

Regulations of Staff Remuneration, Adam Mickiewicz University

GENERAL PROVISIONS

§ 1

The Regulations of Staff Remuneration at the Adam Mickiewicz University, hereinafter referred to as the 'Regulations', lay down the conditions of remuneration for work and other work-related benefits, and the principles of awarding them, at the Adam Mickiewicz University in Poznań, hereinafter referred to as the 'AMU'.

§ 2

The provisions hereof shall apply to all AMU staff.

§ 3

To matters related to the setting of the conditions of remuneration for work and other work-related benefits, and principles of awarding them, not specified herein, the provisions of the Labour Code, the Act of 20 July 2018 on Higher Education and Research (*J. of Laws* 2018.1668, as amended), hereinafter called the 'Act', and other laws and regulations enacted in pursuance thereof shall apply.

§ 4

1. The following are set in force:

- 1.1. Schedule of monthly minimum basic remuneration of teaching, research and research-and-teaching staff attached as Appendix 1 hereto.
- 1.2. Schedule of monthly minimum basic remuneration of certified librarians and certified documentation and information science staff attached as Appendix 2 hereto.
- 1.3. Schedule of positions, required qualifications and monthly minimum basic remuneration of library staff and documentation and information science staff attached as Appendix 3 hereto.
- 1.4. Schedule of principal positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of research-and-technical staff attached as Appendix 4 hereto.
- 1.5. Schedule of principal positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of engineering-and-technical staff attached as Appendix 5 hereto.

- 1.6. Schedule of principal positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of administrative staff attached as Appendix 6 hereto.
- 1.7. Schedule of principal positions, required qualifications, monthly minimum basic remuneration of IT staff attached as Appendix 7 hereto.
- 1.8. Schedule of positions, required qualifications, monthly minimum basic remuneration and monthly managerial allowance of publishing staff attached as Appendix 8 hereto.
- 1.9. table of job positions, qualification requirements, and monthly minimum base salary of museum staff, constituting Attachment 9 to the Regulations;
- 1.10. Schedule of principal positions, required qualifications, monthly minimum basic remuneration of support staff attached as Appendix 10 hereto.
- 1.11. Schedule of monthly managerial allowance for academic staff attached as Appendix 11 hereto.
- 1.12. Schedule of monthly managerial allowance for certified librarians, certified documentation and information science staff and non-academic library and documentation and information science staff attached as Appendix 12 hereto.
- 1.13. Schedule of monthly managerial allowance for IT staff attached as Appendix 13 hereto.
2. Research-and-technical staff, mentioned in Appendix 4 hereto, comprise employees working outside central administration and performing independent technical work and research.
3. Engineering-and-technical staff, mentioned in Appendix 5 hereto, comprise employees working outside central administration and performing technical work, including technical work in support of teaching or research.

PRINCIPLES AND CONDITIONS OF REMUNERATION FOR WORK

§ 5

1. Remuneration for work is set at the amount corresponding to the kind of work performed and qualifications necessary to perform it.
2. The amounts of individual remuneration components are set within funds earmarked for staff remuneration in the AMU Operating & Financial Plan and in the financial plan of the unit that finances the remuneration of a staff member.
3. The performance of the duties of an academic staff member constitutes the creative activity of an individual nature, and the remuneration of an academic staff member is a fee for the use and/or disposing of copyright.
4. In the event the duties of a non-academic staff member, following from the employment relationship, comprise creative activity of an individual nature, the remuneration of the staff member shall be divided into a part related to the use and/or disposing of copyright (fee) and a part related to the performance of the other duties.

5. The means and rules of calculating the remuneration representing the fee, and the other remuneration components that are deemed part of remuneration for creative activity of an individual nature under these rules shall be specified by the Rector in a separate ordinance.
6. Decisions on setting the amount of basic remuneration, managerial allowance and other remuneration components shall be made by the Rector.
7. The Rector may, in special cases justified by AMU needs, exempt a non-academic staff member from education-level and work-experience requirements to be eligible for a given position.
8. The Rector may authorise other persons to decide in matters indicated in paras. 6 and 7.
9. The remuneration conditions of staff employed in positions specified in Appendices 3–9 hereof are set, taking into account the assessment of the staff member concerned, made pursuant to the Rules of Periodical Assessments as laid down by the Rector in a separate ordinance.
10. The basic remuneration and managerial allowance of the Rector are set by the minister competent in matters of higher education and research on motion by the University Board. The University Board may grant the Rector a task allowance mentioned in § 18 hereof.
11. The gross basic remuneration of academic staff and the sum of the gross basic remuneration and regular bonus of non-academic staff, for a month's full-time work, may not be lower than the minimum remuneration as set by separate legal provisions.
12. A staff member employed part-time is entitled to remuneration components in proportion to his/her hours of work.
13. The hourly rate of basic remuneration and allowances in addition to remuneration determined by the monthly rate, following from the position occupied, shall be calculated by dividing the monthly rate by the number of hours to be worked in any given month and in the case of academic staff – by 156, taking into account the amount of remuneration and allowances determined by the monthly rate.
14. The basic remuneration, seniority allowance, managerial allowance and task allowance shall be paid to academic staff in advance, while the other remuneration components – in arrears.
15. The right to remuneration paid in advance shall expire as of the last day of the month in which the employment relationship terminated with the proviso that staff keep the remuneration paid for that month.
16. The basic remuneration and seniority allowance are permanent remuneration components. The other remuneration components, specified herein, are changeable remuneration components.
17. The basic remuneration of academic staff for the period of suspension from work may be reduced not more than by 50 percent; if they are detained awaiting trial, their basic remuneration shall be reduced not more than by 50 percent beginning with the first day of the calendar month following the month in which the suspension began. In the period of

suspension, academic staff are not entitled to changeable remuneration components mentioned in para. 16.

BASIC REMUNERATION

§ 6

1. The basic remuneration shall be set pursuant to monthly remuneration rates specified in schedules attached as Appendices 1-10 hereto.
2. The basic remuneration rates specified in Appendices 1-10 hereto are payable for full-time work.
3. The basic remuneration due to academic staff holding the positions of an assistant reader, lecturer, language tutor or instructor shall be raised by 10 percent of a relevant monthly minimum rate by reason of their being conferred the academic degree of doctor, provided that they continue to hold the same position after being conferred the degree.
4. The basic remuneration of academic staff may be raised for achievements related to employment at the AMU with respect to scholarly publications or involvement in research and research-development projects financed from other sources than those specified in Art. 365, pts 1, 2, 4 and 5, and in Art. 459 of the Act.
5. The remuneration rise, mentioned in para. 4, shall follow the rules laid down in Appendix 14 hereto and take into account paras. 6-10.
6. The research and research-development projects mentioned in para. 4 shall refer only to projects specified in Appendix 14 hereto.
7. The basic remuneration rise, mentioned in para. 4, is given on application by an academic staff member. It shall describe required achievements and contain an opinion of the Dean or the head of a unit if the staff member concerned is employed in an organisational unit other than a faculty. An application for a basic remuneration rise can be submitted not more than three times in compliance with the schedule in Appendix 14 hereto.
8. The achievements mentioned in para. 4 cover scholarly publications affiliated to the AMU and projects implemented in the AMU within the last 10 years preceding the first application for a remuneration rise and within the last 5 years preceding successive applications.
9. In the event a scholarly publication lacks any information about affiliation to the AMU, the academic staff member concerned shall attach to an application, mentioned in para. 7, a written statement that the publication in question is affiliated to the AMU.
10. An academic teacher who has been awarded the salary increase referred to in section 4 may reapply for such an increase only on the basis of achievements in successive periods following the date of the last application giving rise to the award of such an increase, but not earlier than 12 months after the previous salary increase referred to in section 4.

ADDITIONAL AND SUPPLEMENTARY REMUNERATION

§ 7

1. Academic staff are entitled to additional one-off remuneration for their work in a recruitment commission in any given academic year.
2. The amount of additional remuneration, mentioned in para. 1 due to academic staff depends on the number of candidates for studies and the function a staff member performs in the commission. The amount, however, shall not exceed 70 percent of the minimum basic remuneration of an assistant reader specified in Appendix 1 hereto.

§ 8

1. Academic staff are entitled to additional one-off remuneration for managing or supervising students' practicum in any given academic year.
2. The amount of additional remuneration, mentioned in para. 1 due to academic staff depends on the number of students receiving training or the complexity of tasks involved in the supervision performed. The amount, however, shall not exceed 65 percent of the minimum basic remuneration of an assistant reader specified in Appendix 1 hereto.

§ 9

1. Academic staff are entitled to additional remuneration for serving as a thesis supervisor, auxiliary thesis supervisor and reviewer in proceedings for the conferment of the degree of doctor or doctor habilitated, or the title of professor, and for sitting on a habilitation commission.
2. The additional remuneration, mentioned in para. 1, is set by the Act and separate legal provisions.

§ 10

1. Academic staff are entitled to additional remuneration for writing a review or assessing scholarly achievements in qualification proceedings preceding the employment of a person not holding the academic degree of doctor habilitated in the positions of associate professor or visiting professor.
2. The additional remuneration, mentioned in para. 1, shall not exceed 50 percent of the minimum basic remuneration of a professor specified in Appendix 1 hereto.

§ 11

An attorney-at-law is entitled to additional remuneration for representation in court in the amount and under the rules laid down in separate provisions of law.

§ 12

1. Staff employed in the faculty or branch campus that has made a profit may be awarded additional remuneration.

2. The additional remuneration, mentioned in para. 1, is awarded once in an amount not exceeding 100 percent of the sum of basic remuneration and managerial allowance of the staff member concerned annually.
3. The additional remuneration, mentioned in para. 1, is awarded pursuant to a decision by the Rector to allocate funds to a temporary increase of remunerations in connection with the profit made by a faculty or branch campus in the preceding calendar year.

§ 13

A volunteer-staff labour inspector may be awarded monthly lump-sum remuneration by reason of a considerable amount of work entailed in his/her function. The remuneration shall be awarded in the amount and under the rules laid down in separate provisions of law.

§ 14

1. Staff may be awarded supplementary remuneration for work for which they have not received any other changeable remuneration component.
2. The remuneration, mentioned in para. 1, may be awarded only from funds from other sources than those specified in Arts. 365(1), 365(2)(a-d), 365(2)(f-g), 365(4), 365(5) and 459 of the Act.¹
3. The remuneration, mentioned in para. 1, may be awarded once or for a fixed time.
4. The remuneration, mentioned in para. 1, shall be awarded at either a monthly or hourly rate.
5. The total amount of remuneration, mentioned in para. 1, may not exceed 100 percent of the sum of basic remuneration and managerial allowance of the staff member concerned annually.

REMUNERATION FOR WORK IN EXCESS OF THE TEACHING LOAD

§ 15

1. For work in excess of the teaching load, academic staff shall be paid remuneration calculated at an hourly rate where a computational hour corresponds to 45 minutes.
2. The rates of remuneration for work in excess of the teaching load are stipulated in Appendix 15 hereto.
3. The rates of remuneration for work in excess of the teaching load in full-time programmes offered in branch campuses, stipulated in Appendix 15 hereto, are not applied if a staff member's place of work, indicated in a deed of nomination or a contract of employment, is the branch campus.

¹ In the wording given to it in Ordinance No. 472/2019/2020 by the AMU Rector of 16 June 2020.

4. In the event excess hours in full-time programmes are taught in a branch campus subsidised by a local government, the Rector may set higher rates of remuneration for work in excess of the teaching load than those stipulated in Appendix 15 hereto.
5. The principles and mode of calculating excess hours and awarding remuneration for work in excess of the teaching load are specified in the AMU Employment Regulations, subject to paras. 6 and 7.
6. Remuneration for work in excess of the teaching load shall be calculated using rates in force on the last day of the period to which the calculation applies.
7. Remuneration for work in excess of the teaching load shall not be recalculated after a subsequent change of rates.

MANAGERIAL ALLOWANCE

§ 16

1. A managerial allowance is due to staff members, by virtue of their managing a team numbering not fewer than 5 persons including the manager, and to an attorney-at-law.
2. The amount of a managerial allowance depends on the number of persons in a team and the complexity of tasks it performs.
3. A staff member doubling as a construction site supervising officer is entitled to a managerial allowance for the time he/she provides such supervision.
4. Manual workers who additionally organise the work of a team of at least 5 persons, including the foreman, and manage the work of the team, are entitled to a managerial allowance of not more than 15 percent of the basic remuneration due as per the position occupied.
5. A managerial allowance is due from the first day of employment in the position mentioned in para. 1 or the performance of work mentioned in paras. 3 and 4 until the last day of the month in which employment was terminated or work stopped.
6. A staff member shall retain the right to a managerial allowance during excused absence from work but no longer than for three months.
7. A managerial allowance is not due to academic staff when they are suspended from work from the first day of the calendar month, following the month in which the suspension began.

SENIORITY ALLOWANCE

§ 17

1. Staff are entitled to a seniority allowance of 1 percent of basic remuneration for each year of work, to be paid monthly, beginning with the fourth year of employment with the proviso that the allowance may not exceed 20 percent of basic remuneration.
2. If the right to a seniority allowance or its higher rate is acquired:

- 2.1. on the first day of a month – the allowance is due for this month
- 2.2. on other day of a month than the first – the allowance is due from the first day of the month, following the month in which a staff member has acquired the right to it.
3. When calculating the periods of employment giving the right to a seniority allowance, the following shall be included:
 - 3.1. terminated periods of employment
 - 3.2. other periods on which employee entitlements depend pursuant to separate provisions of law
 - 3.3. the period of assistant-reader preparatory studies completed pursuant to legal provisions on such studies in institutions of higher learning
 - 3.4. research, teaching and training stays abroad under legal provisions on delegating employees abroad.
4. When calculating periods entitling to a seniority allowance, periods mentioned in para. 3(1) need to be proven with certificates of employment, while periods mentioned in para. 3(2-4) – with other documents attesting to their completion. In the event a staff member is party to more than one employment relationship at the same time, the periods mentioned in para. 3 are included, provided that the staff member submits a statement that they have not been included at another employer.
5. A seniority allowance is due for days for which a staff member receives remuneration and for days of absence from work because of illness or the necessity to take personal care of a child or an ill family member for which he/she retains the right to remuneration or receives a social security benefit.
6. In the event a staff member is party to more than one employment relationship, the periods of employment giving the right to a seniority allowance shall be calculated separately for each employment relationship.
7. When calculating periods entitling to a seniority allowance, periods of employment by another employer shall not be included, nor other periods, mentioned in para. 3(2-4), that have been included by another employer a staff member is or has been employed by at the same time.

TASK ALLOWANCE

§ 18

1. An employee may be granted a task allowance because of a temporary increase in responsibilities or a temporary entrustment of extra tasks or the character of work or conditions in which it is performed.
2. The amount of a task allowance may not exceed 80 percent of the sum of basic remuneration and managerial allowance of the employee.

3. A task allowance is due to an employee during an excused absence from work, however not longer than three months.

PRO-QUALITY ALLOWANCE

§ 19

1. An employee may be granted a pro-quality allowance financed by grants to subsidise pro-quality tasks received by the AMU pursuant to Art. 94b(1) of the Act of 27 July 2005 on Higher Education (*J. of Laws* 2017.2183, consolidated text as amended in connection with Art. 238(2) of the Act of 3 July 2018 – Provisions Introducing the Higher Education and Research Act (*J. of Laws* 2018.1669, as amended)).
2. A pro-quality allowance is granted for a fixed time while its amount may not exceed 100 percent of the sum of basic remuneration and managerial allowance due to the employee per annum.

ALLOWANCE GRANTED WHEN MORE FUNDS ARE ALLOCATED TO REMUNERATIONS

§ 20

1. An employee may be granted an allowance when the Rector allocates more funds to remunerations.
2. The allowance mentioned in para. 1 may be granted only from funds coming from other sources than those specified in Arts. 365 and 459 of the Act.
3. The allowance mentioned in para. 1 may be granted to an employee because of assigning him/her a function following from the AMU Statutes or organisational structure specified in the AMU Organisation Regulations or because of outstanding achievements at work.
4. The allowance mentioned in para. 1 may be granted once or for a fixed time.
5. The total amount of the allowance mentioned in para. 1 may not exceed 100 percent of the sum of basic remuneration and a managerial allowance due to the employee per annum.

ADDITIONAL SALARY COMPONENTS UNDER THE “EXCELLENCE INITIATIVE – RESEARCH UNIVERSITY” PROGRAMME

§ 20a

1. A periodic bonus shall be awarded as:
 - 1) a periodic bonus to academic teachers who have held the degree of *doktor* for at least 10 years;
 - 2) a periodic bonus to academic teachers who have held the degree of *doktor* for fewer than 10 years;
 - 3) a periodic bonus to non-academic staff who carry out research.
2. The period referred to in section 1 (2) shall not include periods of maternity leave, leave under conditions of maternity leave, paternity leave, parental leave, or extended parental leave, granted under the rules set out in the Labour Code, or periods of receiving maternity

benefit or parental benefit, or sick pay or rehabilitation benefit in connection with inability to work, including due to illness requiring medical rehabilitation.

§ 20b

The Rector's prize for research excellence shall be awarded to employees who carry out research for scholarly publications in prestigious journals.

§ 20c

1. The periodic bonus and the Rector's prize for research excellence shall be awarded at the application of the employee, following a competition within the relevant Priority Research Area (POB). The date, conditions and procedure for holding the competition within a given POB and the criteria for granting the bonus and prize shall be determined by the Rector.
2. The periodic bonus is granted for 24 months.
3. The amount of the periodic bonus and the Rector's prize for research excellence shall be determined by the Rector, taking into account the funds allocated to the "Excellence Initiative – Research University" programme.

OVERTIME ALLOWANCE

§ 21

An employee is entitled to an overtime allowance in the amount and under the rules laid down in separate provisions of law.

NIGHT-WORK ALLOWANCE

§ 22

An employee working at night is entitled to an allowance for every hour of work in the night period in the amount of 20 per cent of the hourly rate of basic remuneration, however, not lower than the allowance calculated pursuant to the Labour Code, Art. 151⁸ §1.

SHIFT-WORK ALLOWANCE

§ 23

An employee working in shifts is entitled to an allowance of 10 percent of the hourly rate of basic remuneration for each hour worked on the afternoon shift. This allowance is also due to an employee holding a managerial position in whose case shift work follows from a roster.

ALLOWANCE FOR WORK UNDER HARMFUL OR ONEROUS CONDITIONS

§ 24

1. An employee may be granted an allowance for work under harmful or onerous conditions.
2. The rules of granting an allowance for work under harmful or onerous conditions are laid down in Appendix 16 hereto.

AWARDS

§ 25

1. An employee may receive the Rector's Award for achievements at work.
2. The rules of granting the Rector's Award to academic staff are laid down in Appendix 17 hereto.
3. The rules of granting the Rector's Award to non-academic staff are laid down in Appendix 18 hereto.

PROJECT BONUS

§ 26

1. An employee may be granted a bonus for applying for or obtaining funds for the implementation of a research or research and development project financed from sources other than those referred to in Article 365 (1), (2), (4) and (5) and Article 459 of the Act, hereinafter referred to as the “project bonus”. The bonus shall apply to applications and winning projects whose external funding amounts to at least 70% of their total value.
2. The amount of the project bonus shall be specified in Attachment 19 to the Regulations.
3. The research and research and development projects referred to in section 1 shall be the projects listed in Attachment 19 to the Regulations which involve exclusively research in a specific scientific discipline or interdisciplinary research and which should result in scholarly publications, patents or implementations.
4. The project bonus for the submission of the application referred to in section 1 may be awarded provided that all of the following conditions are met:
 - 1) the application, in paper or electronic form, was submitted together with the application form to the Project Support Centre no later than 14 days before the deadline for submission of the application to the financing institution;
 - 2) the application was approved by the Project Support Centre for compliance with the criteria of the call for applications;
 - 3) the confirmation of submission of the application form to the financing institution was delivered in hard copy or electronically to the Project Support Centre no later than within 14 days after the submission of the application form, subject to section 6.
5. The application form referred to section 4 (1) shall be submitted in paper form according to the specimen determined by the Rector in a separate regulation.
6. The confirmation of the submission of the application form referred to in section 4 (3) shall not have to be submitted if the application was submitted to the financing institution by the relevant central administration unit or if the applicant authorised an employee of the Project Support Centre in the application system to view the application form.
7. The project bonus for obtaining the funds referred to in section 1 may be granted after AMU concludes an agreement for the implementation of the project with the financing institution.
8. The project bonus shall be awarded once for submitting the application referred to in section 4 and for each winning project on the basis of the agreement referred to in section 7, with the following exceptions:

- 1) in a given year, an applicant may receive a bonus for the submission of one application; this limitation shall not apply to applications submitted in international competitions and financed or co-financed from foreign sources;
 - 2) in the case of competitions which involve separate application stages: first – the initial application, and second – the complete application, the bonus shall be granted for the submission of the application at the second stage.
9. The project bonus is paid pursuant to a quarterly list of applications filed in a given quarter and a quarterly list of agreements, mentioned in para. 7, concluded in a given quarter. The lists, mentioned in the preceding sentence, shall be drawn up by the director of the Project Support Centre after the end of every quarter.
10. When deciding whether to award a project bonus, the Rector shall consider the current financial standing of the AMU.

BONUS FOR NON-ACADEMIC STAFF

§ 27

1. Non-academic staff may be paid a bonus.
2. The rules of paying the bonus, mentioned in para. 1, are laid down in Appendix 20 hereto.

YEARS-OF-SERVICE AWARD

§ 28

1. Staff are entitled to a years-of-service award for many years of service in the following amounts:
 - 1.1. 75 percent of monthly remuneration for 20 years of service
 - 1.2. 100 percent of monthly remuneration for 25 years of service
 - 1.3. 150 percent of monthly remuneration for 30 years of service
 - 1.4. 200 percent of monthly remuneration for 35 years of service
 - 1.5. 300 percent of monthly remuneration for 40 years of service
 - 1.6. 400 percent of monthly remuneration for 45 years of service.
2. All terminated periods of employment and other periods shall be included in the years of service entitling a staff member to a years-of-service award, provided that pursuant to separate provisions of law they are to be included in the period of employment on which employee entitlements depend.
3. A staff member who is party to more than one employment relationship at the same time shall have the periods of employment entitling him/her to a years-of-service award calculated separately for each employment relationship.

4. In the event an employment relationship is terminated due to retirement, because of either age or disability, a years-of-service award is due to a staff member, provided that he/she lacks less than 12 months to acquire the right thereto under para. 1.
5. The basis for calculating the amount of a years-of-service award shall be the remuneration due to a staff member on the day of award payment or award accrual if the latter is more advantageous to the staff member. In the calculation, remuneration components and other employment relationship entitlements shall be included that are taken when calculating a cash equivalent for annual leave.
6. If a years-of-service award accrued to a staff member working different hours than on the day of award payment, the amount of award shall be calculated using the remuneration due to the staff member on the day of award accrual.

ADDITIONAL ANNUAL REMUNERATION

§ 29

Staff are entitled to additional annual remuneration under the rules laid down in the legal provisions on the additional annual remuneration of public sector employees.

ANNUAL INCENTIVE REMUNERATION

§ 30

1. A staff member may be paid annual incentive remuneration.
2. When deciding whether to pay annual incentive remuneration, the Rector shall consider the current financial standing of the AMU.
3. Annual incentive remuneration may be paid to academic staff for outstanding performance of academic staff responsibilities.
4. Annual incentive remuneration may be paid to non-academic staff for outstanding performance of tasks in the position he/she occupies. Annual incentive remuneration may be paid to a non-academic staff member in charge of a team, mentioned in § 16 para. 1, if besides meeting the criterion established by the preceding sentence, he/she outstandingly discharges the responsibilities related to the managing of the team.
5. Annual incentive remuneration is awarded by the Rector at the request of the head of an organisational unit.
6. The number of staff employed in an organisational unit who are to be paid annual incentive remuneration at the request of the unit head is to be determined by the Rector for the following groups:
 - 6.1. research and research-and-teaching staff
 - 6.2. teaching staff

- 6.3. library staff, scientific information and documentation staff, research and technical staff, engineering and technical staff, administration staff, IT staff, university press staff, and museum staff
- 6.4. support staff.
7. The Rector may, on his/her own initiative, award annual incentive remuneration to the Deans, Chancellor, Bursar, Deputy Chancellors, Deputy Bursars and other staff.
 8. Annual incentive remuneration shall not be awarded to an employee who has received the Rector's individual award in a given calendar year mentioned in § 25 para 1.²
 9. The amount of annual incentive remuneration is stipulated in Appendix 21 hereto.
 10. Annual incentive remuneration shall be paid in a one-off payment in a given calendar year.
 11. As criteria of awarding annual incentive remuneration mentioned in para. 3, provisions on the criteria of periodical assessments of academic staff laid down in a separate ordinance by the Rector are to be applied as appropriate, while as criteria of awarding incentive remuneration mentioned in para. 4, the Rules of Periodical Assessments mentioned § 5 para. 9 hereof, are to be applied.

REMUNERATION FOR WORK ON PROJECTS

§ 31

1. The remuneration of persons working on projects financed from other sources than those specified in Art. 365, pts 1, 2, 4 and 5, and in Art. 459 of the Act is set, taking into account remuneration forms specified herein and in compliance with the requirements, and guidelines of the programme from which the project is financed or the clauses of project implementation agreements.
2. The remuneration, mentioned in para. 1 and components derived from this remuneration are covered by the AMU Operating & Financial Plan for a given budget year.
3. The remuneration components and the components derived from remuneration that cannot be covered from project funds because they cannot qualify or extend beyond the project implementation period shall be paid by the organisational unit in which the project is implemented.
4. The remuneration, mentioned in para. 1, may be denominated also in the euro as long as a given programme admits this; the manner of converting a given rate into the Polish złoty must be included.
5. The Rector, in separate regulations issued in the form of ordinances, may lay down detailed rules of remunerating persons mentioned in para. 1, taking into account the provisions hereof.

² In the wording given to it in Ordinance No. 430/2019/2020 by the AMU Rector of 6 March 2020.

RAISING OF REMUNERATION

§ 32

1. An employee who has worked at the AMU for at least 10 years may apply to have his/her basic remuneration raised in connection with the termination of the employment relationship due to the attaining of the age indicated in para. 2 or his/her intention to retire.
2. An increase of base salary may be applied for by:
 - 2.1. nominated academic teachers holding the position of *profesor* – 27 months before the expiry of their employment on account of their attaining the age of 70;
 - 2.2. other nominated academic teachers – 27 months before the expiry of their employment on account of their attaining the age of 67;
 - 2.3. academic teachers employed in the position of *profesor* (professor) or *profesor uczelni* (associate professor) under an employment contract – 27 months before they attain the age of 70 and immediately before the termination of their employment;
 - 2.4. other academic teachers employed under a contract of employment – 27 months before they attain the retirement age and immediately before the termination of their employment.
3. Academic and non-academic staff, who terminate their contract of employment due to retirement, may apply to have their basic remuneration raised.
4. Remuneration is raised by raising the rate of basic remuneration due to a staff member by 35 percent of the minimum remuneration for work, set pursuant to separate provisions of law, but not more than to 180 percent of the minimum basic remuneration in the position held indicated in Appendices 1–10 hereof.
5. Remuneration is raised on application from a staff member for not more than 27 months counting from the first day of the month following the month in which the application is made.
6. A staff member who has had his/her remuneration raised, as mentioned in para. 1, may not re-apply for such a rise nor may he/she apply to have it further raised.

BENEFITS FROM IN-HOUSE WELFARE FUND

§ 33

1. Deductions to the In-House Welfare Fund are made in pursuance of the Act.
2. Staff are entitled to benefits from the In-House Welfare Fund under the rules laid down elsewhere.

MEDICAL PACKAGE

§ 34

1. Staff are entitled to buy private medical services (medical package) at prices lower than retail ones. The medical package is co-financed by the AMU.
2. Staff use the medical package by participating in the purchase costs of the services in question.
3. The kinds of medical packages and their terms of use as well as the staff and AMU shares in the purchase costs of medical packages shall be determined by the Rector by Appendix hereto.

TRANSITIONAL AND FINAL PROVISIONS

§ 35

1. The Rector may announce by a communiqué average monthly basic remuneration rates in the AMU in positions mentioned in § 4 para 1 pt 1.
2. The provisions of the above-mentioned Regulations of Remuneration, in their wording up to 31 December 2018, shall apply to additional remuneration, as per deleted § 13 of the Regulations of Staff Remuneration at Adam Mickiewicz University (Annexed to Ordinance No. 225/2017/2018 by the Rector of the Adam Mickiewicz University in Poznań dated 15 June 2018) and the special allowances and pro-quality allowances that were granted to staff prior to 1 January 2019 for the period extending also beyond this date.
3. § 16 para. 1 of the Regulations of Staff Remuneration, mentioned in para. 2, in its wording up to 31 December 2018, shall apply to the managerial allowances that were granted to staff prior to 1 January 2019 for the period extending also beyond this date.