

**Consolidated text
of the Regulations for the Remuneration of Employees of the
Mossakowski Medical Research Institute, Polish Academy of
Sciences, based in Warsaw,
taking into account the changes introduced by Amendment 1 of August 16,
2019, Amendment 2 of November 26, 2021, and Amendment 3 of July 12, 2022.**

Regulations for the remuneration

Based on:

- 1) the Act of June 26, 1974, Polish Labor Code,
 - 2) the Act of April 30, 2010 on the Polish Academy of Sciences
- the following is established:

**“Regulations for the remuneration of employees of the Mossakowski Medical
Research Institute, Polish Academy of Sciences, based in Warsaw”**

Article 1

The regulations for the remuneration set out the rules for the remuneration of the employees, the rules for granting additional remuneration components, and benefits related to their work.

Article 2

The provisions of these regulations apply to all employees working at the Mossakowski Medical Research Institute, Polish Academy of Sciences (hereinafter: the Institute), on the basis of an employment contract, regardless of the type of work performed, position held, and working hours.

Article 3

The rules of remuneration for the Director, their deputy directors, and the chief accountant are defined by the Act of March 3, 2000, on remuneration of persons managing certain legal entities.

Article 4

Employees are entitled to remuneration for work, including the base salary specified in the employment contract and additional components of remuneration, including:

- 1) seniority allowance,

- 2) jubilee award,
- 3) overtime allowance,
- 4) night time allowance,
- 5) allowance for work on Sundays and holidays,

and the following may be granted:

- 1) position-related allowance,
- 2) allowance for work in harmful conditions,
- 3) scientific bonus,
- 4) discretionary bonus,
- 5) cash award,
- 6) task bonus for performing additional activities,
- 7) annual award,
- 8) project bonus.

Article 5

The amount of remuneration shall depend on the financial resources of the Institute, as well as on achievements of the employees and the quality of their work.

Article 6

The following tables shall be established:

- 1) monthly rates of the base salary of the scientific staff, Annex 1 to the regulations,
- 2) monthly rates of the base salary of the research and technical staff, Annex 2 to the regulations,
- 3) monthly rates of the base salary of the engineering, technical, organizational, and economic and administrative staff, Annex 3 to the regulations,
- 4) monthly rates of the base salary of the blue-collar and service staff, and drivers, Annex 4 to the regulations,
- 5) positions, qualifications, and classification of the following staff members:
 - a) engineering and technical, organizational and economic, and administrative staff,
 - b) library staff,
 - c) blue-collar and service staff, drivers,Annex 5 to the regulations,
- 6) rules for granting an allowance for work in harmful conditions, Annex 6 to the regulations,
- 7) monthly rates of the base salary of the library staff, Annex 7 to the regulations,

- 8) positions and rates of position-related allowance of the employees in management positions, Annex 8 to the regulations.

Article 7

The hourly rate of base salary resulting from an employee's classification, determined on a monthly basis, shall be determined by dividing the monthly rate of salary by the number of working hours to be worked in a given month.

Article 7^a

1. Notwithstanding the above provisions, employees whose duties under their employment contract include the sale of the Institute's services or the commercialization of the results of research conducted at the Institute may be granted commission-based remuneration. Detailed criteria for awarding commissions to individual employees shall be specified in the employment contracts. The amount of the commission shall be set in the range of 2%–5% on the results specified in detail in the employment contract.
2. The monthly commission remuneration may not exceed 3 times the base salary of the employee in question.

Article 8

1. An Institute employee shall be entitled to a seniority allowance:
 - 1) scientific staff: in the amount of 3% of the monthly base salary after 3 years of service. This allowance shall increase by 1% for each additional year of service until it reaches 20% of the monthly base salary after 20 years of service;
 - 2) other employees: in the amount of 5% of the monthly base salary after 5 years of service. This allowance shall increase by 1% for each additional year of service until it reaches 20% of the monthly base salary after 20 years of service.
2. The periods of service entitling an employee to a seniority allowance shall include all previously completed periods of employment and other documented periods if under separate provisions of law, they are included in the period of work on which the employee rights depend.
3. When determining the entitlement to a seniority allowance of an employee who has been simultaneously employed under more than one completed employment relationship, one of these periods of employment shall be included in the period of entitlement to the seniority allowance.
4. An employee who performs work at the Institute under an unpaid leave granted by another employer for the purpose of performing this work shall be credited with the

period of employment with the employer who granted the leave—until the date of commencement of this leave.

5. An employee shall be entitled to a seniority allowance for days for which they receive remuneration and for days of absence from work due to inability to work as a result of illness or the need for personal care of a child or sick family member for which the employee receives remuneration or social security benefits.

6. The seniority allowance shall be paid on the date of payment of remuneration and be due:

- 1) from the first day of the calendar month following the month in which the employee became entitled to the allowance or to a higher rate of the allowance, if the right was acquired during the month;
- 2) for a given month, if the acquisition of the right to the allowance or a higher rate of the allowance occurred on the first day of the month.

Article 9

1. For many years of service, an employee shall be entitled to a jubilee award in the amount of:

- 1) after 20 years of service: 75% of the monthly remuneration;
- 2) after 25 years of service: 100% of the monthly remuneration;
- 3) after 30 years of service: 150% of the monthly remuneration;
- 4) after 35 years of service: 200% of the monthly remuneration;
- 5) after 40 years of service: 300% of the monthly remuneration;
- 6) after 45 years of service: 400% of the monthly remuneration.

2. The period of service entitling an employee to the jubilee award shall include all previously completed periods of employment and other documented periods if under separate provisions of law, they are included in the period of work on which the employee rights depend.

3. In the event of remaining in more than one employment relationship, one of these periods shall be included in the period of service entitling an employee to the jubilee award.

4. An employee who performs work at the Institute under an unpaid leave granted by the employer for the purpose of performing other work shall be credited for the purposes of the jubilee award with the period of employment with that employer—until the date of commencement of this leave.

5. An employee shall acquire the right to the jubilee award on the expiration of the period of entitlement to this award.

6. The jubilee award shall be paid immediately upon acquiring the right to this award.

7. The basis for calculating the jubilee award shall be the remuneration to which the employee is entitled on the date of acquiring the right to the award, and if it is more favorable for the employee—the remuneration to which they are entitled on the date of payment. If the right to the jubilee award was acquired in the course of employment other than on the date of payment thereof, the basis for calculating the award shall be the remuneration to which the employee was entitled on the date of acquisition of the right to the award. The award shall be calculated in accordance with the rules for determining the cash equivalent for vacation leave.

8. In the event of termination of employment due to retirement or disability pension of an employee who is less than 12 months from the date of termination of employment to acquire the right to the jubilee award, the award shall be paid on the date of termination of employment.

9. If, on the effective date of these regulations, an employee's entitlement to two or more awards expires, only the higher award shall be paid.

10. (Deleted).

Article 10

1. In addition to the base salary, an employee shall be entitled to additional components of remuneration and other work-related benefits specified in the provisions of the Polish labor law, in particular:

- 1) overtime, night-time allowance;
- 2) sick pay;
- 3) cash equivalent for unused vacation leave;
- 4) a one-time severance payment of three months' remuneration in the event of termination of employment due to retiring or receiving a disability pension;
- 5) severance payment in connection with the termination of the employment contract for reasons not attributable to the employee;
- 6) death benefit for family members of an employee in the event of the death of the employee during the employment relationship or while collecting sickness benefits after its termination;
- 7) remuneration during periods of non-performance and for excused absences from work—in accordance with the generally applicable provisions of the Polish labor law;
- 8) sickness, maternity, and parental benefits.

2. The benefits listed in Clause 1 of this Article shall be provided to an employee in the amount resulting from and in accordance with the generally applicable provisions of the Polish labor law.

3. The employees shall have the right to purchase private medical care services—"medical package," access to the MultiSport program or MultiSport Plus Cards for an employee at a price lower than the retail price, under the following conditions:

- 1) The medical package shall be used on the basis of employee participation in bearing the cost of its acquisition. An employee, in order to co-finance a medical package, shall bear a monthly cost in the amount of the difference between the value of the package chosen by the employee and the amount of the subsidy determined by the employer, during the term of the Institute's medical subscription contract for Institute employees. The amount of the subsidy and the conditions for access to these benefits shall be indicated by the employer, in the form of an Announcement from the Board of Directors.
- 2) An employee, as co-financing of the medical package, shall pay the monthly cost referred to in Clause 1), deducted from the employee's monthly remuneration for work, sick pay, social security benefits, and all other receivables due to the employee from the employer, based on their written consent. The remainder of the cost of the medical package shall be financed by the employer. The costs of the medical package financed by the employer shall be included in the employee's income and taxed in accordance with the generally applicable provisions of law.
- 3) The MultiSport program or the MultiSport Plus card shall be used by an employee on the basis of the employee participation in bearing the cost of its acquisition. The employee, as co-financing of the MultiSport Plus Card for the employee, shall bear the monthly cost of access to the MultiSport Program, in accordance with the signed service agreement. The employer shall inform employees of the amount of the subsidy and the conditions for accessing these benefits in accordance with the applicable contract, in the form of an Announcement from the Board of Directors.
- 4) An employee, as co-financing of the MultiSport Plus Card, shall bear the monthly cost referred to in Clause 3), deducted from the employee's monthly remuneration for work, sick pay, social security benefits, and all other receivables due to the employee from the employer, based on the employee's prior written consent. The remainder of the total cost of the MultiSport Plus Card shall be financed by the employer. The costs of the MultiSport Plus Card financed by the employer shall be included in the employee's income and taxed in accordance with the generally applicable provisions of law.
- 5) An employee shall be entitled to the benefits mentioned in this Clause only upon their written request, during the period of employment at the Institute.
- 6) The employees shall be entitled to the benefits referred to in this Clause for periods of remuneration and sick pay, as well as during the period of parental and child care leave, excluding the period of unpaid leave of the employee lasting at least 1 calendar month.

Article 11

In case of a business trip, an employee shall be entitled to dues to cover the costs related to the business trip—in accordance with the provisions of law on dues to which an employee employed in a state or local government unit of the public finance sector is entitled for a business trip.

Article 12

1. Position-related allowances shall be paid to employees in management positions at the Institute.
2. The list of positions and rates of position-related allowance is attached as Annex 8.
3. The basis for calculating the position-related allowance shall be the lowest rate of base salary as specified in the table attached as Annex 3 to these regulations.

Article 13

1. In the event of concurrence of entitlements to position-related allowances, an employee shall be entitled to only one position-related allowance, one that is more favorable to the employee.
2. (Deleted)
3. A member of the scientific staff or the research and technical staff during the period of suspension shall not be entitled to a position-related allowance from the first day of the calendar month following the month in which the employee was suspended.

Article 14

1. Depending on the financial condition of the Institute, the Employer shall be entitled to activate a fund for the payment of scientific bonuses to employees who are authors of scientific papers and who have contributed a paper to the Institute's output. The decision to start the bonus fund shall be made by the Employer.
2. The amount of the fund, including the base amount in a given year, shall be decided by the Employer.
3. Subject to the activation of the fund referred to in Clause 1, the employees referred to in Clause 1 may acquire the right to a scientific bonus under the conditions indicated hereinbelow:
 - 1) in case the employee:
 - a) is the author of a single-author paper,
 - b) in a two-author paper, they are the first or corresponding author,or
 - c) in the event that in a multi-author paper (three or more co-authors) at least two co-authors meet the definition of an employee referred to in Clause 1, of which at least one is the first or corresponding author, which indicates the leading role of the Institute, all the employees who are authors or co-authors who have contributed the paper to the Institute's output shall be entitled to one scientific bonus for this paper in an amount depending on the scoring value of the paper, according to the following rule:

- paper for 200 points: 100% of the base amount in effect for the year,
- paper for 140 points: 80% of the base amount in effect for the year,
- paper for 100 points: 60% of the base amount in effect for the year.

In case of a two-author or multi-author paper referred to in Clause 1(b) and (c), the bonus shall be distributed among the employees—co-authors of the paper, by the corresponding author of the paper or, if they are not an employee of the Institute, by the first author, in proportion to their contribution.

- 2) In the event that one or more employees are co-authors of a paper without the leading role of the Institute, all employees who are co-authors of the paper and have contributed the paper to the Institute's output shall be entitled to one scientific bonus in an amount depending on the score value of the paper, according to the following rule:
 - 1) paper for 200 points: 60% of the base amount in effect for the year,
 - 2) paper for 140 points: 40% of the base amount in effect for the year,
 - 3) paper for 100 points: 20% of the base amount in effect for the year.

This bonus shall be distributed among the employees—co-authors of the paper, by the author, an employee of the Institute who appears first on the list of authors of the paper.

4. The scientific bonus shall be paid once after the paper is transferred to the Institute's output.

Article 15

1. Depending on financial condition of the Employer, discretionary bonuses may be provided to members of the administrative and technical staff who, by duly fulfilling their duties, and improving productivity and the quality of their work, make a special contribution to the Institute's positive results.
2. The decision to provide a discretionary bonus to an employee and its amount shall be made in each case by the Employer.

Article 16

1. The Employer may provide the employees with a cash or in-kind award in recognition of special achievements at work and on the occasion of holidays or anniversaries related to the Institute's activities.
2. The awards may be paid at any time.
3. The amount of the award shall be determined by the Employer on a quota basis.

Article 17

1. For the performance of additional activities imposed by the Director of the Institute, an employee may receive a task bonus. The amount of the task bonus for the period in which it will be due may be:

- 1) Task bonus for drawing up the annual financial statements of up to 200% of the monthly base salary;
- 2) Task bonus for drawing up the periodic reports of up to 150% of the monthly base salary;
- 3) The Employer shall be obliged to determine the tasks indicated in Clauses 1 and 2, the deadline for their performance, and the amount of the bonus for their performance in writing before the employee starts to perform the task;
- 4) The task bonus for participation in the implementation of projects financed by funds other than the subsidy for financing the Institute's core statutory activities may be awarded in the amount:
 - a) determined by the amount calculated after multiplying the number of hours worked by the hourly rates for each position (the request form is set forth in Annex 9), determined in accordance with Clause 2(4),
 - b) (Deleted),
 - c) in a lump sum (the request form is set forth in Annex 11).
- 5) Task bonus for service activities, for the performance of additional activities related to the Institute's service activities, generating additional revenue not coming from state budget subsidies, in particular for the performance of tasks in the framework of scientific and research work financed by third parties may be granted in the amount:
 - a) determined by the amount calculated after multiplying the number of hours worked by the hourly rates for each position (the request form is set forth in Annex 9^a), determined in accordance with Clause 5(5),
 - b) in a lump sum (the request form is set forth in Annex 11^a).
- 6) Task bonus for the performance of additional activities not indicated in Clauses 1–5 may be provided in the amount:
 - a) determined by the amount calculated after multiplying the number of hours worked by the hourly rates for each position (the request form is set forth in Annex 9^b),
 - b) in a lump sum (the request form is set forth in Annex 11^b), *paid on a one-time or periodic basis, in case of bonuses for activities that do not require billing according to working hours.*

2. The following terms and conditions shall be established for providing full-time employees of the Institute with the task bonus referred to in Article 17(1)(4), for participation in the implementation of projects carried out with funds other than those for financing the Institute's core activities.

- 1) The task bonus shall be provided by the Director of the Institute on the basis of the request submitted by the project manager (Annex 9 or 11);
 - 2) A time record sheet, a template of which is included in Annex 12, shall be attached to the request determining the remuneration in relation to the hourly rate;
 - 3) The amount of the bonus shall be calculated by multiplying the number of hours worked for the project in a given month by the hourly rate provided;
 - 4) The hourly task bonus rates for individual positions are set forth in Annex 13. For the purpose of determining the hourly rate of remuneration, the employee's classification under the employment contract should be taken into account;
 - 5) The number of hours worked in the project may not exceed 140 working hours per month;
 - 6) When providing the bonuses in accordance with Article 17(l)(4c), it shall be allowed to apply other individual hourly rates or limits if this is due to the rules of implementation of a particular project and is reimbursed from this project;
 - 7) The payment shall be based on the submission of a completed project time sheet to the Payroll Department;
 - 8) The remuneration shall be paid on the last working day of the month in which the work was performed, provided that the time sheet is received by the accounting department at least 4 working days in advance;
 - 9) If the time sheet is not provided within 4 days, the remuneration be paid on the 5th day of the following calendar month.
3. The remuneration increase referred to in Clause 1(4) may be granted for activities that do not require billing according to working hours, including for managing a project or a task within a project. The task bonus, defined as a lump sum, may be awarded monthly or in total for a period exceeding one month and paid on a one-time or periodic basis.
4. In projects financed or co-financed by the European Union, requests and time sheets must be accompanied by the appropriate logotypes of the funds.
5. The following terms and conditions shall be established for awarding a task bonus, referred to in Article 17(1)(5) to employees of the Institute:
- 1) Task bonus for service activities shall be awarded by the Director at the request of the employee responsible for the performance of additional activities related to the Institute's service activities generating additional income after obtaining the opinion of their immediate supervisor (the head of the employee's organizational unit), (the request form is set forth in Annex 9^a or 11^a);
 - 2) The condition for the award and payment of a task bonus for service activities shall be that the budget for these service activities is approved by the Chief Accountant;

- 3) The task bonus shall be paid after the counterparty pays the amount due under the service activity agreement;
 - 4) In determining the amount of the task bonus for service activities, Clause 2(3)–(5), (7)–(9) shall apply accordingly. A time record sheet, a template of which is included in Annex 12^a, shall be attached to the request determining the remuneration in relation to the hourly rate.
6. The following terms and conditions shall be established for awarding a task bonus, referred to in Article 17(1)(6) to employees of the Institute:
- 1) In determining the amount of the task bonus, Article 17(2)(3)–(5), (7)–(9) shall apply accordingly.
 - 2) A time record sheet, a template of which is included in Annex 12^a, shall be attached to the request determining the remuneration in relation to the hourly rate.
7. An employee may be awarded a project bonus for obtaining external funds for a project in which they serve as the project manager. The bonus shall be awarded under the following rules:
- 1) Depending on the financial condition of the Institute, funds shall set aside within the Institute's planned personnel remuneration fund for activities aimed at supporting employee activity.
 - 2) The project bonus may be awarded after the signing of the project funding agreement, provided that the project agreement is concluded for an implementation period of not less than 6 months;
 - 3) The Director shall decide on the awarding and distribution of the project bonus taking into account the validity of the request and the availability of funds allocated for this purpose in the financial plan for the fiscal year;
 - 4) The monthly amount of the project bonus is specified in Annex 14;
 - 5) The project bonus shall be an amount allowance that is paid monthly for a maximum of 12 consecutive months, not earlier than the first month of the project;
 - 6) Payment of the project bonus shall be withheld in cases of the following circumstances: termination of the project agreement with the Institute, including transfer of the project implementation to another unit; change of the project manager; termination of the employment relationship with the project manager or in the event of an audit of the project, concluded with objections that may result in corrections or the need to return the subsidy.

Article 18

1. An employee shall be entitled to an award from the award fund established in accordance with the rules set forth in Article 85(3)(6) of the Act of April 30, 2010 on the Polish Academy of Sciences, hereinafter referred to as the annual award.
2. An employee shall acquire the right to the annual award in full amount after having worked at the Institute for a full calendar year.

3. An employee who has not worked a full calendar year at the Institute shall acquire the right to the annual award in the amount proportional to the period they have worked, provided that the period is at least 6 months.
4. The completion of at least 6 months of service that is the condition for acquiring the right to the annual award shall not be required in cases of:
 - 1) termination of employment due to retirement, receipt of a disability pension or reduction of employment for reasons related to the employer,
 - 2) use of parental leave,
5. An employee shall not acquire the right to the annual award in cases of:
 - 1) unexcused absence from work lasting more than two days;
 - 2) showing up for work or being at work while intoxicated;
 - 3) imposing the disciplinary penalty of expulsion on the employee;
 - 4) termination of the employment contract without notice due to the fault of the employee.

Article 19

1. Remuneration for work performed shall be paid monthly, by the 29th day of each month.
2. The remuneration due shall be paid in arrears. At the same time, the employees shall be paid the other additional components of remuneration referred to in the regulations.
3. The employees shall have the right to review the payroll and source documentation regarding their earnings and may request information on how the remunerations have been calculated and the deductions have been made.
4. If a decision is made to provide a cash award to an employee, it shall be paid on the date specified by the employer.
5. Individual remunerations for work shall be considered classified business information.

Article 20

1. An employee's remuneration shall be subject to personal income tax in accordance with the Personal Income Tax Act.
2. Pursuant to the provisions of Article 87 § 1 of the Polish Labor Code, only the following shall be deductible from labor remuneration after deduction of social security contributions and advance personal income tax:
 - 1) amounts collected under enforcement orders to satisfy alimony payments,
 - 2) amounts collected under enforcement orders to satisfy debts other than alimony payments,
 - 3) cash advances given to the employee,

4) fines under Article 108 of the Polish Labor Code.

Article 21

The remuneration of an employee hired on the effective date of these regulations, determined in accordance with these regulations, shall not be lower than the remuneration due before that date.

Article 22

In matters not covered by these regulations, the generally applicable provisions of the Polish Labor Code, including in particular the provisions of the Polish Labor Code and implementing regulations shall apply.

Article 23

1. The regulations for the remuneration shall be introduced for an indefinite period.
2. Every employee may familiarize themselves with the content of the regulations, which are available for review in the Personnel Department.
3. These regulations for the remuneration shall come into effect on August 15, 2019.

DIRECTOR

[Signature]

*prof. dr hab. n. med. [PhD, DSc] Leonora
Bużańska*

Annex 1

TABLE OF THE BASE SALARY MONTHLY RATES OF THE SCIENTIFIC STAFF

Position	Minimum base salary
1	2
Professor	6,410
Institute professor	5,325
Assistant professor	4,680
Assistant	3,250

Annex 2

**TABLE OF MONTHLY BASE SALARY RATES OF THE RESEARCH AND
TECHNICAL STAFF**

Position	Minimum base salary
1	2
Chief specialist for environmental testing equipment	3,000
Specialist (research and technical)	2,800

Annex 3

**TABLE OF MONTHLY BASE SALARY RATES OF THE ENGINEERING AND
TECHNICAL, ORGANIZATIONAL AND ECONOMIC, AND ADMINISTRATIVE
STAFF**

Classification category	Minimum base salary
1	2
I	1,620
II	2,000
III	2,150
IV	2,200
V	2,250
VI	2,500
VII	2,600
VIII	2,700
IX	3,000

Annex 4

**TABLE OF HOURLY BASE WAGE RATES OF THE BLUE-COLLAR AND
SERVICE STAFF, DRIVERS**

Classification category	Minimum base salary
1	2
I	16
II	18.50

Annex 5

POSITION, QUALIFICATION, AND CLASSIFICATION TABLES

**A. Engineering and technical, organizational and economic, and
administrative staff**

No.	Position	Required qualifications	Classification category
		education	
1.	Chief accountant	under separate regulations	
2.	Chief specialist	higher	VII – VIII
3.	Head of organizational units, senior specialist	higher	V – VI
4.	Specialist	higher	IV – V
5.	Job positions such as: independent clerk, independent accountant, senior technician, technical administrator	higher	III – IV
		secondary	
6.	Accountant, senior clerk, technician,	higher	II – III
		secondary	

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B. Library staff

No.	Position	Required qualifications		Classification category
		education	length of service in years	
1.	Senior curator – director	under separate regulations		VI – VII
2.	Senior curator			V – VI
3.	Curator			IV – V
4.	Senior librarian, senior documentalist, senior conservator			III – IV
5.	Librarian, documentalist, conservator			II – III
6.	Junior librarian, junior documentalist, junior conservator			I – II

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C. Blue-collar and service staff, drivers

No.	Position	Required qualifications		Classification category
		education	length of service in years	
1.	Highly skilled worker	Primary, basic, vocational, secondary		I – II
2.	Truck or passenger car driver	under separate regulations		I – II

Annex 6

THE AMOUNT AND RULES FOR GRANTING AN ALLOWANCE FOR WORK PERFORMED IN CONDITIONS THAT ARE HARMFUL TO HEALTH OR UNCOMFORTABLE, AND A LIST OF SUCH WORKS

1. An employee shall be entitled to a cash allowance for work performed in conditions that are harmful to health or uncomfortable, hereinafter referred to as “the allowance.”
2. The allowance shall be paid monthly in the amount of PLN 144 gross.
3. List of positions where there are special health hazards and accident hazards:
 - Workplaces with exposure to toxic agent poisoning,
 - Work with radioactive isotopes,
 - Scientific research and experimentation on experimental animals—exposure to zoonotic diseases,
 - Work performed in contact with human blood and human specimen,
 - Workplaces with exposure to electromagnetic fields,
 - Workplaces with exposure to ultrasounds.
4. The allowance shall be due to employees who perform the work referred to in Clause 3 for at least 40 hours per month and be paid in arrears.
5. In the event of an improvement in the working conditions, the allowance shall be withdrawn without notice.
6. The Occupational Health and Safety Inspector shall keep records of workplaces where employees are provided with the allowance and the time spent working in conditions that are harmful to health or uncomfortable.

Annex 7

TABLE OF MONTHLY BASE SALARY RATES OF THE LIBRARY STAFF

Classification category	Minimum base salary
1	2
I	2,250
II	2,300
III	2,350
IV	2,400
V	2,450
VI	2,500
VII	2,550

Annex 8

TABLE OF POSITIONS AND RATES OF POSITION-RELATED ALLOWANCE

No.	Position – function	Percentage of the basis for the calculation
1.	Director	200–800
2.	Deputy director Chief accountant	175–700
3.	Head of a facility or research team	90–600
4.	Head of independent laboratory Head of library	80–520
5.	Head of laboratory Heads of other organizational units	70–240

REQUEST
for a task bonus for project work

I request that Mr./Ms. be awarded a task bonus

.....
for performing additional tasks related to the implementation of the project
(funding source – contract number):.....
.....
.....

The task bonus will be paid for:.....
.....
.....
.....

Period of award of additional remuneration*:.....

Maximum number of hours worked on the project (on average per month):.....

Hourly rate:.....

Task no:.....

Cost category:.....

Contractor number from the grant application:.....

I declare that I accept the additional duties or tasks specified in the request and undertake to perform them to the best of my knowledge and ability.

I declare that I have read and received a copy of the bonus decision and that I accept it.

.....
/date and signature of Employee/

.....
/date and signature of the Head of the Unit/

* not longer than the project implementation period

.....
Approval of the Chief Accountant
/signature and stamp/

.....
Approval of the Director
/signature and stamp/

[Signature]

REQUEST

for a task bonus for service activities

I request that Mr./Ms. be awarded a task bonus

.....
for performing additional tasks related to the service activities
(funding source – contract number):.....
.....
.....

The task bonus will be paid for:.....
.....
.....
.....

Period of award of additional remuneration*.....

Maximum number of hours worked on the project (on average per month):.....

Hourly rate:.....

Task no:.....

Cost category:.....

I declare that I accept the additional duties or tasks specified in the request and undertake to perform them to the best of my knowledge and ability.

I declare that I have read and received a copy of the bonus decision and that I accept it.

.....
/date and signature of the Employee responsible
for performing the service activities in question that
generate additional revenue/
.....

.....
/date and signature of the Head of the Unit/
.....

** not longer than the project implementation period*

.....
Approval of the Chief Accountant
/signature and stamp/

.....
Approval of the Director
/signature and stamp/

[Signature]

REQUEST

for a task bonus for performing additional activities

I request that Mr./Ms. be awarded a task bonus

.....
for performing additional tasks (funding source – contract number):.....
.....
.....

The task bonus will be paid for:.....
.....
.....
.....

Period of award of additional remuneration* :.....

Maximum number of hours worked on the project (on average per month):.....

Hourly rate:.....

Task no:.....

Cost category:.....

I declare that I accept the additional duties or tasks specified in the request and undertake to perform them to the best of my knowledge and ability.

I declare that I have read and received a copy of the bonus decision and that I accept it.

.....
/date and signature of Employee/

.....
/date and signature of the Head of the Unit/

** not longer than the project implementation period*

.....
Approval of the Chief Accountant
/signature and stamp/

.....
Approval of the Director
/signature and stamp/

Annex 11

**REQUEST
for a task bonus for project work**

I request that Mr./Ms. be awarded a task bonus

.....
for performing additional tasks related to the implementation of the project
(funding source – contract number):.....
.....

The task bonus will be paid for:.....
.....
.....

Period of award of additional remuneration*:.....

The lump sum amount of the requested remuneration increase paid
monthly/one-time:.....

Justification for the requested increase in base salary.....
.....

Task no:.....
Cost category:.....
Contractor number from the grant application:.....

*I declare that I accept the additional duties or tasks specified in the request and undertake to perform them to the best of my knowledge and ability.
I declare that I have read and received a copy of the bonus decision and that I accept it.*

.....
/date and signature of Employee/

.....
/date and signature of the Head of the Unit/

* not longer than the project implementation period

.....
Approval of the Chief Accountant
/signature and stamp/

.....
Approval of the Director
/signature and stamp/

[Signature]

REQUEST
for a task bonus for service activities

I request that Mr./Ms. be awarded a task bonus

.....
for performing additional tasks related to the service activities
(funding source – contract number):.....
.....
.....

The bonus will be paid for:.....
.....
.....
.....

Period of award of additional remuneration*:.....

The amount of the requested additional remuneration paid
monthly/one-time:.....

Justification for the requested increase in base salary.....
.....

Task no:.....
Cost category:.....

*I declare that I accept the additional duties or tasks specified in the request and undertake to perform them to the best of my knowledge and ability.
I declare that I have read and received a copy of the bonus decision and that I accept it.*

.....
/date and signature of the Employee responsible for
performing the service activities in question that
generate additional revenue/

.....
/date and signature of the Head of the Unit/

** not longer than the project implementation period*

.....
Approval of the Chief Accountant
/signature and stamp/

.....
Approval of the Director
/signature and stamp/

[Signature]

REQUEST

for a task bonus for performing additional activities

I request that Mr./Ms. be awarded a task bonus

.....

for performing additional tasks (funding source – contract number):

.....
.....

The bonus will be paid for:

.....
.....

Period of award of additional remuneration*:

The amount of the requested additional remuneration paid

monthly/one-time:

Justification for the requested increase in base salary

.....

Task no:

Cost category:

I declare that I accept the additional duties or tasks specified in the request and undertake to perform them to the best of my knowledge and ability.

I declare that I have read and received a copy of the bonus decision and that I accept it.

.....

/date and signature of Employee/

.....

/date and signature of the Head of the Unit/

** not longer than the project implementation period*

.....

.....
Approval of the Chief Accountant
/signature and stamp/

.....
Approval of the Director
/signature and stamp/

Karta Rejestracji Czasu Pracy/Time sheet

annex 12

Tytuł projektu/Project's title: _____

Nr umowy/Agreement's No: _____

Miesiąc, rok/ Month, year: _____

Imię i nazwisko/Personal details: / Funkcja/Position: _____ / _____

Forma zatrudnienia/Contract type: _____

Liczba godzin w miesiącu/Hours per month:

140

Liczba godzin w projekcie/Hours in project

Stawka za godzinę/Hourly rate

Wynagrodzenie w projekcie/Salary (Project):

0,00

Nr zadania/ Task No.:	Liczba godzin/No of working hours:	Opis wykonanych prac/Description of activities
Suma/Total	0,00	

Oświadczam, iż informacje podane w niniejszej karcie rejestracji czasu pracy są zgodne z prawdą./

I certify that statements and information provided in this time sheet are correct and accurate.

Podpisy/Signatures:

Pracownik/Employee: _____

Koordinator Projektu/
Project coordinator: _____

[Signature]

Time Sheet

annex 12^a

Funding source – contract number:

Month, year

First name and last name

Number of hours per month:

Number of hours worked:

Rate per hour:

Remuneration amount:

Number of hours	Description of the work performed
0.00	

I declare that the information provided in this time sheet is true.

Signatures:

Employee:

*Head of the Unit or the
Employee responsible for
performing the service activities
in question that generate
additional revenue:*

Annex 13

Hourly rates of additional remuneration for project work

Table 1: rates of the scientific staff

Position	Hourly wage rate in PLN
1	2
Professor	214
Institute professor	150
Assistant professor	105
Assistant	82

Table 2: rates of the research and technical staff

Position	Hourly wage rate in PLN
Chief specialist for environmental testing equipment	105
research and technical specialist	82

Table 3: rates of the non-scientific staff
(excluding the library)

I	45
II	50
III	65
IV	70
V	75
VI	80
VII	85
VIII	90
IX	95

Table 4: rates of the library staff

I	40
II	45
III	50
IV	55
V	60
VI	65
VII	70

Table 5: rates of the blue-collar staff

I	46
II	56

Annex 14

**Table of the amount and period of collection of the project
bonus**

The value of the project grant attributable to the Institute		Maximum monthly project bonus amount	Maximum payout period of the project bonus
30,000.00	50,000.00	400.00	6 months
50,000.01	150,000.00	600.00	6 months
150,000.01	250,000.00	800.00	6 months
250,000.01	500,000.00	1,100.00	12 months
500,000.01	1,000,000.00	1,400.00	12 months
more	1,000,000.00	1,700.00	12 months