

# **REMUNERATION REGULATIONS**

## **of the**

# **INSTITUTE OF PHYSICAL CHEMISTRY OF THE POLISH**

# **ACADEMY OF SCIENCES**

On the basis of:

- 1) the Act of 26<sup>th</sup> June, 1974 the Labour Code (Journal of Law of 1974 No. 24 item 141; Journal of Law of 2014 item 1502 with subsequent amendments),
- 2) the Act of 30<sup>th</sup> April, 2010 on the Polish Academy of Sciences (Journal of Law of 2010 No. 96 item 619; Journal of Law of 2015 item 1082),
- 3) the Act of 3<sup>rd</sup> March, 2000 on the Remuneration of Persons Managing Certain Legal Entities (Journal of Law of 2000, No. 26 item 306, Journal of Law of 2013, item 254 with subsequent amendments),

the "Regulations for the remuneration of employees of the Institute of Physical Chemistry of the Polish Academy of Sciences with its registered address in Warsaw on ul. Kasprzaka 44/52" are determined.

### **§ 1**

The Remuneration Regulations set out the principles of remuneration of employees, the rules for granting additional elements of remuneration and benefits associated with the work they perform.

### **§ 2**

The provisions of these Regulations shall apply to all employees of the Institute.

### **§ 3**

1. Employees are entitled to remuneration for their work, including basic salary and additional remuneration components, including:
  - 1) a years-of-service supplement,
  - 2) a jubilee bonus,
  - 3) a supplement for overtime work,
  - 4) a night work allowance,
  - 5) supplementary remuneration for work on Sundays and public holidays.
2. An employee may be granted:
  - 1) a functional supplement,
  - 2) a bonus
  - 3) an award,
  - 4) a special supplement,
  - 5) an annual award.

## **§ 4**

In matters not regulated by these Regulations, the provisions of the Labour Code and other provisions of Labour Law shall apply, as well as the provisions of the Law on the Remuneration of Persons Managing Certain Legal Entities, with regard to employees, subject to its regulations.

## **§ 5**

1. Tables are compiled for the following:

- 1) the basic monthly salary rates for research workers, constituting Appendix 1 to the Regulations,
- 2) the basic monthly salary rates for research and technical staff, constituting Appendix 2 to the Regulations,
- 3) the basic monthly salary rates for engineering and technical staff, organizational and economic staff, administrative and service personnel, as well as the monthly and hourly pay rates for security staff, constituting Appendix 3 to the Regulations,
- 4) the positions and categories of functional supplement for employees carrying out managerial functions, constituting Appendix 4 to the Regulations,
- 5) the rates of the functional supplement constituting Appendix 5 to the Regulations.

2. Employees are paid on a monthly salary basis for their work.

3. Persons employed as doorkeepers may be paid on an hourly basis.

## **§ 6**

The hourly rate of basic salary resulting from the employee's personal grade, determined by the monthly rate, is calculated by dividing the monthly rate of pay by the number of hours worked per month.

## **§ 7**

Part-time employees are entitled to all the remuneration components in proportion to the length of working time specified in the employment contract.

## **§ 8**

The basis for the calculation of the functional supplement is the lowest rate of basic pay set out in the table constituting Appendix 3 to these Regulations.

## **§ 9**

1. In the event that an employee is entitled to more than one functional supplement, only one shall be paid, that is most beneficial to the employee.
2. If an employee who has been appointed to a managerial position for a fixed term is dismissed from his/her post before the end of the fixed term, he/she shall retain the right to a supplement until the end of the period for which he/she has been appointed, but for no longer than 3 months. If an employee appointed to a managerial position for an indefinite term is dismissed from this position, he/she retains the right to a functional supplement for a period of 3 months.
3. During a period of suspension in the performance of his/her duties, a research worker or research and technical employee shall not be entitled to a functional supplement from the first day of the calendar month following the month in which the employee has been suspended.

## **§ 10**

1. Employees of the Institute are entitled to a supplement for years of service:
  - 1) research staff - 3% of the basic monthly salary after 3 years of work. This supplement is increased by 1% for each subsequent year of employment up to 20% of the basic monthly salary after 20 years of employment;
  - 2) other employees - 5% of basic monthly salary after 5 years of service. This supplement is increased by 1% for each subsequent year of employment up to 20% of the basic monthly salary after 20 years of employment.
2. Work periods entitling to the years-of-service supplement include all previously completed periods of employment and other documented periods if, under separate regulations, they are included in the working period on which the employee's entitlement is based.
3. When determining the entitlement to years-of-service supplements for employees who have been concurrently employed in more than one employment relationship that has been completed, one of these periods of employment shall be included in the entitlement period.
4. In the case of employees carrying out work at the Institute as part of a period of unpaid leave granted by their employers for the purpose of performing such work, the period of employment with the employer who granted the leave - up to the date of commencement of that leave, shall be included in the entitlement.
5. A supplement for years of service is due to employees for the days for which they receive remuneration and for days absent from work due to incapacity for

work due to illness or the need for personal care of a child or sick family member, for which the employees receive remuneration or social security benefits.

6. The years-of-service supplement is paid on the date of payment of the salary and is payable:
  - 1) from the first day of the calendar month following the month in which employees acquire the right to the supplement or to a higher rate of supplement if the acquisition of the right occurred during the month;
  - 2) for a given month, if the acquisition of the right to the supplement or a higher rate of supplement occurred on the first day of the month.

## **§ 11**

For work performed in conditions that are onerous or harmful to health, a supplement is granted under the conditions and according to the procedure specified in Appendix 6 to these Regulations.

## **§ 12**

1. Long-term employees are entitled to a jubilee bonus in the amount of:
  - 1) after 20 years of work – 75 % of monthly salary;
  - 2) after 25 years of work – 100 % of monthly salary;
  - 3) after 30 years of work – 150 % of monthly salary;
  - 4) after 35 years of work – 200 % of monthly salary;
  - 5) after 40 years of work – 300 % of monthly salary;
  - 6) after 45 years of work – 400 % of monthly salary.
2. All the previously completed periods of employment and other documented periods are included in the period of employment entitling to the jubilee bonus if, under separate regulations, they are included in the period of employment on which the employee's entitlement is based.
3. If the employee is concurrently in more than one employment relationship, one of these periods shall be included in the period of service for the jubilee bonus.
4. In the case of an employee who is working at the Institute as part of a period of unpaid leave granted by his/her employer for the purpose of performing this work, the period of employment with that employer until the date of commencement of the unpaid leave shall be included in the period of entitlement to the jubilee bonus.
5. Employees acquire the right to a jubilee bonus on the last day of the period entitling them to the bonus.
6. The jubilee bonus is paid out immediately after the right to it has been acquired.
7. The basis for calculating the jubilee bonus is the remuneration due to the employee on the day of acquisition of the right to the bonus, and if it is more favourable for the employee - the remuneration due to him on the day of its payment. If the right to a jubilee bonus is acquired whilst the employee is employed on a different working time than on the date of its payment, the basis for calculating the bonus shall be the employee's remuneration on the date of

acquisition of the right to the bonus. The bonus is calculated in accordance with the rules applicable to determining the monetary equivalent of holiday leave.

8. In the event of termination of the employment relationship due to retirement or the receipt of disability benefits, employees who are less than 12 months short of being eligible for the jubilee bonus on the date the employment relationship is terminated shall be paid the bonus on the date of termination of the employment relationship.
9. If on the day of the entry into force of these Regulations an employee is entitled to two or more bonuses, he shall only be paid the highest one of them.
10. In the case where an employee has, on the date of entry into force of these Regulations, a longer period than required for the award of a particular bonus, and within 12 months from that date the period entitling him to a bonus of a higher degree ends, the lower bonus is paid in full, and on the day of acquisition of the right to the higher bonus - the difference between the amount of the higher bonus and the lower bonus.

### **§ 13**

Employees may be granted a special supplement for a fixed period for periodic increases in duties or additional tasks.

### **§ 14**

Employees are entitled to bonuses in accordance with the Bonus Regulations constituting Appendix 7 to these Remuneration Regulations.

### **§ 15**

Employees are entitled to awards from an award fund established in accordance with the principles set out in Article 85, paragraph 3, item 6 of the Act dated 30<sup>th</sup> April, 2010 on the Polish Academy of Sciences (Journal of Law No. 96, item 619), hereinafter referred to as the annual award in accordance with the rules governing the allocation of awards from the Department Award Fund constituting Appendix 8 to these Regulations.

### **§ 16**

The principles of employing and remunerating employees performing tasks within research projects are determined by the Director of the Institute. They constitute Appendix 9 to these Regulations.

### **§ 17**

An employee who is particularly outstanding at work may be awarded a prize.

## **§ 18**

For night work, employees are entitled to a supplement in the amount specified and according to the principles of the Labour Code.

## **§ 19**

1. The remuneration for work is paid in arrears, once a month, no later than the last working day of the month. If the payday falls on a day off or an extra day off, the remuneration shall be paid no later than the last working day before the day off.
2. The remuneration shall be paid directly to the employee or his/her representative whom he/she has authorised in writing, at the Institute's cash desk.
3. At the request of the employee, the remuneration may be paid into his/her current account.

## **§ 20**

Employees retiring or going on a disability pension are entitled to a one-off payment of three months' remuneration calculated in accordance with the rules governing the payment of holiday allowances.

## **§ 21**

Notwithstanding the provisions of the preceding paragraphs of the Regulations and the Appendices constituting an integral part of these Regulations, employees acting at the Institute as Deputy General Director that are non-research staff and the Chief Accountant, shall be entitled to, apart from a basic monthly salary, the following additional supplements as provided for in the Act on the Remuneration of Persons Managing Certain Legal Entities:

1. A jubilee bonus granted no more than every 5 years,
2. A cash payment in the event of termination of the employment relationship due to retirement or the receipt of a disability pension, hereinafter referred to as a "cash payment",
3. Partial reimbursement of the costs of use of a provided dwelling, including official lodgings,
4. Allowances for the use of partially paid telecommunication services,
5. Allowances for additional health, property and personal insurance, of up to 25% higher than set out in the Regulations, and
6. an annual award - up to a maximum of three times the average monthly salary of the employee in the year preceding the award.

## **§ 22**

The remuneration of an employee employed on the date of entry into force of these Regulations, established under these Regulations, shall not be less than the remuneration entitlement prior to that date.

## **§ 23**

These Remuneration Regulations come into force 2 weeks after they are made known to Institute staff through its website and by placement on the notice board.

**Table of basic monthly pay rates for research staff**

Position	Basic rate of pay from - to
Full professor	3 300 – 24 000
Associate professor	3 000 – 16 000
Visiting professor	3 000 – 16 000
Assistant professor	2 000 – 12 000
Research-and-teaching fellow	1 500 – 8 000

**Table of basic monthly pay rates for research and technical staff**

Position	Basic rate of pay over
Chief specialist for environmental research apparatus	2 000 – 12 000
Specialist	2 000 – 12 000

**Table of basic monthly rates of pay of engineering and technical staff, organizational and economic staff, administrative and service personnel and monthly and hourly rates of pay of basic workers and security employees**

No.	Position	Qualification requirements		Basic rate of pay from - to
		Education	No. of years of work	
1	Deputy director for General, Technical, Economic, Administrative, Scientific Affairs	University in appropriate specialty	8 years, including 4 years in a managerial or independent position	3 300 – 24 000
2	Chief accountant	According to separate regulations		3 000 – 16 000
3	Legal advisor	According to separate regulations		3 000 – 16 000
4	Chief power engineer, head of technical department, head of department	University in appropriate specialty	5 years	2 000 – 12 000
5	Specialist in structural funds, doctoral studies, scientific board, grants	University Secondary	– 4 years	2 000 – 12 000
6	Doctor, dentist	According to separate regulations	6 years	2 000 – 12 000
7	Deputy chief accountant	University Secondary	5 years 10 years	2 000 – 12 000
8	Health and safety inspector Deputy health and safety inspector	According to separate regulations	2 years	2 000 – 12 000
9	Specialist in human resources, organisational affairs	University Secondary	– 4 years	2 000 – 10 000
10	Specialist in civil defence, programmer, electronic engineer, network administrator and equivalent	University Secondary	– 4 years	2 000 – 10 000
11	Technician, structural engineer, technologist, mechanical engineer, electrical engineer and equivalent	University Secondary	–	1 500 – 8 000
12	Independent clerk, independent accountant, documentalist, secretary	University Secondary	2 years 6 years	1 500 – 8 000
13	Technical specialist	University Secondary	– 5 years	1 500 – 8 000
14	Master craftsman	University in appropriate specialty	2 years	1 500 – 8 000
		Secondary technical or master craftsman diploma	4 years	
15	Senior clerk, senior accountant, cashier, secretary	University Secondary	– 4 years	1 000 – 6 000
16	Clerk, accountant, accounts keeper, documentalist, warehouseman, switchgear worker	Secondary	1 year	1 000 – 6 000
17	Nurse	According to separate regulations	2 years	1 000 – 6 000
18	Craftsman in a profession: locksmith, glass blower, mason, carpenter, welder, miller etc.	Secondary, vocational or title of craftsman	–	1 000 – 6 000
19	Driver	Vocational	–	1 000 – 6 000
20	Maintenance worker	Elementary	–	900 – 6 000
21	Doorman	Elementary	–	900 – 6 000 5.3/h – 35.7/h

**Table of positions and rates of functional supplement**

No.	Position	Category of functional supplement
1	Director	11
1	Deputy Science Director Head of Department	10
2	Head of Doctoral Studies	6 - 9
3	Head of Thematic Team Proxy for the protection of classified information	5 - 8
4	Deputy chief accountant Head of other organizational units Deputy Head of other organizational units	1 - 8

**Table of rates of functional supplement for employees fulfilling managerial functions**

Category of supplement	Percentage of lowest rate from - to
1	10 - 25
2	15 - 35
3	20 - 45
4	25 - 60
5	30 - 70
6	35 - 90
7	40 - 110
8	60 - 130
9	80 - 150
10	100 - 175
11	120 - 200

**Amounts and rules for granting supplements for work carried out in conditions that are onerous or harmful to health and a list of these jobs**

1. Employees are entitled to a salary supplement for work carried out in conditions that are onerous or harmful to health, hereinafter referred to as the "supplement".
2. The supplement shall be paid monthly in the following amounts:
  - 1) At the first level of harm or nuisance up to 8% of the minimum rate,
  - 2) At the second level of harm or nuisance up to 12% of the minimum rate,
  - 3) At the third level of harm or nuisance up to 16% of the minimum rate.
3. The first level of harm or nuisance includes work performed:
  - 1) under conditions of exposure to dusts that do not cause pulmonary fibrosis, subject to paragraph 6,
  - 2) under conditions of exposure to toxic substances not cumulative in the body, subject to paragraph 6,
  - 3) in closed rooms where, for technological reasons, the effective constant temperature is greater than 25 or less than 10 degrees C,
  - 4) under conditions of exposure to ultraviolet radiation (e.g. welding, use of lamps for bactericidal purposes),
  - 5) in a wet environment with relative atmospheric humidity exceeding 80%, in mud or in direct contact with water,
  - 6) in rooms where the constant use of artificial lighting is required.
4. The second level of harm or nuisance includes work performed under conditions of:
  - 1) exposure to dusts that cause pulmonary fibrosis, subject to paragraph 6,
  - 2) exposure to toxic substances that accumulate in the body, subject to paragraph 6,
  - 3) reduced or increased pressure resulting from the technological process (e.g. in caissons, pressure chambers),
  - 4) exposure to localised vibration (e.g. using manual pneumatic tools), subject to paragraph 6,
  - 5) noise levels in excess of the permitted standards, subject to paragraph 6,
  - 6) excessive physical activity of at least 2000 kcal for men and 1200 kcal for women or requiring a forced body position.
5. The third level of harm or nuisance includes work performed:
  - 1) under conditions of exposure to substances and agents that are carcinogenic and mutagenic, listed in the Ordinance of the Minister of Health dated 1<sup>st</sup> December, 2004 on substances, factors or technological processes that have a carcinogenic or mutagenic effect in the work environment (Journal of Law No. 280, item 2771, with subsequent amendments),

- 2) under conditions of exposure to ionizing radiation,
  - 3) in contact with infectious materials or humans or animals suffering from infectious diseases,
  - 4) under conditions of exposure to high frequency electromagnetic fields in the range 0.1 to 300 000 MHz in the danger zone,
  - 5) underground.
6. The work referred to in paragraph 3, items 1 and 2 and paragraph 4, items 1, 2, 3 and 5 is considered to be performed in conditions harmful to health justifying the granting of a supplement, if in the workplace there is an excess of the maximum permissible concentrations of agents that are harmful to health, specified in separate regulations or other applicable hygiene and sanitary standards. Measurements of agents that are harmful to health are performed by the laboratories of the State Sanitary Inspectorate and other laboratories authorized by the appropriate state-level provincial health inspectors.
  7. The supplement is granted to employees performing the works referred to in paragraphs 3, 4 and 5 items 1, 2, 3 and 5 for at least 40 hours a month, whereas to employees performing the works mentioned in paragraph 5, item 4 – for half of the permitted time of presence in the danger zone.
  8. Employees performing work in a harmful environment of varying degrees of harm or nuisance in a given month are entitled to one supplement according to the highest level of harm.
  9. Entities keep records of the jobs in which employees have been granted supplements.

## **Regulations on bonuses for employees of the Institute of Physical Chemistry of the Polish Academy of Sciences**

### **§ 1**

1. The Bonus Regulations introduce a system for awarding bonuses to employees of the Institute of Physical Chemistry of the Polish Academy of Sciences.

Types of bonuses:

- Statutory bonus,
  - Discretionary bonus,
  - Performance bonus.
2. The amount of the above bonus depends on the current financial situation and payment capacity of the Institute.
  3. The provisions of the Regulations apply to all persons employed at the Institute, excluding the General Director, unless he is simultaneously a member of the research staff and the Chief Accountant.

### **§ 2**

1. A statutory bonus is payable to employees for the timely and good-quality performance of the entrusted work and the observance of order and discipline at the Institute.
2. The statutory bonus is paid monthly in the amount of 10% of the basic salary of the employee.
3. If the current financial situation allows, the Director may increase the bonus level in a given month.
4. Employees may be deprived of the statutory bonus in the event of:
  - a. Unjustified absence from work,
  - b. Failure to perform or improper performance of employees' duties,
  - c. Failure to observe the provisions of the labour regulations, health and safety regulations or fire-safety regulations,
  - d. violating the regulations on sobriety,
  - e. proven waste of materials,
  - f. termination of employment without notice through the fault of the employee.

5. Non-payment of the bonus for the reasons set out in paragraph 3, items b - e shall be justified in writing.
6. Employees may appeal to the Director of the Institute against a decision on non-payment of the bonus within 7 days of their notification of the decision.

### **§ 3**

1. Regardless of the statutory bonus, employees may be awarded a discretionary bonus for significant achievements at work.
2. Discretionary bonuses are granted to the research staff by the Director of the Institute, and to other employees by the Director of the Institute after consultation with their immediate supervisors.
3. The awarding of discretionary bonuses and their amount depends on the financial capacity of the Institute.

### **§ 4**

1. For performing additional tasks imposed by the Director of the Institute, employees may receive a performance bonus.
2. The Director of the Institute shall determine the amount of the performance bonus and the period during which it will be granted after the fulfillment of the specified conditions.
3. Performance bonuses are paid monthly.

## **REGULATIONS**

on the division of annual awards from the Department Award Fund at the Institute of Physical Chemistry of the Polish Academy of Sciences

### **§ 1**

The provisions of these Regulations shall apply to all full-time and part-time employees of the Institute.

### **§ 2**

1. The Department Award Fund, hereinafter referred to as the DAF, is established in accordance with the principles set out in Article 85, paragraph 3, item 6 of the Act dated 30<sup>th</sup> April, 2010 on the Polish Academy of Sciences (Journal of Law No. 96, item 619).
2. The amount of the contribution to the award fund is determined by the Director.
3. No contribution shall be made and no prizes awarded in the event that this would cause a negative financial result in the current financial year or would increase the negative financial result.

### **§ 3**

1. The annual DAF award is set at no more than 8.5% of the total remuneration received by employees from their employment relationship in the year preceding the year for which the prize is awarded.
2. The basis for determining the amount of the award for employees shall be the annual remuneration paid to the employee within the year for time effectively worked and paid leave, excluding:
  - 50% and 100% of supplements for overtime work,
  - awards,
  - remuneration received for the implementation of grants financed by the European Union, grants from Structural Funds, grants from the Ministry of Science and Higher Education and grants from the National Science Centre and the National Research and Development Centre.

### **§ 4**

1. Employees are entitled to an award from the DAF if they have worked flawlessly at the Institute for at least 6 months in the previous year for which the prize is awarded.
2. The above requirement of working for at least 6 months does not apply to persons:
  - a) who have returned to the Institute from parental leave or who have been granted parental leave,
  - b) who have been called up for military service, or have returned from it,

- c) with whom the Institute has dissolved the employment relationship in connection with the reorganization of the organizational unit combined with liquidation of the workplace,
  - d) who have retired or gone on a disability pension due to incapacity for work or convalescence,
  - e) with whom the agreement was terminated by mutual agreement of the parties or the termination of a fixed-term employment contract,
  - f) who have taken unpaid leave granted in order to carry out research abroad.
3. A condition for the award of a prize in the cases referred to in paragraph 3, sections e and f, is having worked at the Institute for at least 4 months.
  4. An employee who has taken up employment during or after the disability pension period and also after the end of the convalescence period is entitled to an annual award in proportion to the period of time worked in the year for which the award is granted.

## **§ 5**

1. An employee loses his or her right to an award if they come to work in an inebriated condition, drink alcohol at the Institute, or otherwise violate the law on upbringing in sobriety.
2. In the event of an unjustified absence from work, the award shall be reduced by:
  - 20% for one day of absence,
  - 50% for two days of absence.In the event of three or more days of unjustified absence, the employee loses the right to the entire award.

## **§ 6**

The deprivation of or reduction of entitlement to an award does not constitute a penalty within the meaning of the Labour Code and therefore Articles 108-113 of this Code do not apply to the DAF award.

**Principles of employment and remuneration for employees performing tasks within projects financed by the Ministry of Science and Higher Education, the European Union and other national or foreign institutions**

Recognizing the importance of projects financed by external entities in fulfilling the scientific mission of the Institute and following the recommendations of the Minister of Science and Higher Education (letter dated 7<sup>th</sup> September, 2006), the Director of the Institute of Physical Chemistry of the Polish Academy of Sciences (IPC PAS) hereby rules the remuneration of employees to be subject to their degree of involvement in projects and regulates the method of employment of IPC PAS employees in their implementation.

**§ 1**

1. Payments to IPC PAS employees from all types of projects shall be made on the basis of Annexes to the Contract of Employment contract. In justified cases civil-law contracts – assignments or contracts for a specific work may be drawn up.
2. The Director may authorize Institute staff participating in projects to spend up to **50 hours a month**, i.e. **30% of the monthly working time**, on the performance of tasks within the aforementioned projects provided, however, that the research team carries out the statutory research in a non-reduced manner. In view of the increased scope of responsibilities during the period of implementation of the project, persons implementing projects may receive **additional remuneration** from the project funds (costs position - "remuneration").
3. **The Director of the Institute may reduce the range of statutory tasks assigned to project participants and commission them to carry out the project in a suitably greater dimension** – in such cases, the corresponding part of the employee's remuneration under the IPC PAS Contract of Employment shall be covered by the project funds assigned to remuneration.
4. **The Director may only delegate an employee to the implementation of a grant.** In this case, the employee's remuneration shall be paid entirely from the project funds.

**§ 2**

The procedure is as follows:

1. At the stage of signing the contract for implementation of the project, the manager of the awarded grant shall submit to the Director a proposed list of persons carrying out the project (Appendix 1 to Appendix 9) with the estimated amount of working time that each person shall devote to the performance of tasks within the Project.
2. Annexes are drawn up to the Contract of Employment with the contractors, based on the list of persons carrying out the project submitted by the manager, according to the template constituting Appendices 2, 3 or 4 to Appendix 9.

3. The Annexes are prepared by a Human Resources specialist at the Secretariat of the Institute on the basis of the list of persons carrying out the project approved by the Director. If, with the consent of the Director, the amount of statutory tasks of the employee has been reduced, the Annexe is signed with the contractor according to the template constituting Appendix 3 or Appendix 4 to Appendix 9.

### § 3

1. The remuneration for the work within the project in a given calendar month shall be **paid together with the basic salary**.
2. The remuneration for the number of hours devoted to the implementation of the project under the Annexes in Appendix 2 or 3 to Appendix 9 shall be calculated on the basis of time sheets (Appendix 5 to Appendix 9) signed by the Project Manager.
3. The same hourly rate of basic remuneration applies for all types of projects, based on the current pay table. The amount of the rates is included in Appendix 6 to Appendix 9.
4. The hourly rate of basic remuneration is increased by the due supplements (bonus, year-of-service supplement, others).
5. The amount of bonus is determined by the Director of the Institute.

### § 4

1. The Project Manager (or the Task Manager authorised by him/her) shall, by the 22<sup>nd</sup> of each month, send to the Human Resources specialist at the Secretariat of the Institute a completed and signed work time sheet for persons carrying out the project tasks, together with the number of hours worked by the participant.
2. The Finance and Accounting Department shall, by the 25<sup>th</sup> of each month, calculate the amount of remuneration due to each employee performing work on projects and submit these for approval to the Director.
3. The Finance and Accounting Department shall, in cooperation with the Human Resources Specialist, draw up a "summary" schedule of monthly working time sheets for persons taking part in the implementation of more than one project. In the event that, after drawing up the collective working time sheet, it is determined that the work of the various projects is being executed at the same time, the payment of the remuneration may be suspended until the case is clarified.

Period of implementation of project from \_\_\_\_\_.20\_\_ to \_\_\_\_\_.20\_\_

Appendix 1a (completed using Appendix 2) to Appendix 9

Name or no. of research project .....

Surname and name	Position	% working hours in project	Time working on project (no. of hours)	Hourly rate from - to	Hourly rate for person working on project	Basic pay	Years of service (%)	Health and safety supplement	Years of service in PLN	10%	8,50%	17,55%	Total Cost of Remuneration in PLN	Title of performed task
										Bonus in PLN	"13th month pay" in PLN	Payer's social security (ZUS) - IPC PAS (w %)		
A	B	C	E	F	G	H	I	J	K	L	M	N	O	P
						E x G			H x I	H x 10%	(H+K+L+J*E/168) x 8,50%	(H+K+L+M+J*E/168) x 17,45%	H+K+L+M+N+J*E/168	
	full professor, deputy director			20-190		0,00			0,00	0,00	0,00	0,00	0,00	
	associate professor, visiting professor			18-140		0,00			0,00	0,00	0,00	0,00	0,00	
	assistant professor, specialist, chief power engineer,			12-100		0,00			0,00	0,00	0,00	0,00	0,00	
	research-and-teaching fellow /technical staff /others			10-70		0,00			0,00	0,00	0,00	0,00	0,00	

**EXPLANATIONS:**

- column A surname, name
- column B position
- column C % working hours in project
- column E no. of hours spent working on project
- column F hourly range of basic pay - Appendix 6 to Appendix 9 of Regulations
- column G hourly rate - Appendix 6 to Appendix 9 of Regulations
- column H amount resulting from product of columns E and G
- column I years of service (%) according to no. of years worked - individual for each employee
- column K amount resulting from product of columns H and I
- column L amount resulting from product of column H and cell L2 (10%)
- column M amount resulting from product of columns H, K, L and result of multiplication of columns J and E divided by average no. of working hours in month) and cell M2 (8.50%)
- column N 13th month pay - payable once a year, according to IPC PAS regulations
- column O amount resulting from product of columns H, K, L, M and result of multiplication of columns J and E divided by average no. of working hours in month and cell N2 (17.55%)
- column P amount resulting from sum of columns H, K, L, M, N and result of multiplication of columns J and E divided by average no. of working hours in month

Document prepared assuming average no. of working hours in month = 168

Note: enter data in columns: A, B, C, E, G, I, J and P

Period of implementation of project from \_\_\_\_20\_\_ to \_\_\_\_20\_\_

Appendix 1b (completed using Appendix 3) to Appendix 9

Name or no. of research project .....

8,50% 17,55%

Surname and name	Position	Time working on project (no. of hours)	Hourly rate from - to	Hourly rate for person working on project	Basic pay	Years of service (%)	Health and safety supplement	Years of service in PLN	"13th month pay" in PLN	Payer's social security (ZUS) - IPC PAS (w %) 8,50%	Total Cost of Remuneration in PLN	Title of performed task
A	B	E	F	G	H	I	J	K	M	N	O	P
					E x G			H x I	(H+K+J*E/168) x 8,50%	(H+K+M+J*E/168) x 17,45%	H+K+M+N+J*E/168	
	full professor, deputy director		20-190		0,00			0,00	0,00	0,00	0,00	
	associate professor, visiting professor		18-140		0,00			0,00	0,00	0,00	0,00	
	assistant professor, specialist, chief power engineer,		12-100		0,00			0,00	0,00	0,00	0,00	
	research-and-teaching fellow /technical staff /others		10-70		0,00			0,00	0,00	0,00	0,00	

EXPLANATIONS:

- column A surname, name
- column B position
- column E number of hours spent working on project
- column F hourly range of basic pay - Appendix 6 to Appendix 9 of Regulations
- column G hourly rate - Appendix 6 to Appendix 9 of Regulations
- column H amount resulting from product of columns E and G
- column I years of service (%) according to years of work - individual for each employee
- column K amount resulting from product of columns H and I
- column M amount resulting from product of columns (H, K and result of multiplication of columns J and E divided by average no.of working hours in month) and cell M2 (8.50%)
- column N 13th month pay - payable once a year, according to IPC PAS regulations
- column O amount resulting from product of columns H, K, M and multiplication of columns J and E divided by average no. of working hours in month and cell N2 (17.55%)
- column P amount resulting from sum of columns H, K, M, N and multiplication of columns J and E divided by average no. of working hours in month

Document prepared assuming average no.of working hours in month = 168

Note: enter data in columns: A, B, E, G, I, J and P

Period of implementation of project from \_\_\_\_/20\_\_ to \_\_\_\_/20\_\_

Appendix 1c (completed using Appendix 4) to Appendix 9

Name or no. of research project .....

Surname and name	Position	% working hours in project	Monthly salary	Time working on project (no.of hours)	Hourly rate from - to	Hourly rate for person working on project	Basic pay	Years of service (%)	Health and safety supplement	Years of service in PLN	Bonus in PLN	10%	8,50%	17,55%	Total Cost of Remuneration in PLN	Title of performed task
												"13th month pay" in PLN	Payer's social security (ZUS) - IPC PAS (w %)			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
							E x G			H x I	H x 10%	(H+K+L+J*E/168) x 8,50%	(H+K+L+M+J*E/168) x 17,45%	H+K+L+M+N+J*E/168		
	full professor, deputy director				20-190	#DZIEL/0!	#DZIEL/0!			#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!		
	associate professor, visiting professor				18-140	#DZIEL/0!	#DZIEL/0!			#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!		
	assistant professor, specialist, chief power engineer,				12-100	#DZIEL/0!	#DZIEL/0!			#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!		
	research-and-teaching fellow /technical staff /others				10-70	#DZIEL/0!	#DZIEL/0!			#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!		

**EXPLANATIONS:**

- column A surname, name
- column B position
- column C % working hours in project
- column D monthly rate of basic pay (according to Appendix 4 to Appendix 9 to the Regulations )
- column E no.of hours spent working on project
- column F hourly range of basic pay - Appendix 6 to Appendix 9 of Regulations
- column G hourly rate - Appendix 6 to Appendix 9 to Regulations
- column H amount resulting from product of columns E and G
- column I years of service (%) according to no.of years worked - individual for each employee
- column K amount resulting from product of columns H and I
- column L amount resulting from product of column H and cell L2 (10%)
- column M amount resulting from product of columns (H, K, L and result of multiplication of columns J and E divided by average no.of working hours in month) and cell M2 (8.50%)
- column N 13th month pay - payable once a year, according to IPC PAS regulations
- column O amount resulting from product of columns H, K, L, M and result of multiplication of columns J and E divided by average no.of working hours in month and cell N2 (17.55%)
- column P amount resulting from sum of columns H, K, L, M, N and result of multiplication of columns J and E divided by average no. of working hours in month

Document prepared assuming average no. of working hours in month = 168

Note: enter data in columns: A, B, C, D, E, I, J and P

ANNEXE no ...../..... dated .....

to the Contract of Employment concluded on .....  
between the Institute of Physical Chemistry of the Polish Academy of Sciences (IPC PAS) in  
Warsaw, ul. Kasprzaka 44/52

and

Mr/Ms .....

employed at ..... in the position .....

The Parties agree as follows:

### §1

At the request of the Project Manager/Due to taking over the function of Project Manager of  
the Project

entitled.....

implemented pursuant to Contract no..... dated .....

in accordance with 1) Regulation of the Director of IPC PAS no. 38 dated 27th December,  
2010 introducing the Remuneration Regulations at the IPC PAS and 2) other legal acts.....

I hereby entrust you with your participation in the implementation of the aforementioned  
Project with increased responsibilities resulting from the employment relationship. It is your  
responsibility to carry out the task under this project entitled:

.....  
.....

The costs of performing this task shall be covered by the funds provided in the project for  
personnel costs.

### §2

1. The workload of the aforementioned task has been determined by the Project  
Manager/ Director of the Institute at ..... .. hours per month
2. The degree of implementation of the task, and consequently the due remuneration in  
the form of a performance bonus, shall be determined on the basis of monthly working  
time sheets signed by the Project Manager and accepted by the Director.
3. Supplementary remuneration in the form of a performance bonus for work performed  
for the project shall be calculated according to the hourly rate of the basic salary  
(referred to in § 3 section 3 of Appendix 9 to the Remuneration Rules) equal to  
..... (in writing: ..... ..) PLN / hour.
4. Supplementary remuneration in the form of a performance bonus shall be paid in the  
month to which this remuneration applies, at the time of payment of the monthly  
salary for work specified in the Labour Regulations.

### § 3

1. This Annexe is concluded for the duration of the performance of the tasks entrusted to it  
in the Project from ..... to .....
2. The Annexe may be terminated by the Director of the Institute at any time in the event of  
the improper or untimely performance by the employee of the task assigned to him/her.  
Termination of the Annexe takes place at the end of the month. The basis for the  
performance evaluation is the monthly working time sheet signed by the Project  
Manager. The evaluation of the quality and timeliness of the task is based on the  
assessment of the Project Manager.

- 3. In justified cases, the Annexe may also be terminated by mutual agreement of the Parties.
- 4. In the event that the working period of the Project is prolonged, a new Annexe shall be drawn up.

**§ 4**

- 1. The remaining terms and conditions of the applicable contractual party remain unchanged.
- 2. This Annexe has been drawn up in 2 identical copies, one for each of the Parties.

**§ 5**

Additional provisions (required by the project sponsor):

**EMPLOYEE**

**DIRECTOR**

.....  
(signature)

.....  
(signature)

.....  
(podpis)

.....  
(podpis)

ANNEXE no ...../..... dated .....

to the Contract of Employment concluded on .....between the Institute of Physical Chemistry of the Polish Academy of Sciences (IPC PAS) in Warsaw, ul. Kasprzaka 44/52 and

Mr/Ms

.....  
employed at ..... in the position .....

The Parties agree as follows:

### §1

At the request of the Project Manager/Due to taking over the function of Manager of the following Project .....

entitled:.....

implemented pursuant to Contract no..... dated .....

in accordance with 1) Regulation of the Director of IPC PAS no. 38 dated 27th December, 2010 introducing the Remuneration Regulations at the IPC PAS and 2) other legal acts.....

I hereby limit the scope of your statutory tasks for the duration of the Project by .....% and I entrust you with work related to the implementation of the Project within the scope of your employment obligations.

It shall be your responsibility to carry out the following task under this Project:

.....  
.....

the workload of which has been determined by the Manager/Director as .....hours.

### § 2

1. Your remuneration for work at the IPC PAS shall be defined as follows:

a/ .....% of hitherto statutory remuneration, i.e. the amount..... (in writing:.....),

plus all due allowances arising from the employment contract, shall be paid from the statutory funds of the Institute,

b/ for hours of work on the Project your remuneration shall be calculated according to an hourly rate

in the amount of ..... zł per hour, plus all due allowances arising from the employment contract; This remuneration shall be paid from the funds provided in the Project for personnel expenses.

2. The remuneration for time spent working on the Project, specified in paragraph 1, Section b shall be determined on the basis of monthly working time sheets signed by the Project Manager and accepted by the Director. Payment of this remuneration shall be in the month in which the work was performed, at the time of payment of the monthly salary set out in the Labour Regulations in force at the IPC PAS.

### §3

At the request of the Project Manager, the Director of the IPC PAS may change the working time ratio for the performance of statutory tasks and work on the Project, during its implementation.

**§ 4**

5. This Annexe is concluded for the duration of the performance of the tasks entrusted to it in the Project from ..... to .....
6. The Annexe may be terminated by the Director of the Institute at any time in the event of the improper or untimely performance by the employee of the task assigned to him/her. Termination of the Annexe takes place at the end of the month. The basis for the performance evaluation is the monthly working time sheet signed by the Project Manager. The evaluation of the quality and timeliness of the task is based on the assessment of the Project Manager.
7. In justified cases, the Annexe may also be terminated by mutual agreement of the Parties.
8. In the event that the working period of the Project is prolonged, a new Annexe shall be drawn up.

**§ 5**

3. The remaining terms and conditions of the applicable contractual party remain unchanged.
4. This Annexe has been drawn up in 2 identical copies, one for each of the Parties

**§ 6**

Additional provisions (required by the project sponsor):

**EMPLOYEE**

**DIRECTOR**

.....  
(signature)

.....  
(signature)

ANNEXE no ...../..... dated .....

to the Contract of Employment concluded on .....between the Institute of Physical Chemistry of the Polish Academy of Sciences (IPC PAS) in Warsaw, ul. Kasprzaka 44/52 and

Mr/Ms

.....  
employed at ..... in the position .....

The Parties agree as follows:

### §1

At the request of the Project Manager/Due to taking over the function of Manager of Project no. ....  
entitled:

.....  
.....  
implemented pursuant to Contract no..... dated .....  
in accordance with 1) Regulation of the Director of IPC PAS no. 38 dated 27th December, 2010 introducing the Remuneration Regulations at the IPC PAS and 2) other legal acts.....  
I hereby limit the scope of your statutory tasks for the duration of the Project by .....%  
and I entrust you with work related to the implementation of the Project within the scope of your employment obligations.

It shall be your responsibility to carry out the following task under this Project:

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

### § 2

1. Your remuneration for work at the IPC PAS shall be defined as follows:
  - a/ .....% of hitherto statutory remuneration, i.e.the amount..... (in writing:.....), plus all due allowances arising from the employment contract, shall be paid from the statutory funds of the Institute,
  - b/ for hours of work (constituting .....% of the hitherto position) on the Project your remuneration shall be in the amount of ..... zł monthly, plus all due allowances arising from the employment contract; This remuneration shall be paid from the funds provided in the Project for personnel expenses.
2. Payment of remuneration for your hours of work on the Project, specified in paragraph1, Section b shall be in the month in which the work was performed, at the time of payment of salaries specified in the Labour Regulations in force at the IPC PAS.

### §3

At the request of the Project Manager, the Director of the IPC PAS may change the working time ratio for the performance of statutory tasks and work on the Project, during its implementation.

**§ 4**

1. This Annexe is concluded for the duration of the performance of the tasks entrusted to it in the Project from ..... to .....
2. The Annexe may be terminated by the Director of the Institute at any time in the event of the improper or untimely performance by the employee of the task assigned to him/her. Termination of the Annexe takes place at the end of the month. The basis for the performance evaluation is the monthly working time sheet signed by the Project Manager. The evaluation of the quality and timeliness of the task is based on the assessment of the Project Manager.
3. In justified cases, the Annexe may also be terminated by mutual agreement of the Parties.
4. In the event that the working period of the Project is prolonged, a new Annexe shall be drawn up.

**§ 5**

1. The remaining terms and conditions of the applicable contractual party remain unchanged.
2. This Annexe has been drawn up in 2 identical copies, one for each of the Parties

**§ 6**

Additional provisions (required by the project sponsor):

**EMPLOYEE**

**DIRECTOR**

.....  
(signature)

.....  
(signature)

**Work timesheet in the period** (enter: month, year)

<b>Project title - acronim</b>	
<b>No.of internal assignment</b>	
<b>No. of contract</b>	
<b>Name and surname</b>	
<b>Researcher/technical employee/position</b>	

I, the undersigned, hereby declare that I have devoted..... hours in the month of: ..... on the implementation of the above research project.

<b>Day</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
<b>Hours</b>																																

Person carrying out work

Project manager/Person responsible for substantive part of project

projektu

**Name and surname:**

**Name and surname:**

**Signature:**

**Signature:**

**Basic hourly rates of pay**

<b>Position</b>	<b>Rate from – to</b>
Full professor	20 – 190
Deputy research director	20 – 190
Associate professor	18 – 140
Visiting professor	18 – 140
Legal Advisor	18 – 140
Assistant professor, specialist, Chief specialist for environmental research apparatus	12 – 100
Chief power engineer, manager of technical department	12 – 100
Research-and-teaching fellow, technical staff, engineering staff, others	10 – 70