure for conferring the academic degree  |
| 7 | Member of the habilitation committee  | 17 % |

Appendix No. 4

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

**BONUS FOR NON-ACADEMIC STAFF OF LODZ UNIVERSITY OF TECHNOLOGY**

|  |  |
| --- | --- |
| Functions of non-academic staff | Value of each monthly bonus\* (in %) |
| * chancellor
* chief financial officer
 | 60 |
| * bursar
* director of the Residential Campus
 | 40 |
| * deputy chancellor
* deputy bursar
* deputy director of the Residential Campus
 | 30 |
| * legal advisor coordinating the work of the team
* a certified internal auditor
* a director of a university organizational unit
* chief specialist in charge of a division or team
* director of the rector's office
* director of the centre
* administrative (technical) manager of the faculty
 | 20 |
| * administrative (technical) director of the institute
* deputy director of the institute
* deputy director of the university organisational unit
 | 15 |
| * head of the unit
* team leader
* senior specialist in charge of a division
* senior specialist in charge of a team
* head of an independent section
* manager of the hall of residence
 | 10 |
| * deputy head of the division
* section head in a division
* head of the office
* specialist team leader
* senior master
* foreman
 | 5 |

\*percentage of the bonus calculated on the basis of the employee's basic salary

Appendix No. 5

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

**ADDITIONAL ONE-TIME REMUNERATION**

**RELATED TO PARTICIPATION IN THE WORK OF THE ADMISSIONS COMMITTEE**

**FOR STUDIES AND DOCTORAL SCHOOLS**

The base value of remuneration component for the Admissions Subcommittees of the University Admissions Committee is determined by the relationship:

$X=0.00125∙X\_{pod}$,

where:

X - candidate pay rate

Xpod - rate of the minimum basic remuneration for an assistant

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Function on the Admissions Subcommittee of the University Admissions Committee | Total rate of remuneration relative to the minimum rate of remuneration for an assistant \* | Rate of pay per candidate |
| 1 | President | up to 80% | 1.5X |
| 2 | Vice- President  | X |
| 3 | Member - in proportion to involvement in the work of the Subcommittee | X |

\* rounded up to full zloty

Appendix No. 6

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

**ADDITIONAL ONE-TIME REMUNERATION OF ACADEMIC STAFF**

**FOR SUPERVISING OR MANGING STUDENT INTERNSHIPS**

1. The additional maximum remuneration for supervising a group of 10 students doing a four-week internship (20 working days) is as follows:

for an assistant, senior assistant, language teacher or instructor - 45% of the minimum basic remuneration for an assistant,

for a university professor, assistant professor, assistant professor - 65% of the minimum basic remuneration for an assistant,

for a professor - 75% of the rate of the minimum basic remuneration of an assistant.

Where the duration of the internship is other than four weeks (20 working days) or the size of the student group is different, the additional remuneration referred to in para. 1 shall be determined according to the following algorithm:



where:

Xd - additional remuneration for supervising internship,

Xba - base amount of additional remuneration for supervising a group of 10 students doing a four-week internship (20 working days)

Lrz - actual number of interns,

trz - actual time of the internship in working days,

whereby the additional remuneration due for supervising internship Xd may not be less than 45% and more than 75% of the assistant's minimum basic salary.

Faculty internship supervisors or dean's proxies for student internships, who do not benefit from a reduction in teaching workload for this reason, are entitled to additional, one-time remuneration equal to 85% of the minimum basic remuneration of an assistant.

Appendix No. 7

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

REMUNERATION OF ACADEMIC STAFF FOR OVERTIME

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position | Qualifications | Remuneration for overtime- Percentage of professor's salary\* |
| Minimum | Maximum |
| 1 | Professor | Holding the title | 1.5 % | 3.5 % |
| University professor | holding the academic degree of postdoctoral degree or postdoctoral degree of arts | 1.25 % | 3% |
| holding the academic degree of doktor habilitowany | 1.2 % | 2.8% |
| 2 | Associate professor |  | 1.2 % | 2.8% |
| Assistant professor | holding the academic degree of postdoctoral degree | 1.2 % | 2.8% |
| holding a doctoral degree or a doctor of arts degree | 1.1 % | 2.7% |
| Senior Assistant |  | 1.0 % | 2.2% |
| 3 | Assistant, language teacher, instructor |  | 0.8 % | 1.8% |

\* specified in regulations issued pursuant to Article 137(2) of the Act

Appendix No. 8

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

MINIMUM MONTHLY

ALLOWANCE RELATED TO THE POSITION OR

ORGANIZATIONAL DUTIES

FOR ACADEMIC TEACHERS

|  |  |  |
| --- | --- | --- |
| No. | Function | Minimum monthly allowance related to the position or organizational duties (in PLN) |
| 1 | Vice-Rector | 3000 |
| 2 | Dean | 2000 |
| 3 | Vice-DeanDirector of Institute | 1200 |
| 4 | Head of DepartmentVice-director of InstituteDirector of the College | 900 |
| 5 | Chairman of the Scientific Discipline Council, Head of the Field of Study Council | 850 |
| 6 | Director of Interdepartmental Unit | 800 |
| 7 | Deputy Director of Interdepartmental Unit | 500 |
| 8 | Head of Department | 450 |
| 9 | Head of Doctoral Programme | 300 |
| 10 | Head of Teaching Team | 220 |

* specified in regulations issued pursuant to Article 137(2) of the Act, rounded down to the nearest zloty

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Appendix No. 9

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

**THE LIST OF BASIC POSITIONS, QUALIFICATIONS,**

**MINIMUM BASIC REMUNERATION**
**AND** MINIMUM MONTHLY ALLOWANCE RELATED TO THE FUNCTION OR

ORGANIZATIONAL DUTIES FOR NON- ACADEMIC STAFF

**Table A**

SCIENTIFIC AND TECHNICAL, ENGINEERING, ADMINISTRATIVE, ECONOMIC AND SERVICE STAFF

|  |  |  |  |
| --- | --- | --- | --- |
| No.  | Position (or equivalent position)  | Qualifications  | Minimum basic salary and minimum monthly allowance related to the function or organizational duties(in PLN) |
| education | years of service | minimum basic salary\*  | minimum monthly allowance related to the function or organizational duties\*\* |
| 1  | 2  | 3  | 4  | 5  | 6  |
| 1  | Chancellor | Master’s degree | 8, of which 4 in management positions | 6400 | 1200  |
| 2  | Financial Director  | Master’s degree | 8, of which 4 in management positions | 6400  | 1200  |
| 3  | Bursar | Master’s degree | 8, of which 4 in management or independent positions  | 5500  | 1000  |
| 4  | Vice Chancellor | Master’s degree | 6, of which 3 in management or independent positions | 4600  | 700  |
| Vice Bursar  | 6, of which 2 in management or independent positions | 4500  | 600  |
| 5  | Internal Auditor | under separate regulations | 4000  | -  |
| 6  | Director of the Centre, Director of the Residential Campus, Administrative (Technical) Head of a Faculty | higher | 6  | 4200 | 450 |
| 7  | Vice-Director of the centre, Vice-Director of the Residential Campus, administrative (technical) Head of an Institute  | higher | 5  | 4000 | 350 |
| 8  | Legal Counsel | under separate regulations | 4000  | 400  |
| 9  | Officer for the Protection of Classified Information | 3600  | 200  |
| 10  | Chief Specialist, Head of the Unit or equivalent Organisational Unit, Network Administrator | higher | 5 | 3600  | 350  |
| 11  | Head of the Occupational Health and Safety Department  | under separate regulations | 3600  | 300  |
| 12  | Senior Scientific and Technical Specialist, Senior Engineering Specialist, Senior Specialist in financial or economic work or work related to teaching, research, information technology, administration; Deputy Head of the Unit or equivalent Organisational Unit, Head of the Student Hall of Residence | higher | 5  | 3300  | 300  |
| 13  | Senior Occupational Health and Safety Specialist/Inspector | under separate regulations | 3000  | -  |
| 14  |  Patent Agent  | 3000  | -  |
| 15  | Scientific and Technical Specialist, Engineering Specialist, Specialist in finances or economy or work related to teaching, research, information technology, administration, production organisation; Senior Master Craftsman, Deputy Head the Student Hall of Residence | higher | 3  | 2800 | 250  |
| secondary  | 8  |
| 16  | Occupational Health and Safety Specialist | under separate regulations | 2750  | -  |
| 17  | Senior (or independent) Technical Clerk, Economic Clerk, Administrative Clerk, Financial Clerk, accountant, physicist, mathematician and other equivalent positions, mechanic, technologist, constructor, Master Craftsman  | higher  | -  | 2700 | -  |
| secondary  | 4  |
| 18  | Senior Investment Supervision Inspector | under separate regulations | 2700 | 200  |
| 19  | Senior Occupational Health and Safety Inspector  | 2700 | -  |
| 20  | Investment Supervision Inspector | 2650  | 150  |
| 21  | Occupational Health and Safety Inspector | 2650  | -  |
| 22  | Technical, economic, administrative, financial clerk, accountant, technician, warehouse worker  | secondary  | -  | 2650  | -  |
| basic vocational | 2  |
| 23  | Assets Protection Inspector | secondary  | -  | 2600  | -  |
| primary  | 2  |
| 24  | Technical and Administrative Assistance, Laboratory Technician and other equivalent staff | vocational  | -  | 2600 | -  |
| 25  | Maintenance Worker, Senior Porter, Senior Usher, Caretaker, Security Guard | primary  | 2600 | - |
| 26  | Administrative or Service Assistant,Porter, Usher  | primary  | -  | 2600  | -  |

* taking into consideration regulations on minimum salary,
* \* specified in regulations issued pursuant to Article 137(2) of the Act, rounded down to the nearest zloty.

**Table B**

QUALIFICATIONS AND MINIMUM CLASSIFICATION CATEGORIES FOR BLUE-COLLAR STAFF

|  |  |  |
| --- | --- | --- |
| No. | Required qualifications | Minimum basic salary\* (in PLN) |
| 1 | 2 | 3 |
| 1 |  Unskilled workers  | 2600 |
| 2 | Semi-skilled workers, with specialist skills for auxiliary tasks | 2600 |
| 3 | Skilled workers with the professional skills required to perform the work under supervision or independently | 2650 |
| 4 | Workers with vocational training for independent work of a complex nature  | 2650 |
| 5 | Highly skilled workers who hold a technician or master craftsman diploma in the profession in which they carry out difficult and precise work independently | 2700 |
| 6 | Passenger car driver - under separate regulations | 2700 |

* taking into consideration regulations on minimum salary

**Table C**

MINIMUM BASIC SALARY,

QUALIFICATIONS AND MONTHLY ALLOWANCE RELATED TO THE FUNCTION OR ORGANIZATIONAL DUTIES OF LIBRARY AND SCIENTIFIC INFORMATION STAFF

**I.**

MINIMUM BASIC SALARY OF WORKERS EMPLOYED AS QUALIFIED LIBRARIANS AND QUALIFIED SCIENTIFIC DOCUMENTATION AND INFORMATION STAFF

|  |  |  |
| --- | --- | --- |
| No. | Position\* | Minimum basic salary\*\*(in PLN)  |
| 1 | Senior Certified Curator, Senior Certified Documentalist | 3700  |
| 2 | Certified Curator, Certified Documentalist | 3600  |

\* in force until 30 September 2020.

\*\* taking into consideration regulations on minimum salary

**II.**

POSITIONS, QUALIFICATIONS AND MINIMUM BASIC SALARY OF OTHER LIBRARY WORKERS AND SCIENTIFIC INFORMATION AND DOCUMENTATION STAFF

|  |  |  |  |
| --- | --- | --- | --- |
| No.  |  Position (or equivalent position)  | Qualification requirements | Minimum basic salary\* (in PLN) |
| education  | years of service ad required experience  |
| 1 | 2 | 3 | 4 | 5 |
| 1 | Senior Curator | Master’s degree | 15 years in a scientific library | 3600 |
| 2  | Curator | Master’s degree | 10 years in a scientific library | 3000 |
| 3  | Senior Librarian, Senior Documentalist  | higher | 6 years in a scientific library | 2800 |
| 4  | Senior Book Conservator | higher | 2 | 2700 |
| 5  | Librarian | higher | 3 | 2650 |
| library science college | 5 |
| secondary in library science | 6 |
| other type of secondary | 8 |
| Documentalist | higher | 3 |
| scientific and technical information college | 5 |
| Book Conservator | higher | 3 |
| secondary | 5 |
| 6 | Senior Documentary Technician | secondary with training in scientific and technical information | 6 | 2650 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7 | Junior Librarian  | higher or library science college | - | 2650 |
| secondary in library science | 1 |
| Secondary with training in library science | - |
| Junior Documentalist | higher or scientific and technical information college | - |
|  |  |
| Junior Book Conservator | higher | - |
| secondary | 3 |
| 8 | Documentary Technician | secondary with training in scientific and technical information | 4 | 2600 |
| 9 | Book Conservation Technician | secondary technical education in the area of specialisation | - | 2600 |
| 10  | Junior Documentary Technician | secondary | - | 2600  |
| Library Assistant | basic vocational or primary | - |

\* taking into consideration regulations on minimum salary

III.

MINIMUM MONTHLY

ALLOWANCE RELATED TO THE FUNCTION OR

ORGANIZATIONAL DUTIES

IN THE LIBRARY

|  |  |  |
| --- | --- | --- |
| No. | Function | Minimum monthly allowance related to the function or organizational duties\*(in PLN) |
| 1 | 2 | 3 |
| 1 | Director of the Library | 450 |
| 2 | Vice-Director of the Library | 250 |
| 3 | Head of a branch (section) in a library, Head of Library or Scientific Information Centre of an Organisational Unit of the University | 100 |
| Head of Branch (section) in a Library or Scientific Information Centre |

* specified in regulations issued pursuant to Article 137(2) of the Act, rounded down to the nearest zloty.

**Table D**

POSITIONS, QUALIFICATION REQUIREMENTS
AND MINIMUM BASIC SALARY OF
PUBLISHING AND PRINTING STAFF

|  |  |  |  |
| --- | --- | --- | --- |
| No.  | Position (or equivalent position)  | Qualification requirements | Minimum basic salary and minimum monthly allowance related to the function or organizational duties (in PLN)  |
| Education  | Years of service | Minimum basic salary\*  | minimum monthly allowance related to the function or organizational duties\*\* |
| 1  | Head (Director) of a publishing house or printing works, Editor-in-chief | Master’s degree | 5  | 3000  | 300  |
| 2  | Senior Editor  | higher  | 4  | 2900  | -  |
| 3  | Head of a Typesetting Unit, a Computer Graphics Unit or equivalent | higher  | 4  | 2900  | 200  |
| 4  | Technical Editor | secondary | 3  | 2800 | -  |
| 5  | Editor | higher | 2  | 2750 | -  |
| 6 | Graphic Designer | secondary | 1 | 2700 | - |
| higher | - | 2600 |
| 7  | IT Specialist, Technologist | higher | -  | 2600  | -  |
| secondary  | 1  | 2600 |
| 8  | Bookseller | secondary | - | 2600 | -  |

* taking into consideration regulations on minimum salary
* \* specified in regulations issued pursuant to Article 137(2) of the Act, rounded down to the nearest zloty.

Appendix No. 10

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

## APPLICATION FOR TASK-RELATED ALLOWANCE

###### HIS MAGNIFICENCE RECTOR

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR ALLOWANCE

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Unit1) |  |
| Proposed allowance period | **from** .......................................20.......... **to**........................20............ |
| Proposed amount of the allowance | …………………………….. PLN |
| Source of funding(recording account)  |  |
| **JUSTIFICATION: (indicate the grounds under Article 138(3) of the Act)** |
|  |
| ...........................................................................(date and signature of the applicant) |
| .........................................................................(date and signature of the project leader\*) | ...................................................................(date, signature and stamp of the immediate superior) |
| Acceptance of the source of funding and confirmation of availability of funds by the Bursar\*\*:. ................................................................(date, signature and stamp of the Bursar) | ................................................................(date, signature and stamp ofthe Head of the Organizational Unit) |

#### 1) Unit being the place of work indicated in the employment contract to which the allowance is requested

#### \*- applicable if the allowance is financed by the project

#### \*\*- applicable if the allowance is financed by resources other than the subsidy

#### II. RECTOR’S DECISION

I grant / I do not grant

....................................................................

(date, signature and stamp oftheRector)

**THE ORIGINAL APPLICATION MUST BE APPENDED**

**TO THE EMPLOYEE FILE**

 Appendix No. 11

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

## APPLICATION FOR A TEACHING ALLOWANCE

###### HIS MAGNIFICENCE RECTOR

I hereby apply for a teaching allowance for special achievements in improving my teaching skills.

 I have obtained three certificates confirming my development in the field of modern forms of education and I hereby undertake to implement them,

 I have obtained a foreign language certificate confirming my ability to teach in a foreign language,

 I have obtained a postgraduate certificate in education.

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR ALLOWANCE

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Employing Unit1) |  |
| Proposed allowance period | **from** .......................................20.......... **to**........................20............ |
| Proposed amount of the allowance | **……………… PLN** |
| Source of funding (recording account) |  |
| Name of the training or postgraduate studies |  |
| Date of obtaining the certificate or diploma |  |
| Name of the training |  |
| Date of obtaining the certificate |  |
| Name of the training |  |
| Date of obtaining the certificate |  |
| ………………………………..(date and signature of the applicant) | ………………………………(date, signature and stamp ofthe Head of the Organizational Unit) |
| Proof of training in a foreign language (applies to language certificate)………………………………(date, signature and stamp ofthe Head of the International Cooperation Centre) |  |
| **JUSTIFICATION (**re. the application for an extension of the teaching allowance due to the implementation of acquired competences into teaching practice) |
| ………………………………..(date and signature of the applicant) |
| Proof of training in a foreign language (applies to a language certificate)………………………………(date, signature and stamp ofthe Head of the International Cooperation Centre) |  |
| Confirmation of conducting classes using modern forms of education or training in these forms ………………………………(date and signature of the Head of the Field of Study Council) | Confirmation of training in modern forms of education………………………………(date, signature and stamp ofthe Vice Rector for Education) |

#### 1) Unit, being the place of work indicated in the employment contract to which the allowance pertains

**NOTE: Print the application on both sides of one page**

#### II. RECTOR’S DECISION

I grant / I do not grant ....................................................................

(date, signature and stamp ofthe Rector)

**THE ORIGINAL APPLICATION MUST BE APPENDED**

**TO THE EMPLOYEE FILE**

 Appendix No. 12

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

## APPLICATION FOR A RESEARCH ALLOWANCE

###### HIS MAGNIFICENCE RECTOR

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR ALLOWANCE

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Unit1) |  |
| Proposed allowance period | from .......................................20.......... to........................20............ |
| Proposed amount of the allowance | ...........................................PLN |
| Source of funding(recording account) |  |
| **OPINION of the relevant Council for the Scientific Discipline (i.e. for the discipline which the staff member has indicated in his/her statement, referred to in Article 265(5) of the Act) (detailed justification of the application as an attachment)** |
| ..............................................................................(date and signature ofthe Council for the Scientific Discipline) |
| ........................................................................(date and signature of the immediate superior) | …………………..........................................................................................................(date and signature of the applying Head of the Council for the Scientific Discipline /the superior) |

#### 1) Unit, being the place of work indicated in the employment contract to which the allowance pertains

#### II. RECTOR’S DECISION

I grant / I do not grant

....................................................................

(date, signature and stamp ofthe Rector)

**THE ORIGINAL APPLICATION MUST BE APPENDED**

**TO THE EMPLOYEE FILE**

Appendix No. 13

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

## APPLICATION FOR AN ORGANISATIONAL ALLOWANCE

###### HIS MAGNIFICENCE RECTOR

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR ALLOWANCE

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Unit1) |  |
| Proposed allowance period  | **from** .......................................20.......... **to**........................20............ |
| Proposed amount of the allowance | …………………………….. PLN |
| Source of funding (recording account) |  |
| **JUSTIFICATION: (detailed justification of the application: in particular additional organisational responsibilities or tasks)** |
|  |
| ...........................................................................(date and signature of the applicant) |
| .........................................................................(date and signature of the project leader\* ) | ...................................................................(date, signature and stamp of the immediate superior) |
| Acceptance of the source of funding and confirmation of availability of funds by the Bursar \*\*:. ................................................................(date, signature and stamp of the Bursar) | ................................................................(date, signature and stamp of the Head of the Organizational Unit) |

#### 1) Unit, being the place of work indicated in the employment contract to which the allowance pertains

#### \*- applicable if the allowance is financed by the project

#### \*\*- applicable if the allowance is financed by resources other than the subsidy

#### II. RECTOR’S DECISION

I grant / I do not grant

....................................................................

(date, signature and stamp ofthe Rector)

**THE ORIGINAL APPLICATION MUST BE APPENDED**

**TO THE EMPLOYEE FILE**

Appendix No. 14

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

## APPLICATION FOR AN INCENTIVE ALLOWANCE

###### HIS MAGNIFICENCE RECTOR

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR ALLOWANCE

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Unit1) |  |
| Proposed allowance period  | **from** .......................................20.......... **to**........................20............ |
| Proposed amount of the allowance | …………………………….. PLN |
| Source of funding (recording account) |  |
| **JUSTIFICATION: (detailed justification of the application)** |
|  |
| ...........................................................................(date and signature of the applicant) |
| .........................................................................(date and signature of the project leader\* ) | ...................................................................(date, signature and stamp of the immediate superior) |
| Acceptance of the source of funding and confirmation of availability of funds by the Bursar \*\*:. ................................................................(date, signature and stamp of the Bursar) | ................................................................(date, signature and stamp ofthe Head of the Organizational Unit) |

#### 1) Unit, being the place of work indicated in the employment contract to which the allowance pertains

#### \*- applicable if the allowance is financed by the project

#### \*\*- applicable if the allowance is financed by resources other than the subsidy

#### II. RECTOR’S DECISION

I grant / I do not grant

....................................................................

(date, signature and stamp ofthe Rector)

**THE ORIGINAL APPLICATION MUST BE APPENDED**

**TO THE EMPLOYEE FILE**

Appendix No. 15

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

AMOUNT OF MONTHLY DISABILITY ALLOWANCE

|  |  |  |
| --- | --- | --- |
| No. | Degree of disability | Amount of the allowance(in PLN) |
| 1 | considerable | 300  |
| 2 | moderate | 200  |
| 3 | mild | 100  |

Appendix B

Łódź, on .........................................

..........................................................

Organizational Unit

**THE LIST[[1]](#footnote-1)\***

**of disability allowances granted to eligible persons**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.**  | **Name and surname of the eligible person**  | **Organizational Unit** | **Value of disability allowance** |
| 1  | 2  | 3 | 4 |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  | **In total** |   |

...............................................................

 Signature of the grantor

Appendix No. 16

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

**APPLICATION FOR**

**A SUPPLEMENTARY ALLOWANCE**

###### HIS MAGNIFICENCE RECTOR

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR ALLOWANCE

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Unit1) |  |
| Proposed allowance period | **from** .......................................20.......... **to**........................20............ |
| Proposed amount of the allowance | Monthly salary amount | Hourly rate |
| ……………………….. PLN | …………………………….. PLN |
| Working time | Work time | Total number of hours | Maximum number of hours per month |
|  |  |  |
| Source of funding (recording account)  |  |
| **JUSTIFICATION:** |
|  |
| ...........................................................................(date and signature of the applicant) |
| .........................................................................(date and signature of the project leader\*) | ...................................................................(date, signature and stamp of the immediate superior) |
| Acceptance of the source of funding and confirmation of availability of funds by the Bursar\*\*:. ................................................................(date, signature and stamp of the Bursar) | ................................................................(date, signature and stamp ofthe Head of the Organizational Unit) |

#### 1) Unit, being the place of work indicated in the employment contract to which the allowance pertains

#### \* - applicable if the allowance is financed by the project

#### \*\* - applicable if the allowance is financed by resources other than the subsidy

#### II. RECTOR’S DECISION

I grant / I do not grant

....................................................................

(date, signature and stamp ofthe Rector)

**THE ORIGINAL APPLICATION MUST BE APPENDED**

**TO THE EMPLOYEE FILE**

Appendix No. 17

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

## APPLICATION FOR

## A DISCRETIONARY ALLOWANCE

**RECTOR / HEAD OF ORGANIZATIONAL UNIT**

**(indicate the correct addressee)**

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR ALLOWANCE

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Unit1) |  |
| Proposed period of the discretionary allowance | **from** .......................................20.......... **to**........................20............ |
| Proposed amount of the discretionary allowance | …………………………….. PLN |
| Source of funding (recording account) |  |
| **JUSTIFICATION: (detailed justification of the application)** |
|  |
| ...........................................................................(date and signature of the applicant) |
| .........................................................................(date and signature of the Project Leader\* ) | ...................................................................(date, signature and stamp of the immediate superior) |
| Acceptance of the source of funding and confirmation of availability of funds by the Bursar\*\*:. ................................................................(date, signature and stamp of the Bursar) | ................................................................(date**,** signature and stamp of the Head of the Organizational Unit) |

#### 1) The unit constituting the place of work indicated in the employment contract to which the discretionary allowance pertains

#### \*- applicable if the discretionary allowance is financed by the project

#### \*\*- applicable if the discretionary allowance is financed by sources other than a subsidy

#### II. DECISION OF THE RECTOR / HEAD OF ORGANIZATIONAL UNIT\*

I grant / I do not grant

....................................................................

(date**,** signature and stamp)

\*(decision by the competent decision-maker)

Łódź, on .........................................

..........................................................

Organizational Unit

**THE LIST[[2]](#footnote-2)\***

**of awarded discretionary allowances**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name and surname** | **Symbol of the Organizational Unit** | **Amount of the allowance (in PLN) \*\***  |
| 1 | 2 | 3 | 4 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| In total |  |

\*\* amount in full zloty

...............................................................

Signature of the grantor

Appendix No. 18

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

## APPLICATION FOR

## RECTOR'S AWARD

**RECTOR / HEAD OF THE ORGANISATIONAL UNIT**

**(indicate the correct addressee)**

I. THE DETAILS OF THE EMPLOYEE APPLYING FOR THE AWARD

|  |  |
| --- | --- |
| Name and surname |  |
| Position  |  |
| Unit1) |  |
| Proposed amount of the award | …………………………….. PLN |
| Source of funding (recording account) |  |
| **JUSTIFICATION: (detailed justification of the application)** |
|  |
| ...........................................................................(date and signature of the applicant) |
| .........................................................................(date and signature of the applicant) | ...................................................................(date, signature and stamp of the the immediate superior) |
| Acceptance of the source of funding and confirmation of availability of funds by the Bursar\*\*:. ................................................................(date, signature and stamp of the Bursar) | ................................................................(date, signature and stamp ofthe Head of the Organizational Unit) |

#### 1) The unit constituting the place of work indicated in the employment contract to which the Rector’s award pertains

#### \*- applicable if the Rector’s Award is financed by the project

#### \*\*- applicable if the Rector’s Award is financed by sources other than a subsidy

#### II. DECISION OF THE RECTOR / HEAD OF ORGANISATIONAL UNIT \*

I grant / I do not grant

....................................................................

(date, signature and stamp)

\*\*(decision by the competent decision-maker)

Łódź, on .........................................

..........................................................

Organizational Unit

**THE LIST[[3]](#footnote-3)\***

**of awards granted by the Rector of Lodz University of Technology**

**to academic teachers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Specifying the award** **pursuant to Article 37(2) of the Regulations** | **Name and surname of the person awarded** | **Symbol of the Organizational Unit** | **Amount of the award (in PLN)\*\*** |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **In total** |  |

\*\* amount in full zloty

...............................................................

 Signature of the awarding body

Łódź, on .........................................

..........................................................

Organizational Unit

**THE LIST[[4]](#footnote-4)\***

**of awards granted by the Rector of Lodz University of Technology**

**to non-academic staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Specifying the award** **pursuant to Article 37(3) of the Regulations** | **Name and surname of the person awarded** | **Symbol of the Organizational Unit** | **Amount of the award (in PLN)\*\*** |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **In total** |  |

\*\* amount in full zloty

...............................................................

 Signature of the awarding body

Appendix No. 19

to the Remuneration Regulations

at Lodz University of Technology of 25 March 2020

**RULES FOR THE ALLOCATION AND USE OF WORK CLOTHES, FOOTWEAR AND PERSONAL PROTECTIVE EQUIPMENT AT LODZ UNIVERSITY OF TECHNOLOGY**

**Article I**

1. I hereby establish ‘*The Table of standards for the allocation of work clothing, workwear and personal protective equipment’*, hereinafter referred to as ‘the Table’, to this Appendix.
2. The Table provides general guidelines for determining the provision of work clothes, footwear and personal protective equipment to employees by Heads of Organisational Units.
3. The expected periods of use of work clothes and footwear determined by the Rector are indicated in the Table.
4. The period of use of personal protective equipment is specified by its manufacturer. The personal protective equipment whose expiry date specified by the manufacturer has elapsed shall be deemed to have lost its protective properties.
5. On the basis of the general guidelines of the Table and taking into account the actual nature and duration of the activities to be performed by the member of staff concerned, Heads of Organisational Units shall establish their own detailed table of work clothes, footwear and personal protective equipment to which individual members of staff employed in his or her Unit are entitled. They shall specify in it the period of use of work clothes and footwear, and they shall enter the period of use specified by the manufacturer for each item of personal protective equipment.
6. The lifetime of work clothes and footwear specified in the Table shall take into account the performance of work by the employee requiring the use of protection at the rate of 40 hours per week.
7. If an employee performs work for which the use of work clothes and footwear is required for fewer hours per week than specified in Section 6, the period of use specified in the Table may be extended accordingly.

**Article 2**

1. The employee shall not be allowed to work without personal protective equipment or work clothes and footwear prescribed for use in the given position.
2. The employee shall be provided with personal protective equipment that meets the requirements for conformity assessment and is intended to protect the employee against factors present in the working environment which are hazardous and harmful to health.
3. The employee shall be informed how to use personal protective equipment.
4. The employee shall be provided with work clothes and footwear that meets the requirements of the Polish Standards when:
5. the employee’s own clothes may be damaged or significantly spoiled;
6. it is required for technological, sanitary or health and safety reasons.
7. Employees performing short-term work during which their own clothes and footwear may become spoiled or damaged, or in order to meet health and safety requirements, may be given on-duty work clothes and personal protective equipment.
8. Used personal protective equipment and work clothes (except underwear and footwear) may be allocated as on-duty work clothes and personal protective equipment for the work referred to in Section 5 if they still have their functional and protective properties, are clean and disinfected to a degree corresponding to hygiene and health requirements.

**Article 3**

1. Work clothes and footwear as well as personal protective equipment are made available to employees of Lodz University of Technology free of charge. They constitute the property of Lodz University of Technology.
2. The provision of work clothes and footwear to an employee shall be recorded in the *Record sheet for work clothes and footwear allocation* being Appendix A to these Rules.
3. The provision of personal protective equipment to an employee shall be recorded in *Record sheet for personal protective equipment*, being Appendix B to these Rules.
4. On-duty work clothes and footwear as well as personal protective equipment shall be recorded in *the* *Record sheet for on-duty work clothes, footwear and* *personal protective equipment*, being Appendix C to these Rules. The Record shall indicate the person responsible for the condition of the abovementioned clothes and equipment.
5. The use by employees, with their consent and the consent of the employer, of their own work clothes and footwear which meet health and safety requirements is allowed for jobs for which column 5 of the Table indicates “YES”.
6. The permission in Section 5 is not available for jobs involving the direct operation of machinery or other technical equipment or jobs that cause intense dirt or contamination of work clothes and footwear with chemical or radioactive agents or biological infectious material.
7. Employees who use their own working clothes and footwear in accordance with Section 5 shall be paid a cash equivalent in the amount resulting from a valuation drawn up on the instruction of the Chancellor.
8. Employees who use their own work clothes and footwear are entitled to a cash equivalent for the period of use specified in column 5 of the Table in Appendix 1 to these Rules.
9. Information on the amount of the equivalent for the use of the employee’s own work clothes and footwear in the previous calendar year shall be submitted to Heads of Organisational Units by the Chancellor by 30 April each year.
10. The payment to the employee of the equivalent for the use of the employee’s own clothes and footwear shall be registered in *the Record sheet for payment of cash equivalent for using the employee’s own work clothes and footwear*, being Appendix D to these Rules.
11. The Head of the Organisational Unit shall lodge *Application for payment of the cash equivalent for the use of own work clothes and footwear* for the employees of the Unit concerned for the previous calendar yearin the Payroll Section of Lodz University of Technology by 30 June each year. A template of the application is attached as Appendix E to these Rules.

**Article 4**

1. The Head of the Organisational Unit shall ensure that work clothes, footwear and personal protective equipment are washed, maintained, repaired, dedusted and disinfected as appropriate in order to maintain their functional and protective properties.
2. Laundering of work clothes by an employee shall be possible, subject to Section (9), if the Head of the Organisational Unit is unable to provide for these activities.
3. Employees who wash their work clothes shall be paid the cash equivalent in the amount resulting from a valuation drawn up on the instruction of the Chancellor.
4. The information on the amount of the equivalent for washing of work clothes in the previous calendar year is sent to Heads of Organisational Units by the Chancellor by 30 April each year.
5. The Head of the Organisational Unit shall lodge *Application for payment of the cash equivalent for washing work clothes* for employees of the unit concerned for the previous calendar year in the Payroll Section of Lodz University of Technology by 30 June each year. A template of the application is attached as Annex F to these Rules.
6. The equivalent for washing work clothes shall be paid to the employee once per calendar year. The employee shall be entitled to it for the time of effective work, excluding periods of absence (holidays, leaves, etc.).
7. The payment of a cash equivalent for the laundry and maintenance of work clothes and footwear is registered in the *Record sheet for payment of cash equivalent for laundry and maintenance of work clothes and footwear*, being Appendix G to these Rules.
8. Work clothes, footwear and personal protective equipment that have become contaminated with chemical or radioactive agents or biologically infectious materials as a result of use in the work process shall be stored only in the area designated by the Head of the Organisational Unit.
9. It is unacceptable for an employee to be entrusted with the laundering, maintenance, dedusting and disinfection of objects referred to in Section 8.
10. Work clothes, footwear and personal protective equipment referred to in Section 8 must be delivered for laundering, maintenance, dedusting and disinfection to appropriate external specialized firms.

**Article 5**

1. The employee is obliged to report damage/earlier wear and tear of his/her work clothes or footwear and the malfunctioning of his/her personal protective equipment to the Head of the Organisational Unit.
2. In the case of earlier wear and tear of work clothes, footwear or personal protective equipment than that resulting from the period set out by the Head of the Organisational Unit, the Head of the Organisational Unit shall, at the employee's request, take a decision to that effect subject to Article 2(1) of which he or she shall inform the employee in writing.
3. Preparation of the *Report on destruction of work clothes, footwear or personal protective equipment* as shown in Appendix H is the grounds for providing an employee with new work clothes, footwear or personal protective equipment.

**Article 6**

1. On expiry of the period of using work clothes and footwear laid down in the Record Sheet, the Head of the Organisational Unit shall inspect the work clothes and footwear and unless they have lost their functional properties, their lifetime may be extended, having obtained the employee's consent. This information shall be recorded in *the* *Record sheet for work clothes and footwear allocation.*
2. The employee for whom the period of use of work clothes and footwear has been extended, subject to Section 1, shall be paid a cash equivalent for the extended period of use of work clothes and footwear in the amount specified by the Chancellor as a percentage in relation to the prices of the garments.
3. The equivalent is:
4. for the extended first year of use of work clothes and footwear – 50% of the prices
5. for the extended second year of use of work clothes and footwear – 30% of the prices
6. The extension of the period of use of work clothes and footwear, subject to Section 1, is possible for a maximum period of 24 months. After this period, regardless of the functional properties of such work clothes and footwear the employee shall be provided with new work clothes and footwear.
7. The period of use of personal protective equipment shall not be extended.
8. The equivalent for the extended period of using work clothes and footwear shall be paid to the employee once per calendar year. The employee shall be entitled to it for the time of effective work, excluding periods of absence (holidays, leaves, etc.). The equivalent for washing work clothes shall be paid to the employee once per calendar year.
9. The information about the amount of the equivalent for the extended period of using work clothes and footwear in the previous calendar year is sent to Heads of Organisational Units by the Chancellor by 30 April each year.
10. The Head of Organisational Unit shall submit *the Application for payment of the equivalent for extended period of use of work clothes and footwear* for the employees of the unit concerned for the previous calendar yearin the Payroll Section of Lodz University of Technology by 30 June each year. A template of the application is attached as Annex I.

**Article 7**

1. In the event of termination of the employment contract, the employee is obliged to return the provided work clothes and personal protective equipment or pay the equivalent in PLN proportional to the period of use of the work clothes and personal protective equipment. Work footwear shall not be returned.
2. After being washed, de-dusted and disinfected, the recovered work clothes may be given to newly recruited workers for a limited period not exceeding 12 months. Such work clothes and personal protective equipment must still have their functional and protective properties. It is unacceptable to provide an employee with:
3. work clothes and footwear the use of which has already been extended
4. personal protective equipment which has reached the end of their lifetime specified by the manufacturer.

**Article 8**

The costs of purchasing work clothes and footwear as well as personal protective equipment for employees and the payment of equivalents for the extended period of their use and for washing of work clothes shall be borne by the organisational units of the higher education institution employing the staff concerned.

**THE TABLE OF STANDARDS FOR THE ALLOCATION OF WORK CLOTHES, WORK FOOTWEAR AND PERSONAL PROTECTIVE EQUIPMENT**

Legend:

W *–* work clothes and footwear,

P *–* personal protective equipment

O *–* other necessary clothing accessories

UUU *–* until used up, but no longer than the period specified by the manufacturer (Note: Personal protective equipment must not be used beyond the expiry date indicated by the manufacturer)

OTU *–*  for one-time use (Note: Disposable personal protective equipment does not need to be allocated to workers individually, it may be available at a specific location for a larger group of workers, but it is necessary to remember to check its condition on an ongoing basis)

SS *–* spring/summer

AW *–* autumn/winter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Type of work carried out** | **Scope of equipment** | **Time period (month)** | **Possibility to use own work clothes or footwear** |
| *1* | *2* | *3* | *4* | *5* |
| **WORK IN LIBRARIES/ARCHIVES** |
| 1 | work with collections, files, documents, book lending | W - anti-slip work shoes  | 24 | NO |
| W - kittel | 24 |
| 2 | work in the collections/files warehouse, filing of documents | W - anti-slip work shoes | 24 | NO |
| W - kittel | 24 |
| P - half-mask with filter | OTU |
| P – cotton protective gloves | UUU |
| P - disposable gloves | OTU |
| 3 | book restoration, bookbinding (binding, book repair, letterpressing) | W - anti-slip work shoes | 24 | NO |
| W - kittel | 24 |
| P - half-mask with filter | OTU |
| P - cotton protective gloves | UUU |
| P - disposable gloves | OTU |
| **WORK IN LABORATORIES/WORKSHOPS** |
| 1 | research and other work in laboratories/construction workshops | W - overalls**OR**W - work trousersW - sweatshirt**OR**P - protective gown\*\* | 24 | YES\* |
| W - long-sleeved shirt | 24 |
| W - short-sleeved shirt | 24 |
| P - protective ankle boots with toe caps | 24 |
| P – waterproof protective gown | UUU |
| P - protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - dust mask | OTU |
| P - ear defenders | UUU |
| P - safety helmet | UUU |
| P - high visibility vest | 36 |
|  | P – eye washer | UUU |  |
| 2 | cooperation with industry in the construction of workstations/research facilities and the design of machinery/equipment, including work in cooperating industrial plants | W - overalls**OR**W - work trousersW - sweatshirt | 24 | YES\* |
| W - long-sleeved shirt | 24 |
| W - short-sleeved shirt | 24 |
| P - protective ankle boots with toe caps | 24 |
| P - waterproof protective gown  | UUU |
| P - protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - dust mask | OTU |
| P - ear defenders | UUU |
| P - safety helmet | UUU |
| P - high visibility vest | 36 |
| P - insulated jacket 2 in 1 | 36 |
| 3 | scientific and educational work as well as other work in mechanical/electrical laboratories/workshops | W - overalls**OR**W - work trousersW - sweatshirt**OR**P - protective gown\*\* | 24 | YES\* |
| W - long-sleeved shirt | 24 |
| W - short-sleeved shirt | 24 |
| P - dielectric protective footwear | 24 |
| P - dielectric protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - dust mask | OTU |
| P - ear defenders | UUU |
| 4 | scientific and educational work as well as other work in chemical laboratories/workrooms and other work with hazardous chemical agents | W - anti-slip work shoes | 24 | NO |
| P - cotton protective gown\*\* | 24 |
| P - disposable protective gloves | OTU |
| P - heat-protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P – acid- and lye-proof protective gown \*\* | UUU |
| P - protective mask/ half-mask with filter | UUU |
| P - eye washer | UUU |
| 5 | scientific and educational work as well as other work in biological/microbiological laboratories/workshops and other work with harmful biological agents | W - anti-slip work shoes | 24 | NO |
| P - cotton protective gown\*\* | 24 |
| P - disposable protective gloves | OTU |
| P - heat-protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - protective mask/ half-mask with filter | UUU |
| P - eye washer | UUU |
| 6 | scientific and educational work as well as other work in x-ray/isotope laboratories/workshops, operation of laser equipment  | W - anti-slip work shoes | 24 | NO |
| P - safety goggles | UUU |
| P - dielectric protective footwear | UUU |
| P – lead protective gown | UUU |
| P – waterproof protective gown |  |
| P – X ray protective gloves | UUU |
|  | P - rubber gloves | UUU |  |
| 7 | scientific and educational work as well as other work in textile laboratories/workshops/ workshops | W - anti-slip work shoes | 24 | YES\* |
| P – cotton protective gown\*\* | 24 |
| P - disposable protective gloves | OTU |
| P - protective mask/ half-mask with filter | UUU |
| P - safety goggles with side shields | UUU |
| P - eye washer | UUU |
| 8 | scientific and educational work as well as other work in laboratory cold stores | P - insulated vest | 36 | YES\* |
| 9 | scientific and educational work and other work in foundries | W - anti-slip work shoes | 24 | NO |
| W - overalls**OR**W - work trousers/dungarees**OR**P – protective gown\*\* | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - protective gloves | UUU |
|  | P - eye washer | UUU |  |
| **SPORTS AND OUTDOOR ACTIVITIES, SWIMMING POOL** |
| 1 | indoor sports activities, including demonstrating and performing exercises together with participants  | W - tracksuit | 24 | YES\* |
| W - T-shirt | 12 |
| W - gymnastic shorts | 12 |
| W - sports footwear | 24 |
| 2 | field academic and sports activities (on pitches and other outdoor areas) | W - tracksuit | 24 | YES\* |
| W - T-shirt | 12 |
| W - gymnastic shorts | 12 |
| W - sports footwear | 24 |
| P - sports rain and wind protection kit | 48 |
| P - insulated jacket | 24 |
| 3 | conducting swimming pool activities, including demonstration and exercise in water | W - anti-slip swimming pool slippers | 12 | YES\* |
| W - T-shirt | 12 |
| W - swimming trunks (for men) | 12 |
| W - one piece swimwear (for women)  | 12 |
| **WORK IN WAREHOUSES** |
| 1 | handling chemical warehouses (reagents, cleaning agents, plant protection products) | W - anti-slip work shoes | 24 | NO |
| P – cotton protective gown\*\* | 24 |
| P – disposable protective gloves | OTU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - acid- and lye-proof protective gown | UUU |
| P - insulated vest/ fleece jacket | 36 |
| P – protective mask/ half-mask with filter | UUU |
|  | P - eye washer | UUU |  |
| 2 | handling warehouses with supplies  | W - anti-slip work shoes | 24 | YES\* |
| W - overalls**OR**W - work trousers**OR**P - protective gown\*\* | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - insulated vest/ fleece jacket | 36 |
| P – disposable protective gloves | OTU |
| 3 | handling waste storage facilities | W - anti-slip work shoes | 24 | NO |
| W - overalls**OR**W - work trousers/dungarees**OR**P - protective gown\*\* | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - insulated vest/ fleece jacket | 36 |
| P - disposable protective gloves | OTU |
| P - eye washer | UUU |
| **TECHNICAL WORK/MAINTENANCE/REPAIRS INSIDE BUILDINGS** |
| 1 | technical work inside buildings, including maintenance work, repairs to electrical, electronic and automation systems, operation of machinery and equipment, use of hand tools  | W - overalls**OR**W - work trousers/dungarees**OR**P - protective gown\*\* | 24 | NO |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - dielectric protective footwear | 24 |
| P - protective gloves | UUU |
| P - dielectric gloves | UUU |
| P - safety goggles | UUU |
| O - tool bag | UUU |
| 2 | technical work inside buildings, including maintenance work, repairs to water and sewer installation, operation of machinery and equipment, use of hand tools | W - anti-slip work shoes | 24 | NO |
| P - rubber footwear | 24 |
| W - overalls**OR**W - work trousers/dungarees**OR**P - protective gown\*\* | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - protective gloves | UUU |
| P – rubber gloves | UUU |
| P - safety goggles | UUU |
| O - tool bag | UUU |
| 3 | carpentry work | W - anti-slip work shoes | 24 | NO |
| P - protective ankle boots | 24 |
| W - overalls**OR**W - work trousers/dungarees | 24 |
| Where chainsaws are present:P - cut resistant protective suit**OR**P - cut resistant work dungareesP - cut resistant sweatshirt | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - dust mask | UUU |
| P - ear defenders | d.z |
| P - eye washer | UUU |
| 4 | machining | P - anti-slip heat-resistant ankle work boots with toe caps | 24 | NO |
| W - overalls**OR**W - work trousers/dungarees | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - dust mask | UUU |
| P - ear defenders | d.z |
| P - headgear | UUU |
|  |  | P - eye washer | UUU |  |
| 5 | cold working of metals | P - anti-slip ankle work boots with toe caps | 24 | NO |
| W - overalls**OR** W - work trousers/dungarees | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - protective gloves | UUU |
| P - safety goggles with side shields/splash protection goggles/face shield | UUU |
| P - ear defenders | UUU |
| P - headgear | d.z |
|  | P - eye washer | UUU |
| 6 | metalworking in thermal and thermo-chemical processes | P - anti-slip heat-resistant ankle work boots with toe caps | 24 | NO |
| W - overalls**OR**W - work trousers | 24 |
| W - short-sleeved shirt | 24 |
| W - flannel shirt | 24 |
| P - leather welding gloves | UUU |
| P – welding glasses | UUU |
| P - visor | UUU |
| P - ear defenders | UUU |
| P - headgear | UUU |
| P – leather fireproof protective gown | UUU |
| P - eye washer | UUU |
| **TECHNICAL WORK/MAINTENANCE/REPAIRS OUTSIDE BUILDINGS** |
| 1 | technical work outside buildings, including maintenance and repair work\*\*\* | P – 2 in 1 multi-purpose jacket insulated jacket  | 36 | NO |
| P - summer visor cap | 6x s.s.p. |
| P - insulated cap | 6x AW |
| P - insulated gloves | UUU |
| P - raincoat | 48 |
| **WORK CONNECTED WITH MOVEMENT AND** **TRANSPORT**  |
| 1 | distribution of correspondence in the TUL area | W - anti-slip work shoes for spring/summer  | 2x SS | YES\* |
| W - anti-slip work shoes for autumn/winter | 2x AW |
| P – 2 in 1 multi-purpose jacket insulated jacket | 36 |
| P - summer visor cap | 6x SS |
| P - insulated cap | 6x AW |
| P - insulated gloves | UUU |
| P - short-sleeved shirt | 2x SS |
| P - long-sleeved shirt | 2x AW |
| P - raincoat | 48 |
| O - backpack with padded back | UUU |
| 2 | making purchases and delivering them to the organisational units of the university | W - anti-slip work shoes for spring/summer | 2x SS | NO |
| W - anti-slip work shoes for autumn/winter | 2x AW |
| P - 2 in 1 multi-purpose jacket insulated jacket | 36 |
| P - insulated cap | 6x AW |
| P - insulated gloves | UUU |
| P - short-sleeved shirt | 2x SS |
| P - long-sleeved shirt | 2x AW |
| 3 | driving a van or a passenger car | W - anti-slip work shoes for spring/summer | 2x SS | YES\* |
| W - anti-slip work shoes for autumn/winter | 2x AW |
| P - 2 in 1 multi-purpose jacket insulated jacket | 36 |
| P - insulated cap | 6x AW |
| P - insulated gloves | UUU |
| P - short-sleeved shirt | 2x SS |
| P - long-sleeved shirt | 2x AW |
| P - sunglasses | 24 |
| **CLEANING WORK** |
| 1 | indoor space cleaning | W - prophylactic and anti-slip textile shoes (with toe caps) | 24 | NO |
| P - protective gown\*\* | 24 |
| W - short-sleeved shirt | 2x SS |
| W - long-sleeved shirt | 2x AW |
| P - insulated vest/ fleece jacket | 36 |
| P - disposable gloves | OTU |
| P - protective mask | OTU |
| 2 | taking rubbish to containers outside the premises,walking outside between buildings being cleaned | W - anti-slip work shoes for spring/summer  | 3x SS | NO |
| W - anti-slip work shoes for autumn/winter | 3x AW |
| P - 2 in 1 multi-purpose jacket insulated jacket | 36 |
| P - insulated cap | 6x AW |
| P - insulated gloves | UUU |
| P - raincoat | UUU |

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| --- | --- | --- | --- | --- |
| 3 | outdoor cleaning work, including tidying up the grounds, maintenance of greenery, operation of equipment, use of hand tools  | W - overalls**OR**W - work trousersW - sweatshirt | 24 | NO |
| P - felt and rubber boots | 36 |
| W - flannel shirt | 24 |
| W - visor cap | 24 |
| P - insulated jacket or insulated vest | 36 |
| P – waterproof jacket  | 24 |
| P - insulated cap | 36 |
| P - protective gloves | UUU |
| P - insulated gloves | UUU |
| P - protective earmuffs | UUU |
| P - splash protection goggles | UUU |
| **OTHER WORK** |
| 1 | cloakroom service | W - prophylactic and anti-slip textile shoes | 24 | YES\* |
| W - kittel | 24 |
| P - insulated vest | 36 |
| P - protective gloves | OTU |
| 2 | guarding property inside buildings | W - prophylactic and anti-slip textile shoes | 24 | YES\* |
| W - kittel | 24 |
| P - insulated vest | 36 |
| P - protective gloves | OTU |

\* the employee may agree to use his or her own work clothes and footwear which must meet the requirements specified for a given work position; the employee is entitled to an equivalent for the use of own work clothes and shoes

\*\* the protective gown must be selected so as to protect the entire garment (not just the upper part) from soiling/damage; the protective gown should provide adequate protection in all situations and therefore it should be made of a material suited to the hazards of the given work position workplace

 Appendix A

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 (stamp of the organizational unit)

**RECORD SHEET FOR WORK CLOTHES AND FOOTWEAR ALLOCATION NO. ...**

 ………………………………………………………………………… ………………………………..….. ………………………………………………………………………………………

 (title/degree, name and surname of the employee) (position(s) in the table as per Appendix 1) (type of work performed as per Appendix 1)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of work clothes and footwear** | **Allocation of work clothes and footwear** | **Extension of lifetime/ Reduction of lifetime (loss of serviceability)** |
| **Quantity (pcs.)** | **Date of receipt** | **Lifetime** | **Signature of the employee** | **Report No.** | **New lifetime date** | **Signature of person in charge** |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* | *9* |
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 (legible signature of the supervisor) (signature and stamp of the Head of the Organizational Unit)

 Appendix B

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 (stamp the organizational unit)

**RECORD SHEET FOR PERSONAL PROTECTIVE EQUIPMENT ALLOCATION NO. ...**

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 (title/degree, name and surname of the employee) (position(s) in the table as per Appendix 1) (type of work performed as per Appendix 1)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of personal protective equipment** | **Allocation of personal protective equipment** | **Liquidation** |
| **Quantity (pcs.)** | **Date of receipt** | **Lifetime in accordance with the manufacturer's specifications** | **Signature of the employee** | **Date** | **Reason (loss of protective characteristics/end of lifetime)** | **Signature of person in charge** |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* | *9* |
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 (legible signature of the supervisor) (signature and stamp of the Head of the Organizational Unit)

 Appendix C

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 (stamp of the organizational unit)

**RECORD SHEET FOR ON-DUTY WORK CLOTHES, FOOTWEAR AND PERSONAL PROTECTIVE EQUIPMENT NO. .....**

…………………………………………………………………………………………………………………………………

(title/degree, name and surname of the employee responsible for the condition of the following clothes and personal protective equipment)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of work clothes/ personal protective equipment** | **Work clothes/ personal protective equipment** | **Liquidation** |
| **Quantity (pcs.)** | **Date of receipt** | **Lifetime in accordance with the manufacturer's specifications** | **Date** | **Reason (loss of protective characteristics/end of lifetime)** | **Signature of person in charge** |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* |
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 (legible signature of the supervisor) (signature and stamp of the Head of the Organizational Unit)

 Appendix D

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 (stamp of the organizational unit)

**RECORD SHEET FOR PAYMENT OF CASH EQUIVALENT FOR USING THE EMPLOYEE’S OWN WORK CLOTHES AND FOOTWEAR NO. ...**

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 (title/degree, name and surname of the employee) (position(s) in the table as per Appendix 1) (type of work performed as per Appendix 1)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of work clothes and footwear** | **Work clothes/shoes provided** | **Equivalent paid** |
| **Quantity (pcs.)** | **Period for which the equivalent is payable (month)** | **The amount of the equivalent (in PLN)** | **Date of receipt of the equivalent** | **Signature of the employee** | **Signature of person in charge** |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* |
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 (legible signature of the supervisor) (signature and stamp of the Head of the Organizational Unit)

 Appendix E

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 (stamp of the organizational unit)

**APPLICATION FOR PAYMENT OF THE CASH EQUIVALENT**

**FOR THE USE OF OWN WORK CLOTHES AND FOOTWEAR\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name and surname of the employee** | **Position**  | **The amount of the equivalent (in PLN)** | **Period for which the equivalent is payable (month)** |
| *1* | *2* | *3* | *4* | *5* |
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 (legible signature of the supervisor) (signature and stamp of the Head of the Organizational Unit)

\* the application shall be lodged in the Payroll Section of Lodz University of Technology by 30 June each year

 Appendix F

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 (stamp of the organizational unit)

**APPLICATION FOR PAYMENT OF THE CASH EQUIVALENT FOR WASHING**

**WORK CLOTHES\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name and surname of the employee** | **Position**  | **The amount of the equivalent (in PLN)** | **Period for which the equivalent is payable (month)** |
| *1* | *2* | *3* | *4* | *5* |
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 (legible signature of the supervisor) (signature and stamp of the Head of the Organizational Unit)

\* the application shall be lodged in the Payroll Section of Lodz University of Technology by 30 June each year

 Appendix G

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 (stamp of the organizational unit)

**RECORD SHEET FOR PAYMENT OF CASH EQUIVALENT FOR LAUNDRY AND MAINTENANCE OF WORK CLOTHES AND FOOTWEAR NO. …..**

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 (title/degree, name and surname of the employee) (position(s) in the table as per Appendix 1) (type of work performed as per Appendix 1)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of work clothes and footwear**  | **Work clothes/footwear issued** | **Equivalent paid** |
| **Quantity (pcs.)** | **Period for which the equivalent is payable (month)** | **The amount of the equivalent (in PLN)** | **Date of receipt of the equivalent** | **Signature of the employee** | **Signature of person in charge** |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* |
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 (legible signature of the supervisor) (signature and stamp of the Head of the Organizational Unit)

 Appendix H

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 (applicant)

**REPORT ON DESTRUCTION OF WORK CLOTHES, FOOTWEAR**

**OR PERSONAL PROTECTIVE EQUIPMENT**

Organizational unit...............................................................................................................

Name and surname ...........................................................................................................................

Position....................................................................................................................................

Date of receipt of work clothes, footwear or personal protective equipment

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Current state of work clothes and footwear:

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Decision of the Dean/Director/Head of the Organisational Unit: ......................................................................................................................................................................................................................................................................................................................................................................................................................................................................

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 (date and signature of the applicant)

 Signature of the person approving

 ......................................................................

(date, signature and stamp of the Head of the Organizational Unit)

 Appendix I

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 (stamp of the organizational unit)

**APPLICATION FOR PAYMENT OF THE EQUIVALENT FOR EXTENDED PERIOD OF USE OF WORK CLOTHES AND FOOTWEAR\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name and surname of the employee** | **Position**  | **The amount of the equivalent (in PLN)** | **Period for which the equivalent is payable (month)** |
| 1 | 2 | 3 | 4 | 5 |
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\* the application shall be lodged in the Payroll Section of Lodz University of Technology by 30 June each year

Appendix No. 20

to the Remuneration Rules

at Lodz University of Technology of 25 March 25 2020

AMOUNT OF THE MONTHLY ALLOWANCE AND RULES AND PROCEDURES FOR GRANTING THE ALLOWANCE

FOR WORK PERFORMED IN HARMFUL OR ONEROUS CONDITIONS

|  |  |  |
| --- | --- | --- |
| No. | Degree of harmfulness and onerousness | Amount of the allowance (in PLN) |
| 1 | first | 100 |
| 2 | second | 200 |
| 3 | third | 300 |

Article 1

1. Employees shall be entitled to a cash allowance for work carried out in harmful or arduous conditions, hereinafter referred to as “allowances.”
2. The allowance is paid monthly in arrears at the rate set out in the Table above.

Article 2

* 1. The first degree of harmfulness or onerousness includes work performed:
1. in conditions of exposure to dusts not inducing pulmonary tissue fibrosis;
2. in conditions of exposure to toxic substances which do not accumulate in the body;
3. in enclosed spaces where, for technological reasons, the effective temperature above 25oC or below 10oC is constantly maintained;
4. in conditions of exposure to ultraviolet radiation (e.g. welding, use of lamps for germicidal purposes;
5. in a wet environment with relative air humidity higher than 80%, in mud or in direct contact with water.
	1. The second degree of harmfulness or onerousness includes work performed:
6. in conditions of exposure to dusts inducing pulmonary tissue fibrosis;
7. in conditions of exposure to toxic substances which accumulate in the body;

lowered or increased pressure resulting from a technological process

technological process (e.g. in caissons, pressure chambers);

1. exposure to harmful local vibration;
2. noise levels exceeding acceptable standards.
	1. The third degree of harmfulness or onerousness includes work performed:
3. in conditions of exposure to benzene, benzidine, alpha- and beta-naphthylamine, vinyl chloride, asbestos and other agents with analogous effects to these substances, if recognized by the Institute of Occupational Medicine;
4. in conditions of exposure to ionizing radiation;
5. in contact with infectious material or humans or animals suffering from infectious diseases;
6. in contact with mentally ill or severely mentally disabled people;
7. in conditions of exposure to high frequency electromagnetic fields in the range from 0.1 to 300,000 MHz in the danger zone;
8. underground work.

Article 3

1. The work referred to in Article 3 Section 1 (1) and (2) as well as Section 2 (1), (2), (4) and (5) shall be regarded as being performed in conditions that are harmful to health and which justify the granting of an allowance if the maximum permissible concentrations or intensities of agents harmful to health laid down in separate regulations or other binding hygiene and health standards are exceeded in the work environment.
2. Measurements of harmful health factors referred to in Section 1 shall be commissioned by by the Head of a TUL Organisational Unit to laboratories of the State Sanitary Inspection and other laboratories authorized by the competent Regional Public Sanitary Inspectors.

Article 4

1. The allowance is payable to employees who perform work referred to in Article 3 Section 1, 2 and Section 3 (1-4) and (6) for at least 40 hours per month as well as to employees who perform work referred to Article 3 Section 3 (5) for 3 hours per day. A third-degree allowance shall be paid in each case of contact with a carcinogen.
2. The allowance shall not be reduced if the employee is employed for less than full-time in a job with conditions which are harmful to health or onerous.

Article 5

 An employee who performs work in conditions with different levels of harmfulness or onerousness in a given month is entitled to one allowance according to the highest level of harmfulness or onerousness.

1. \* Please send 2 copies of the *List* to the Human Capital Management Centre [↑](#footnote-ref-1)
2. \* Please send 2 copies of the *List* to the Human Capital Management Centre [↑](#footnote-ref-2)
3. \* Please send 2 copies of the *List* and a copy of *Diploma of Recognition* to the Human Capital Management Centre [↑](#footnote-ref-3)
4. \* Please send 2 copies of the *List* and a copy of *Diploma of Recognition* to the Human Capital Management Centre [↑](#footnote-ref-4)