



Politechnika Wrocławska

# WORK REGULATIONS

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Wrocław University of Science and Technology

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## **CHAPTER I**

### **GENERAL PROVISIONS**

#### **§ 1**

##### **Work Regulations**

1. Pursuant to Articles 104 - 104<sup>(3)</sup> of the Labour Code and the Law on Higher Education and Science, the Work Regulations of Wrocław University of Science and Technology are established.
2. The Work Regulations establish the organisation and order of the work process at Wrocław University of Science and Technology and define the rights and obligations of the University and its employees.

#### **§ 2**

##### **Definitions**

Whenever the term is used in the Work Regulations:

- "Employer", "workplace" or "University" - shall mean Wrocław University of Science and Technology in Wrocław, which is the employer within the meaning of the Labour Code;
- "employee" – shall mean a person employed at Wrocław University of Science and Technology under an employment relationship (contract of employment/appointment);
- "organisational unit" - means any unit and organisational entity, distinguished in the organisational structure of the University, in accordance with the Statutes and other internal regulations of the University;
- "Supervisor" – shall mean the person authorised to give instructions to an employee in accordance with the organisational structure;
- "direct supervisor" – shall mean the head of an organisational unit or a team of employees, authorised to issue day-to-day work instructions;
- "trade union organisation" - shall mean all trade union organisations operating at the University;
- "Act" - shall mean the Law on Higher Education and Science;
- "Statutes" - shall mean the Statutes of Wrocław University of Science and Technology.

#### **§ 3**

##### **Scope of application**

The provisions of the Work Regulations shall apply to all employees employed at Wrocław University of Science and Technology under an employment relationship, irrespective of the type of work and position held, with the proviso that with regard to academic teachers, the provisions of these Regulations shall apply to the extent not regulated by the Act and special regulations issued on its basis.

#### **§ 4**

##### **Familiarisation with the content of the Regulations**

1. It shall be the duty of the University to familiarise employees with the contents of these Regulations and it is the responsibility of each employee to comply with the provisions contained herein.
2. The duty to familiarise employees with the content of the Regulations rests with the heads of organisational units. Employee statements confirming that they have familiarised themselves with the content of the Regulations are kept in the employees' personal files.

#### **§ 5**

##### **Equal treatment in employment**

At Wrocław University of Science and Technology, any discrimination in employment or termination of the employment relationship, in terms of employment conditions, promotion, and access to training to improve professional qualifications, in employment of limited or indefinite duration, full-time or part-time employment, direct or indirect, in particular on the grounds of gender, age, disability, union membership, race, religion, nationality, political opinion, ethnic origin, sexual orientation - is unacceptable.

### **CHAPTER II**

#### **OBLIGATIONS OF THE EMPLOYEE AND THE EMPLOYER**

#### **§ 6**

##### **Employee obligations**

1. The University, as a public higher education institution, places high professional, ethical, and moral demands on its employees. The employees are required to perform the work assigned to them with due diligence and conscientiousness and in such a way as to protect the good name of the University.
2. Each employee of the University is required to:
  - 1) comply with the applicable Work Regulations and the orderly work process established at the University;
  - 2) adhere to the working hours set at the University and use the full working time for the performance of official duties;
  - 3) comply with the instructions of his/her superiors in relation to his/her work, observe health and safety rules and regulations, fire safety regulations and take part in training and instruction in health and safety and fire safety;
  - 4) take care of the welfare of the workplace by performing their duties diligently, conscientiously, and efficiently;

- 5) keep the workplace and its immediate surroundings clean and tidy, and to make sure that tools, equipment, and work premises are properly secured when work is finished;
  - 6) observe the principles of social co-existence in the workplace, foster a good atmosphere and cooperation between teams of employees, maintain a high level of personal culture in the workplace and in relations with colleagues and superiors;
  - 7) notify the University in a timely manner, in accordance with the provisions of these Regulations, of the reason for their inability to attend work;
  - 8) enhance professional qualifications and improve working skills, including participation in courses and training and self-education;
  - 9) comply with data protection legislation;
  - 10) inform about changes to their personal data, the processing of which by the employer is related to the employment relationship;
  - 11) comply with the internal regulations in force at the University.
3. Non-academic teachers shall contribute to the tasks of the University, within the following staff groups: administrative staff, library and documentation and scientific information staff, scientific and technical staff, engineering and technical staff, IT staff, labourers, service staff.
  4. A member of staff in possession, in connection with his/her work, of secret or confidential documents or information shall keep them confidential and strictly comply with the instructions given to him/her regarding their storage and processing.
  5. Employees shall be forbidden to:
    - 1) leave the workplace during working hours without the supervisor's consent;
    - 2) use of machinery, equipment, and tools for purposes not directly connected with the performance of their duties and activities;
    - 3) unauthorised dismantling of machine parts, equipment and tools and their repair by unauthorised persons;
    - 4) take equipment, apparatus, tools, machinery, documents, and other work equipment outside the workplace without the permission of the immediate supervisor;
    - 5) carry out private work at the workplace or on University premises and use University equipment for this purpose.
  6. It is not permitted to release or make available to third parties documents, copies thereof (recorded on any media) containing confidential information or personal data.

## **§ 7**

### **Responsibilities of the managerial employee**

1. An employee of the University employed in a managerial position, in addition to fulfilling the duties indicated in § 6 of the Work Regulations, is obliged to organise the working time of subordinate employees correctly.
2. The head of organisational units shall be responsible for the correct determination of the working time of subordinate employees and its proper accounting and maintenance of working time records.
3. The head of organisational units shall be responsible for ensuring that employees adhere to their working time schedules.
4. The head of organisational units are required to inform employees of planned absence.
5. An employee in a managerial position is obliged to counteract mobbing.

## **§ 8**

### **Employee statements**

1. Direct employment relationship:
  - 1) no relationship of direct professional subordination can arise between spouses and persons in the higher education institution:
    - a) living in a shared household,
    - b) who are related by blood or affinity up to the second degree, or by adoption, custody, or guardianship;
  - 2) a person taking up employment with the University is required to submit a statement as to whether the circumstances referred to in para. 1);
  - 3) the person to be entrusted with the management function shall make a declaration as to whether the conditions referred to in point 1) do not apply to him or her and the employees of the organisational unit or team of employees to be managed;
  - 4) a person holding a managerial position is obliged to immediately, i.e. no later than within 3 working days, inform the unit responsible for human resources of the occurrence of the conditions referred to in point. 1) in relation to him or her or in relation to a subordinate employee;
  - 5) the provisions of points. 1) - 4) do not apply to the Rector;
  - 6) running a shared household as referred to in point. 1a) shall be understood as living together, including the common provisions of life needs.
2. An academic teacher may be a person who:
  - 1) has the qualifications set out in the Act and the Statutes;
  - 2) has not been punished with the disciplinary penalty referred to in Article 276, item 1, points 7 and 8 of the Act;
  - 3) meets the requirements referred to in Article 20, item 1 , points. 1-3 of the Act, i.e.:
    - a) has full legal capacity,
    - b) enjoys full public rights,

- c) has not been convicted by a final judgment of an intentional crime or an intentional fiscal offence;
3. An academic teacher employed at the University shall immediately, and no later than within 3 working days, inform the Rector or, in the case of the Rector, the Chairperson of the University Council, in writing, of failure to comply with the requirements set out in item 2, points. 3 a) - c);
  4. An academic teachers member employed by the University carrying out research activities shall:
    - 1) submit a statement on the field and discipline he/she represents (Art. 343, item 7 and 7a of the Act); the statement shall be made no more than once every 2 years, subject to Art. 343, item 7a ( 2) of the Act;
    - 2) submit a statement authorising the University to count him or her among the number of employees carrying out scientific research in a given discipline (Article 265(5) of the Act) - with respect to one discipline, the declaration may be submitted only to one employer and in total in no more than two disciplines; in the event of a change of discipline, the statement shall be submitted immediately; in the event of the occurrence of the circumstances referred to in Article 343(7a) of the Act, the statement shall be submitted within the time limits specified in that provision;
    - 3) submit a statement authorising the University to demonstrate the academic achievements of an academic teacher which arose in connection with his/her employment at the University, for the purposes of the evaluation of the University's academic activities carried out the Act (articles 265(6) and (13) of the Act).
  5. The statement referred to in point 4(1) shall be made taking into account:
    - 1) a recent academic degree, a degree in the field of art or a title of professor, or
    - 2) current scientific or artistic achievements.
  6. A newly recruited staff member shall submit the statement referred to in point 4 within 14 days of being recruited, but no later than on the 31st of December of the year of recruitment.
  7. The templates of the declarations referred to in p. 1(2) and (3) and p. 4 shall be laid down in separate internal regulations.
  8. An academic teacher carrying out business activities for whom the University is the primary place of work shall inform the Rector immediately about it.



## **§ 9**

### **Employer obligations**

The University's primary responsibilities include, in particular:

- 1) familiarising employees who take up employment with their responsibilities, how to carry out the work in their designated positions, and with their basic powers and responsibilities;
- 2) organising work in such a way that full use is made of working time, as well as so that employees achieve, taking into account their personal talents and qualifications, optimum productivity and quality of work;
- 3) organising work in such a way as to reduce its arduousness, especially with monotonous work and work at a predetermined pace;
- 4) making equal treatment provisions available to employees; the provisions are attached as Appendix 1 to these Regulations;
- 5) counteracting mobbing, i.e. behaviours and actions concerning an employee or directed against an employee consisting of persistent and prolonged harassment or intimidation of an employee, causing him/her to have a lower assessment of his/her professional usefulness, as well as behaviours and actions causing or aiming at humiliation, ridicule of an employee, isolating him/her or eliminating him/her from the team of co-workers;
- 6) respecting the dignity and personal rights of the employee;
- 7) ensuring safe and hygienic working conditions and informing workers of occupational hazards associated with their work;
- 8) correctly calculate and pay employee remuneration on time and make the documents on the basis of which the remuneration has been calculated available for inspection at the employee's request;
- 9) application of objective and fair criteria for evaluating employees and their performance;
- 10) assessing and documenting occupational hazards and applying the necessary preventive measures to reduce the hazards;
- 11) informing workers of the occupational hazards involved in their work and of the principles of protection against hazards;
- 12) facilitating the upgrading of professional qualifications for employees;
- 13) meeting, within the limits of its resources, the social, living and cultural needs of employees;
- 14) keeping records on matters relating to the employment relationship and employee personal files, and also keeping these records and employee personal files in conditions that do not pose a risk of damage, destruction or unauthorised access;
- 15) issuing immediately to employees a certificate of employment in the event of termination or expiry of the employment relationship, in accordance with Article 97 of the Labour Code;
- 16) influencing the formation of rules of social co-existence in labour relations;

- 17) familiarising employees with the purpose, scope and method of application of a surveillance system at Wrocław University of Science and Technology, and the employee confirms his/her acquaintance with these regulations by an appropriate statement.

### **CHAPTER III**

#### **ORGANISATION AND ORDER OF WORK**

##### **§ 10**

##### **Employee's attendance at work**

1. The employee shall report to work at such a time that he or she is at his or her workstation at the starting time.
2. In the event of lateness, the employee shall notify the supervisor of the reason for lateness immediately upon arrival at work.
3. Within the limits of generally applicable laws, an employee may not leave his/her workstation during working hours without obtaining permission from his/her supervisor.

##### **§ 11**

##### **Manner of confirming attendance**

1. The employee shall register his/her entry into the workplace immediately upon arrival with his/her own signature on the attendance register, unless generally applicable laws do not impose such an obligation. The above is only a control of the employee attendance at work and does not constitute a working time record.
2. The supervisor shall control the working time records kept. The employee has the right to inspect the records.
3. The employee is required to make up the lateness time by performing work for that time after the hours of the scheduled work.
4. Points 1 and 3 do not apply to academic teachers.

##### **§ 12**

##### **Completion of work**

1. Upon completion of work, employees are required to put their workstations in order and secure official seals, documents and entrusted property.
2. Before leaving the room, employees are obliged to close windows, valves, etc., and turn off the power supply to all equipment, with the exception of equipment running continuously. The room shall be closed and secured in a manner appropriate to the particular facility.

##### **§ 13**

##### **Remaining at the workplace outside working hours**

1. An employee may remain at the workplace outside hours or on a day off only in justified cases, after obtaining, in writing or by e-mail, the approval of the supervisor or on his/her instructions.
2. Detailed rules for the use of the University premises are laid out in the University's internal regulations.

#### **§ 14**

##### **Smoking**

Smoking and electronic cigarettes are strictly prohibited in the buildings and premises of the University, as well as on the premises of the University in areas clearly marked as non-smoking.

#### **§ 15**

##### **Sobriety obligation**

1. Employees are required to observe a sobriety obligation during working hours and not to consume alcohol on University premises.
2. Supervisors exercise day-to-day supervision of the compliance of University employees with the sobriety obligation. In the event of a justified suspicion of a breach of the sobriety obligation, the supervisor or another person authorised by the Rector shall not allow the employee to work or shall remove him/her from work.
3. At the request of the supervisor and/or head of an organisational unit or other person authorised by the Rector, as well as at the request of an employee not allowed to work, a sobriety test of the employee shall be carried out by the police. The supervisor and/or head of the organisational unit or other person authorised by the Rector shall call the police in accordance with the procedure set out in an internal act of the University.
4. The employer shall keep the information on the examination carried out in accordance with the rules laid down by generally applicable legislation.
5. The provisions of this point shall apply as appropriate to the employee's obligation not to be under the influence of a substance that has a similar effect to alcohol.

## **CHAPTER IV WORKING TIME**

### **§ 16 General provisions**

1. Working time is the time during which an employee is at the disposal of the employer at the University or at any other place designated for the performance of work. The working time of an employee shall be not less than 1/8 full time.
2. Subject to the exceptions provided by law, working time shall not exceed 8 hours per day and an average of 40 hours in an average five-day working week during the reference period.
3. Subject to the rules set out in point 2, the working time of an academic teacher shall be determined by the scope of their teaching, research, and organisational duties.
4. If the employee's daily working time:
  - a) is at least 6 hours, the employee is entitled to a break of at least 15 minutes included in working time,
  - b) is longer than 9 hours, the employee is entitled to an additional break of at least 15 minutes, included in working time,
  - c) is longer than 16 hours, the employee is entitled to a further break of at least 15 minutes included in the working time.

### **§ 17 Day and week**

For the purpose of accounting for an employee's working time:

- 1) a day should be understood as 24 consecutive hours, starting from the hour the employee starts work according to his/her working time schedule;
- 2) a week is to be understood as 7 consecutive calendar days starting from the first day of the reference period.

### **§ 18 Night time, Sunday and public holiday work**

1. The night time comprises 8 hours between 10 p.m. and 6 a.m.
2. Sunday and public holiday work is deemed to be work performed between 6 a.m. on that day and 6 a.m. on the following day.

### **§ 19 Reference period**

1. A reference twelve-month period is established for academic teachers, covering the period from 1 October to 30 September.

2. A three-month reference period is established for non-academic teachers. The reference period starts on 1 January and covers the following quarters, i.e.: January - March, April - June, July - September, October - December.

## **§ 20**

### **Working time systems and schedules**

1. The University employees are employed under the following working time systems:
  - 1) basic;
  - 2) equivalent;
  - 3) task-based.
2. Employees of the University who are not academic teachers may, upon individual application, in justified cases, be subject to the following working time system:
  - 1) shortened working week;
  - 2) weekend.
3. Employees not working under other working time systems shall work under the basic working time system.
4. Shift work is permitted in each of the working time systems used at the University. Shift work is understood as the performance of work according to an established work schedule that provides for a change in the time at which individual employees perform work after a certain number of hours, days, or weeks. Shift work is performed by employees according to schedules established for at least a monthly period by their immediate supervisors.
5. Schedules shall be established for a period of at least one month. The employee shall be informed of the schedule one week before the start of the period for which the schedule is drawn up. The schedule may be changed during the ongoing reference period. The employee must be informed of the change no later than the day before the day of work according to the modified schedule. The provision of work according to a modified schedule, following the above procedure, does not justify the employee's claim for downtime compensation, as well as for overtime remuneration and allowance, as such work does not occur in these cases.

## **§ 21**

### **Starting and finishing hours of work**

1. Employees for whom an individual working time schedule has not been established perform work from Monday to Friday between 7.30 a.m. and 3.30 p.m.;
2. Employees in the positions of housekeeping staff, labourers, the Multimedia Service Team and the Control Room perform work between 6.00 a.m. and 10.00 p.m. according to the working time schedule established by their immediate supervisor, ensuring that the working time standard is met, including daily and weekly rest;

3. The working days, the starting and finishing times of the individual days and the days off of the employees not mentioned in point 1 and 2 result from the working time schedules (timetables) drawn up in each case.

## **§ 22**

### **Equivalent working time system**

1. Under the equivalent working time system, it is permissible to extend the daily working time, but not more than 12 hours, in a 3-month reference period. For employees employed as porters, it is permissible to extend the daily working time to 24 hours in a 3-month reference period.
2. Extended daily working hours are offset by shorter daily working hours on certain days or days off.
3. The supervisor of the employees shall establish a working time schedule for a given reference period, specifying the number of working hours per day and days off. The working time schedule may be drawn up - in written or electronic form - for a period shorter than the reference period, but covering at least 1 month. The days of work, the starting and ending times of work on particular days and the days off for such employees shall result from their work schedules in each case.
4. Under the equivalent working time system, the work is carried out by employees working in the following positions:
  - 1) cloakroom workers;
  - 2) porters;
  - 3) property security guards;
  - 4) caretakers;
  - 5) receptionists;
  - 6) drivers;
  - 7) engineering and technical staff involved in the teaching process;
  - 8) a library assistant employed in the Open Science Zone of Wrocław University of Science and Technology Library;
  - 9) to operate the Cable Car;
  - 10) in the University's student canteens and leisure centres in the positions:
    - a) cooks,
    - b) kitchen aids,
    - c) waiters,
    - d) warehouse keepers,
    - e) cashiers,
    - f) cash handling post,
    - g) a post for the coordination of catering outlets,
    - h) Head of the Student Canteen Department;
  - 11) surveillance system operators.

## **§ 23**

### **Task-based working time system**

1. Working time under the task-based working time system is determined by the dimension of the tasks entrusted to the employee that are possible to perform within the working time dimension resulting from the norms established by generally applicable laws.
2. Under the task-based working time system, work is performed by employees employed as academic teachers (Articles 114 and 116 of the Act).
3. Under the task-based working time system, work may be carried out by employees employed in the following positions:
  - 1) advisor and expert appointed by the Rector;
  - 2) a chief specialist carrying out special tasks as defined by the Rector;
  - 3) for the University's press service;
  - 4) for promotion, events and conferences of the University;
  - 5) at Radio Luz;
  - 6) related to the programming and administration of IT systems;
  - 7) for the implementation of projects financed from external sources (depending on the rules adopted in the project);
  - 8) in other positions where this is justified by the nature and/or organisation of the work.
4. The decision to introduce task-based working time for an employee referred to in point 3 is made by the Rector at the request of the head of the organisational unit.

## **§ 24**

### **Shortened working week scheme**

1. At the written request of the employee, a shortened working week system may be applied to the employee.
2. Under this system, it is permissible for an employee to work less than 5 days a week, with an extension of the daily working hours, up to a maximum of 12 hours, in a 1-month reference period.

## **§ 25**

### **Weekend working scheme**

1. At the written request of the employee, a working time system may be applied to the employee in which work is performed only on Fridays, Saturdays, Sundays and public holidays.
2. Under this system, it is permissible to extend daily working hours, but not more than 12 hours, over a reference period not exceeding one month.

## **§ 26**

### **Shift work**

1. Shift work is permitted at the University in relation to employees employed in guarding: security guard, porter, cloakroom attendant, and in relation to employees employed in labour positions related to the maintenance of technical infrastructure (electricians, plumbers).
2. The starting and finishing times of the shifts of the employees referred to in point 1, unless otherwise specified in individual working time schedules, shall be as follows:
  - 1) for staff employed as security guards and member of the University's surveillance system team:
    - 1st shift: 6 a.m. to 2 p.m.;
    - 2nd shift: 2 p.m. to 10 p.m.;
    - 3rd shift: 10 p.m. to 6 a.m.;
  - or
    - 1st shift: 6 a.m. to 6 p.m.;
    - 2nd shift: 6 p.m. to 6 a.m.;
  - 2) for employees working as cloakroom attendants:
    - 1st shift: 7 a.m. to 3 p.m.;
    - 2nd shift: 2 p.m. to 10 p.m.;
  - 3) for workers employed in manual jobs related to the operation of technical infrastructure:
    - 1st shift: 7a.m. to 3 p.m.;
    - 2nd shift: 1 p.m. to 9 p.m.;
  - 4) for employees working in labour positions associated with the operation of the cable car:
    - 1st shift: 6 a.m. to 2 p.m.;
    - 2nd shift: 1:15 p.m. to 9:15 p.m.
3. Due to the nature of the work, shift work is allowed in the Library of Wrocław University of Science and Technology. The start and end times of shift work are as follows:
  - a) Monday to Saturday:
    - 1st shift: 7:30 a.m. to 3:30 p.m.;
    - 2nd shift: 10:15 a.m. to 6:15 p.m.;
  - b) a periodic change of time is allowed by changing the working hours of the 2nd shift to work from 12:15 p.m. to 8:15 p.m.
4. The periodic change in working hours referred to in point 3(b) should not exceed 6 months per year.
5. Shift work is also permitted for other groups of employees and may be introduced by a decision of the Rector, at the request of the head of the organisational unit concerned.
6. The individual working time schedule of a shift worker is specified in the schedule referred to in § 20(5).

## **§ 27**

### **Flexible working time**



1. The schedule of working hours may provide for different starting times on days which, according to the schedule, are working days for employees.
2. The working time schedule may provide for an interval in which the employee decides the time to start work on a day which, according to the schedule, is a working day for the employee.
3. The performance of work in accordance with the working time schedules referred to in points 1 and 2 shall not violate the employee's right to daily and weekly rest.
4. In the working time schedules referred to in points 1 and 2, repeated performance of work on the same day shall not constitute overtime.
5. Flexible working time shall be applied on the written request of the employee submitted to and approved by the head of the organisational unit.

## **§ 28**

### **Overtime work**

1. Work performed in excess of the working time standards applicable to an employee, as well as work performed in excess of the extended daily working hours resulting from the working time system and schedule applicable to an employee, constitutes overtime work.
2. Overtime work is only permitted if:
  - 1) the need to carry out an emergency operation to protect human life or health, to protect property or the environment, or to resolve a failure;
  - 2) specific needs of the employer.
3. An employee may be employed overtime due to the special needs of the employer only upon the explicit instruction from a superior or an authorised person, confirmed in writing.
4. The overtime limit per calendar year is 300 hours.
5. The supervisor keeps an overtime records along with working.

## **§ 29**

### **Absence of the employee from work**

1. If an employee is unable to attend work for reasons known to the employee in advance, he/she shall notify the University before the day of the scheduled absence from work by giving the information to his/her supervisor.
2. In the event of reasons preventing an employee from reporting to work, other than those referred to in point 1, the employee shall notify his or her supervisor of the reason for and expected duration of his or her absence from work on the second day of absence at the latest. The notification may be given in person, by another person, by telephone, by e-mail, by text message, or by post, and the date of the postmark is then considered the date of notification.
3. Failure to comply with the time limit provided for in point 2 can be justified by special circumstances preventing the employee from complying in good time with the obligation

laid down in that provision, in particular the employee's serious illness combined with the absence or absence of household members or some other random event. The provision of point 2 shall apply accordingly after the cessation of the reasons preventing timely notification to the employer of the reason and duration of the employee's absence from work.

4. The evidence to justify an employee's absence from work shall be:
  - 1) a medical certificate issued in accordance with the current legislation in force;
  - 2) a decision of the competent state sanitary inspector, issued in accordance with the provisions on the control of contagious diseases - in the event of isolation of the employee for reasons provided for in those provisions;
  - 3) a statement from the employee - in the event of circumstances justifying the need for the employee to take personal care of a healthy child under 8 years of age due to unforeseen closure of the day nursery, children's club, kindergarten, or school attended by the child;
  - 4) a declaration of the employee on the illness of the nanny or day-care worker and a copy of a medical certificate issued in accordance with current legal regulations, or a copy of a medical certificate issued on an ordinary form stating the nanny's or day-care worker's incapacity to work, certified by the employee as a true copy of the original - in the event of the illness of a nanny with whom the parents have concluded an activation agreement referred to in the Act of 4 February 2011. on care for children aged up to 3 years or a day care worker, providing care for a child;
  - 5) a personal summons to appear in person issued by the competent authority in matters of general duty of defence, a governmental or local government body, a court, a public prosecutor's office, the police or an authority conducting proceedings regarding offences - as a party or a witness in proceedings conducted before these authorities, containing a note confirming that the employee appeared in response to the summons;
  - 6) a statement by the employee confirming that he or she was on a business trip at night, completed at such a time that no more than 8 hours elapsed until the start of work, under conditions that prevent night rest.
5. Proof of justification for absence from work shall be given by the employee to the relevant personnel officer or to his/her supervisor no later than the 7th day after the first day of absence.
6. An employee may be excused from work for the time necessary to deal with important personal matters that cannot be handled after working hours. The release shall be granted by the head of the organisational unit, provided that the release time (which does not constitute overtime) is worked off.
7. In all other matters related to the absence of the employee, the generally applicable legal provisions shall apply.

## **CHAPTER V**

### **VACATION AND LEAVES**

#### **§ 30**

##### **Vacation leave**

1. Vacation leave is granted by the head of the University's organisational unit, taking into account the employee's request and ensuring the normal course of work, on the basis of the established leave schedule.
2. Vacation leave is granted to the Rector by the President of the University Council or a person authorised by him.
3. Vacation leave is granted to Vice-Rectors, deans and heads of the University administrative units reporting directly to the Rector and to employees in independent positions reporting directly to the Rector by the Rector or a person authorised by the Rector.

Vacation leave for managers of other organisational units is granted by the Vice-Rector overseeing the work of the unit concerned or a person authorised by him.

4. An employee taking up employment for the first time, in the calendar year in which he or she has taken up employment, acquires the right to leave at the end of each month of service, at the rate of 1/12th of the leave to which he or she is entitled after having worked for a year. The employee acquires the right to subsequent holidays in each subsequent calendar year.
5. The leave entitlement of a non-academic teachers member is:
  - 1) 20 days if the employee has been employed for less than 10 years;
  - 2) 26 days if the employee has been employed for at least 10 years;taking into account the periods indicated in the Labour Code as those on which the length of leave depends.
6. The leave entitlement of an academic teacher is 36 working days per year.
7. The amount of leave for a part-time employee shall be determined in proportion to the employee's working hours, taking as a basis the amount of leave specified in points 5 and 6 respectively, and an incomplete day of leave shall be rounded up to the whole day.
8. Leave shall be granted on days that are working days for the employee according to the employee's working time schedule.
9. The heads of the organisational units of the University shall draw up holiday plans, no later than 30 April each year, and shall supervise their proper implementation. In order to enable the heads of organisational units to draw up the plan referred to in the sentence above, employees are required to submit their individual leave plans by 15 April each year. Heads of organisational units of the University are obliged to make the holiday plan known to subordinate employees in the manner adopted in the respective organisational unit.

10. At the request of the employee, the holiday can be divided into parts. However, in this case, at least one part of the holiday should last for no less than 14 consecutive calendar days.
11. Holidays can be postponed at the request of the employee motivated by compelling reasons. Postponement of holidays is also permissible due to special needs of the employer if the employee's absence would cause serious disruption to the course of work.
12. If an employee is unable to commence leave on the agreed date for reasons that justify absence from work, in particular:
  - 1) temporary incapacity due to illness,
  - 2) isolation due to an infectious disease,
  - 3) call-up for military exercises or military training for a period of up to three months,
  - 4) maternity leaveThe University is obliged to reschedule the leave to a later date.
13. An employee who is an academic teacher should take his/her leave at a time when he/she is not scheduled to teach, in accordance with the leave plan.
14. Heads of organisational units and employees in autonomous positions are obliged to indicate the person who will substitute them during their leave and the scope of their authority. The head of the organisational unit is responsible for organising work during the leave of absence of subordinate employees.
15. During the period of notice of termination of the employment contract, the employee shall take the leave to which he/she is entitled if the employer grants him leave during this period.
16. The head of organisational units is responsible for the correct and timely use of leave by subordinate employees during the calendar year.
17. The provisions of the Labour Code relating to employee leave shall apply, respectively, to all matters not covered by this chapter.

### **§ 31**

#### **Leave on request**

1. Pursuant to Article 167<sup>(2)</sup> of the Labour Code, the University is obliged to grant, at the request of the employee and on the date indicated by the employee in each calendar year, leave on request.
2. The total amount of leave taken by an employee under the terms and conditions of Article 167<sup>(2)</sup> of the Labour Code shall not exceed 4 days in a calendar year, regardless of the number of employers with whom the employee has consecutive employment relationships in a given year. Leave on request shall be granted to an employee within the amount of leave to which the employee has become entitled to in a given calendar year.
3. The employee shall report the request for leave to the supervisor no later than on the day the leave starts: in person, by another person, by email, by telephone, or by text message - before the start of work on the day in question.

4. An employee may not start his/her leave on demand until the leave has been granted to the employee by the University.
5. An employee may not request leave on demand if such a request, in the circumstances of the specific case, would be contrary to the principles of social co-existence.

### **§ 32**

#### **Unpaid leave**

1. At the written request of an employee, the University may grant him/her unpaid leave.
2. The granting of unpaid leave for a period of more than 14 days is conditional on the employee's use of accrued annual vacation leave (understood as outstanding leave and accrued leave for the current calendar year in proportion to the period worked up to the date of the start of the unpaid leave) prior to the start of the unpaid leave.
3. If this does not disrupt the normal course of work, unpaid leave for up to 14 days in a given calendar year is granted to the employee by the head of the organisational unit in which the employee is employed. Unpaid leave beyond 14 days is granted by the Rector.

### **§ 33**

#### **Sabbatical leave**

1. The Rector may grant academic teacher holding at least a doctoral degree, within a period of seven years of employment at the University - paid study leave of a total duration not exceeding one year in order to conduct research.
2. The paid leave referred to in point 1 is granted by the Rector upon the written request of the employee with a favourable opinion of the head of the organisational unit.  
The application must be accompanied by a plan of the research work to be carried out during this leave.
3. At the end of the leave, the employee shall submit to the Rector a report on the research carried out during the leave with the opinion of the head of the organisational unit.

### **§ 34**

#### **Leave for academic teacher preparing a doctoral dissertation**

1. The Rector may grant an academic teacher preparing a doctoral thesis paid sabbatical leave of up to three months.
2. The paid leave referred to in point 1 is granted by the Rector upon the written request of the employee with a favourable opinion of the head of the organisational unit.  
The application must be accompanied by the opinion of the doctoral supervisor.
3. At the end of the leave, the employee shall submit to the Rector a report on the work carried out during the leave with the opinion of the head of the organisational unit.

### **§ 35**

#### **Leave of absence for an academic teacher for the purpose of studying abroad, undertaking**

**a research or teaching internship, participating in a conference, conducting a query, conducting a study visit, carrying out another type of scientific activity or participating in joint scientific research conducted with a foreign entity under a scientific cooperation agreement.**

1. Academic teachers may be granted paid leave in connection with travel outside Poland for the purpose of:
  - a) to study;
  - b) to undertake a research or teaching internship;
  - c) to participate in a conference;
  - d) to carry out a query;
  - e) to undertake a study visit;
  - f) to carry out other scientific activities;
  - g) to participate in joint research with a foreign entity under a scientific cooperation agreement.
2. The paid leave referred to in point 1 is granted by the Rector upon a written request of the employee with a favourable opinion of the head of the organisational unit.

The application should be accompanied, respectively, by a training agreement, an internship agreement, a scientific cooperation agreement with a foreign entity, a training programme, an internship programme, a conference programme.
3. The leave is granted for the period indicated in the application, approved by the Rector.

The leave granted to an employee must not interfere with research, teaching, organisational activities, and assignments, projects carried out by the employee.
4. An employee who declares his/her willingness to participate in a foreign conference, to which he/she is not sent by Wrocław University of Science and Technology, may, at the employee's request, be granted by the Rector paid leave referred to in point 1(c).

In the event that an employee is granted paid leave to attend a foreign conference, the University does not cover the costs associated with going to the conference (in particular, the costs of travel, conference fees, insurance, etc.).
5. If an employee is sent to a conference by Wrocław University of Science and Technology, the rules for the implementation of foreign business trips apply.
6. In the event that an employee who has been granted paid leave violates the law, or in the event of insufficient progress towards the intended objectives, that person may be called back from leave and/or benefits may be withdrawn on a contractual basis.
7. Within 14 days after the end of the leave granted, the employee must submit a report on the stay abroad to the head of the organisational unit.
8. Requests for leave should be submitted to the Human Resources Department. The template for leave application is set out in separate internal regulations.

## **§ 36**

**Leave for academic teachers to participate in joint research with the Łukasiewicz Centre or a Łukasiewicz Network institute**

1. Academic teachers may be granted paid leave to participate in joint research with the Łukasiewicz Centre or a Łukasiewicz Network institute.
2. The paid leave referred to in point 1 is granted by the Rector upon a written request of the employee with a favourable opinion of the head of the organisational unit.  
The application must be accompanied by a scientific cooperation agreement with the Łukasiewicz Centre or a Łukasiewicz Network institute.
3. The leave is granted for the period indicated in the application, approved by the Rector.  
The leave granted to an employee must not interfere with research, teaching, organisational activities, and assignments, projects, carried out by the employee.
4. In the event that an employee who has been granted paid leave violates the law, or in the event of insufficient progress towards the intended objectives, that person may be called back from leave.
5. Within 14 days after the end of the leave granted, the employee must submit a report to the head of the organisational unit on the research carried out.
6. Requests for leave should be submitted to the Human Resources Department.

### **§ 37**

#### **Convalescence leave**

1. Academic teachers under the age of 65 who are in full-time employment after at least 10 years of employment at the University shall be entitled to paid leave for prescribed medical treatment if their health condition requires them to refrain from working.
2. Academic teachers applying for paid convalescence leave shall apply to the Rector for referral to an occupational doctor for medical examination to determine the need for convalescence leave. Academic teachers shall inform the head of the organisational unit in which they are employed of their intention to take convalescence leave.
3. Upon receiving a referral, academic teachers shall be obliged to register for a medical examination at the clinic indicated in the referral. They should report for the medical examination within a maximum of 30 days from the date of receipt of the referral for this examination, with medical documentation of their previous treatment and an identity card.
4. In the event of a medical certificate issued by a doctor stating that an academic teacher should be granted a leave for health reasons, the academic teacher shall immediately provide this certificate to the Human Resources Department.
5. The Rector shall grant convalescence leave to academic teachers on the basis of a medical certificate. Academic teachers shall receive a written confirmation of paid convalescence leave.
6. The total length of convalescence leave during the entire period of employment of an academic teachers member may not exceed 3 years. A further convalescence leave may not be granted earlier than 3 years after the end of the previous leave.

7. A university teacher taking convalescence leave may not engage in gainful employment during this time.
8. The remuneration for paid convalescence leave shall be calculated as the remuneration for annual vacation leave.
9. An academic teacher and the University shall be entitled to appeal against a medical certificate to the provincial occupational medicine centre competent for the place of residence of the academic teacher. If a medical certificate was issued by an authorised physician employed by a provincial occupational medicine centre, an appeal against that certificate shall be lodged with the occupational medicine research institute nearest to the place of residence of the academic teacher.
10. The appeal, together with a statement of reasons, shall be lodged in writing within fourteen days of the date of receipt of the medical certificate through the occupational physician who issued the medical certificate.
11. The medical practitioner through whom the appeal is made shall forward the appeal together with the examination documentation to the appeal authority within seven days after receipt of the appeal.
12. The medical examination on appeal shall be carried out within thirty days of receipt of the appeal.
13. The medical decision made on the appeal is final.
14. The costs of the examinations referred to in point 2, carried out no more often than once every three years, and the costs of examinations carried out on appeal shall be borne by the University.
15. The template of the application and of the referral for the medical examination referred to in point 2 shall be laid down in separate internal regulations.

## **CHAPTER VA**

### **EXEMPTIONS FROM WORK**

#### **§ 37 a**

#### **Exemptions from work due to force majeure**

1. An employee shall be entitled to an exemption from work up to 2 days or 16 hours during a calendar year due to force majeure for urgent family matters caused by illness or accident, if the employee's immediate presence is necessary. During the period of this leave, the employee retains the right to a half of his or her remuneration.
2. The use of force majeure leave in a calendar year shall be decided by the employee in the first request for such leave made in that calendar year.
3. The exemption from work due to force majeure shall be granted by the head of the organisational unit upon request by the employee no later than the day on which the leave is taken.



4. Force majeure leave granted on an hourly basis, for a part-time employee, shall be determined in proportion to that employee's working hours. An incomplete hour of the exemption from work shall be rounded up to the nearest whole hour.

## **CHAPTER VI**

### **PAYMENT OF REMUNERATION**

#### **§ 38**

##### **Method of payment of remuneration**

1. The payment of remuneration to employees is made by bank transfer to the bank account indicated by the employee.
2. Employees who have requested to have their remuneration paid in their own hands are paid at the cash desk at the 33rd Branch of Santander Bank Polska, pl. Grunwaldzki 12-14 in Wrocław.
3. The employer shall, at the employee's request, make the documents based on which the remuneration has been calculated available for inspection by the employee.

#### **§ 39**

##### **Deadline for payment of remuneration**

1. Remuneration is due for the work performed. For the time of non-performance of work, the employee retains the right to remuneration only if the law so provides.
2. Payment of remuneration:
  - 1) Academic teachers shall be paid their basic salary, seniority allowance, duty allowance, and task allowance once a month in advance on the first working day of a given month; the other components of their remuneration shall be paid in arrears upon settlement of work or completion of additional tasks, by the 10th day of the following month;
  - 2) payment of the remuneration for administrative, scientific and technical and engineering staff is made in arrears once a month, on the last day of the given month;
  - 3) payment of wages for employees in labour and service positions and other employees who are not academic teachers, for whom payment of salaries is based on the working time card, shall be made in arrears, by the 10th day of the following month;
  - 4) if the day fixed for payment of the remuneration referred to in points 2) and 3) falls on a public holiday, the remuneration shall be paid on the last working day preceding that day;
  - 5) the remuneration for overtime hours of academic teachers shall be paid after the settlement and approval of the hours performed in the given academic year on the

employee's first payment date once a year, no later than 31 December of a given year; in justified cases, the Rector may authorise payment at an earlier date.

## **CHAPTER VII**

### **THE SCOPE OF DUTIES OF ACADEMIC TEACHERS, THE TYPES OF DIDACTIC, RESEARCH AND OTHER ASSIGNMENTS INCLUDED IN THE SCOPE OF THESE DUTIES, THE TEACHING LOAD AND THE RULES FOR CALCULATING TEACHING HOURS**

#### **§ 40**

#### **The scope of duties of academic teachers and types of teaching, research and other tasks covered by these duties**

1. Academic teachers are subject to a task-based working time system.
2. The working time of academic teachers is determined by the scope of their teaching, research, and organisational duties. The scope of duties of an academic teacher derives from the tasks of the University.
3. The duties of an academic teacher employed in a research and teaching position (taking into account the entitlements arising from their degree, academic title, or additional professional entitlements) within the working time standards and according to the rules set out in the Labour Code include:
  - 1) As part of the teaching assignments:
    - a) implemented in first- and second-cycle studies, long-cycle master's studies, full-time and part-time studies, as well as in doctoral studies and doctoral school, in the preparatory Polish language course for foreigners and in the university didactic course for research and teaching staff of Wrocław University of Science and Technology:
      - i. within the framework of the established teaching load: teaching classes, including: lectures, tutorials, laboratory classes, project classes, seminars; thesis supervision; teaching doctoral students, including supervision of the preparation of doctoral theses as part of doctoral studies and at the doctoral school;
      - ii. outside the teaching load - other tasks related to the teaching process, in particular: conducting examinations and course credit tests in the course-of-study, control papers and tests; reviewing master's, engineering, bachelor's theses; checking students' control papers; preparing teaching materials and aids to the extent necessary for the implementation of the conducted classes; carrying out consultations; participating in activities aimed at improving the quality of education within the Education Quality Assurance System; participating in the preparation of study programmes, including the preparation of subject cards; acting as an advisor for the course of studies and as a chairperson or a member of the commission of master's, engineering or bachelor's degree examinations of students;

- taking part in the process of enrolling students; preparing courses in the form of distance education; supervising student research clubs; preparing textbooks, scripts and other teaching aids; taking part in the process of recognition of diplomas and education; supervising students pursuing education in accordance with the individual organisation of studies;
- b) teaching postgraduate courses, refresher courses, summer schools and extracurricular classes; conducting examinations and course credit tests; preparing materials and teaching aids for these courses. Conducting classes at postgraduate programmes, refresher courses, summer schools and classes outside the curriculum is not included in the teaching load;
  - c) participation in other work and implemented programmes concerning the didactic development of the University, commissioned by the supervisor.
- 2) As part of the research assignments:
- a) Conducting scientific research and development work necessary for one's own scientific development and the development of a research team carried out within the framework of subsidies for the maintenance and development of teaching and research potential; managing scientific and research projects and participating in the implementation of scientific and research projects financed by institutions of the system of higher education and science and from EU funds; preparing applications for financing scientific and research projects; publishing the results of scientific activity and disseminating research results; conducting or participating in scientific seminars and scientific conferences;
  - b) activities for the development of scientific staff:
    - i. academic teachers holding the academic title of professor or the academic degree of habilitated doctor - supervision of persons preparing for obtaining the degree of doctor; supervising doctoral theses; preparing reviews of doctoral and habilitation theses;
    - ii. academic teachers holding the academic title of professor - preparation of a review or evaluation of achievements in the qualification procedure prior to awarding the title of professor; preparation of a review or evaluation of achievements in the qualification procedure prior to employing a person who does not hold the academic title of professor or the academic degree of habilitated doctor in the position of a university professor;
    - iii. academic teachers holding a doctoral degree - supervising those preparing doctoral dissertations in their capacity as assistant supervisor;
  - c) activities aiming to ensure the appropriate level and development of research;
  - d) participation in other work and implemented programmes concerning the scientific development of the University, commissioned by the supervisor .
- 3) As part of organisational tasks: participation in organisational work related to the implementation of the teaching and research process, as well as in the

organisational work of the University, in particular participation in the work of the University's collegiate bodies and other teams.

- 4) Carrying out other tasks assigned by the supervisor that fall within tasks of an academic teacher.
  - 5) Continuous improvement of professional competences, including through participation in training courses indicated by the supervisor.
4. The duties of an academic teacher employed in a teaching position (taking into account the entitlements arising from their degree, academic title or additional professional entitlements) within the working time standards and according to the rules set out in the Labour Code include:
- 1) As part of the teaching assignments:
    - a) implemented in first- and second-cycle studies, long-cycle master studies, full-time and part-time studies, as well as in doctoral studies and doctoral school, in the preparatory Polish language course for foreigners, and in the university didactic course for research and teaching staff of Wrocław University of Science and Technology:
      - i. within the framework of the established teaching load: teaching classes, including: lectures, tutorials, laboratory classes, project classes, seminars; thesis supervision; teaching doctoral students, including supervision of the preparation of doctoral theses as part of doctoral studies and at the doctoral school;
      - ii. outside the teaching load - other tasks related to the teaching process, in particular: conducting examinations and course credit tests in the course-of-study, control papers and tests; reviewing master's, engineering, bachelor's theses; checking students' control papers; preparing teaching materials and aids to the extent necessary for the implementation of the conducted classes; carrying out consultations; participating in activities aimed at improving the quality of education within the Education Quality Assurance System; participating in the preparation of study programmes, including the preparation of subject cards; acting as an advisor for the course of studies and as a chairperson or a member of the commission of master's, engineering or bachelor's degree examinations of students; taking part in the process of enrolling students; preparing courses in the form of distance education; supervising student research clubs; preparing textbooks, scripts and other teaching aids; taking part in the process of recognition of diplomas and education; supervising students pursuing education in accordance with the individual organisation of studies;
    - b) teaching postgraduate courses, refresher courses, summer schools, and extracurricular classes; conducting examinations and course credit tests; preparing materials and teaching aids for these courses. Conducting classes at

- postgraduate programmes, refresher courses, summer schools and classes outside the curriculum is not included in the teaching load;
- c) participation in other work and implemented programmes concerning the didactic development of the University, commissioned by the supervisor.
- 2) As part of the assignments related to the development of scientific staff:
    - a) academic teachers holding the academic title of professor or the academic degree of habilitated doctor - supervision of persons preparing for obtaining the degree of doctor; supervising doctoral theses; preparing reviews of doctoral and habilitation theses;
    - b) academic teachers holding the academic title of professor - preparation of a review or evaluation of achievements in the qualification procedure prior to awarding the title of professor; preparation of a review or evaluation of achievements in the qualification procedure prior to employing a person who does not hold the academic title of professor or the academic degree of habilitated doctor in the position of a university professor;
  - 3) As part of organisational tasks: participation in organisational work related to the implementation of the teaching and research process, as well as in the organisational work of the University, in particular participation in the work of the University's collegiate bodies and other teams.
  - 4) Carrying out other tasks assigned by the supervisor that fall within tasks of an academic teacher.
  - 5) Continuous improvement of professional competences, including through participation in training courses indicated by the supervisor.
5. The duties of an academic teacher employed in a research position (taking into account the entitlements arising from their degree, academic title or additional professional entitlements) within the working time standards and according to the rules set out in the Labour Code include:
- 1) As part of the research tasks:
  - 2) Conducting scientific research and development work necessary for one's own scientific development and the development of a research team carried out within the framework of subsidies for the maintenance and development of the teaching and research potential; managing scientific and research projects and participating in the implementation of scientific and research projects financed by institutions of the system of higher education and science and from EU funds; preparing applications for financing scientific and research projects; publishing the results of scientific activity and disseminating research results; conducting or participating in scientific seminars and scientific conferences;
  - 3) activities for the development of scientific staff;
    - a) actions for the development of scientific staff:
      - i. academic teachers holding the academic title of professor or the academic degree of habilitated doctor - supervision of persons preparing for

- obtaining the degree of doctor; supervising doctoral theses; preparing reviews of doctoral and habilitation theses;
- ii. academic teachers holding the academic title of professor - preparation of a review or evaluation of achievements in the qualification procedure prior to awarding the title of professor; preparation of a review or evaluation of achievements in the qualification procedure prior to employing a person who does not hold the academic title of professor or the academic degree of habilitated doctor in the position of a university professor;
- iii. academic teachers holding a doctoral degree - supervising those preparing doctoral dissertations in their capacity as assistant supervisor;
- b) activities aiming to ensure the appropriate level and development of research;
- c) participation in other work and implemented programmes concerning the scientific development of the University, commissioned by the supervisor.
- 4) As part of organisational tasks: participation in organisational work related to the implementation of the teaching and research process, as well as in the organisational work of the University, in particular participation in the work of the University's collegiate bodies and other teams.
- 5) Carrying out other tasks assigned by the supervisor that fall within the tasks of an academic teacher.
- 6) Continuous improvement of professional competences, including participation in training courses indicated by the supervisor.
- 6. An academic teacher employed in a research and teaching position, as well as in a teaching position, shall be obliged to hold consultations for students during the period when classes are held and during the examination session. The following number of consultations in clock hours is established proportional to the average number of teaching hours per week (Monday through Sunday) assigned in a given semester.
  - a) Up to 5 hours of classes - 2 hours of consultation per week,
  - b) more than 5 hours of classes - 4 hours of consultation per week.

The duration of consultations in one day may not be shorter than 1 hour, conducted without brakes, and longer than 3 hours. The consultation hours of academic teachers employed at SWFiS are carried out interchangeably as other forms of classes, with the prior approval of the Vice-Rector responsible for education. The consultations may be conducted in a remote, synchronous form with at least 50% of the planned consultation hours being conducted in a traditional form.
- 7. The assignment of additional tasks to academic teachers should take into account their teaching and research workload, taking into account working time standards.

## **§ 41**

### **Teaching load for particular groups of employees and types of positions**

1. The teaching load is defined as the obligatory annual teaching load of an academic teacher resulting from their employment at Wrocław University of Science and Technology for a

given academic year. The annual teaching load is expressed in calculation hours (one calculation hour is equal to 45 clock minutes).

2. It is established, subject to point 13, that the teaching load is for:
  - 1) persons employed in research and teaching positions:
    - a) professors 180 calculation hours per year
    - b) university professors, visiting professors, assistant professors, assistants lecturers 240 calculation hours per year
  - 2) persons employed in teaching positions:
    - a) professors, university professors, visiting professors, assistant professors, assistants lecturers, docents, senior lecturers, lecturers and visiting lecturers 360 teaching hours per year
    - b) lecturers and instructors 540 teaching hours per year
3. The thesis supervisor, for supervision of the thesis: master's, engineering, bachelor's, in the final year of completion, shall be assigned calculation hours:  
from 5 to 10 hours to supervise an engineering diploma thesis or a bachelor's thesis; from 10 to 15 hours to supervise a master's diploma thesis (to supervise one thesis, regardless of the number of thesis authors), but not more than 120 calculation hours per year for all theses. The number of calculation hours for supervision of a thesis carried out in a given field of study is decided before the beginning of a given academic year by the dean of the faculty/department head after consultation with the faculty council, in agreement with the Vice-Rector responsible for education. In exceptional situations, with the consent of the Vice-Rector responsible for education, the number of calculated hours for thesis supervision for a given supervisor may be increased to 180 hours per year.
4. The supervisor of a doctoral dissertation within doctoral studies or at the doctoral school at Wrocław University of Science and Technology shall be assigned 5 hours per semester to supervise one doctoral dissertation. In the situation of simultaneous supervising of 3 or more doctoral dissertations by the same supervisor, no more than 30 hours per year shall be assigned.
5. If the classes are conducted in a remote asynchronous mode using distance learning methods and techniques, then in the first year of teaching, one hour of classes is included in the teaching load as one hour, while in subsequent years the equivalent of 2/3 hours of classes is included in the teaching load for each hour of classes. If the classes are conducted in remote-synchronous mode using distance learning methods and techniques, 1 of the classes is included in the teaching load for each hour of classes in each year of teaching.
6. The Rector shall be exempted from the obligation to fulfil the teaching load.
7. Part-time employees are subject to a teaching load proportional to their position in full time.
8. For those who change positions during the academic year, the teaching load shall be set in proportion to the duration of employment in both positions.

9. When an employee is not employed for the entire period during which teaching is conducted at the University and he/she is conducting classes, the teaching load shall be reduced in proportion to the period of conducting classes.
10. Academic teachers for whom a teaching load is not planned in a given semester due to: his/her employment after the beginning of the semester resulting in the actual impossibility to fulfil the teaching load at the required level, his/her scheduled absence from work, related in particular to study leave, long-term illness (more than 60 days of uninterrupted sick leave), convalescence leave, unpaid leave or other leave from work, military service, maternity leave, leave under maternity leave conditions, paternity leave, parental leave, or termination of the employment relationship before the end of the academic year, the load shall be determined proportionally taking into account the deduction of one thirtieth of the annual teaching load determined in accordance with § 41 para. § 41.2 or 13 for a given position, for each week of absence occurring during the period in which teaching is provided at the University.
11. The minimum teaching load for persons employed in research and teaching positions is 120 teaching hours per year.
12. The minimum teaching load for persons employed in teaching positions is 240 teaching hours per year.
13. The Rector, having analysed the situation of the University, in particular the financial and human resources situation, concerning the anticipated number of students and doctoral students, may, in an internal directive, set a lower teaching load for particular groups of employees and types of positions for a given academic year.

## **§ 42**

### **Principles for determining reduced teaching loads for persons holding certain positions at the University or performing important tasks for the University**

1. The Rector may set the teaching load at a level lower than the load set out in § 41, point 2 and § 41, point 13 (reduced teaching load) for persons holding managerial positions at the University or performing important tasks for the University:
  - a) Vice-Rectors - by 150 calculation hours per year;
  - b) Deans of faculties - by 120 calculation hours per year;
  - c) Dean of the Doctoral School - by 90 calculation hours per year;
  - d) Chairs of discipline councils, vice-deans of faculties - by 75 calculation hours per year;
  - e) academic teachers serving as members of the General Council for Science and Higher Education, the Council for Scientific Excellence, the Polish Accreditation Committee, the Science Evaluation Committee, the Science Policy Committee, the Council of the National Centre for Research and Development, the Council of the National Science Centre, as well as the Disciplinary Officer for Academic Teachers, directors of institutes, directors of branches, the director of the Department of Foreign Languages - by 60 calculation hours per year;



- f) Vice-deans of the Doctoral School, directors of centres that are organisational units of the University - by 45 calculation hours per year;
- g) heads of departments, deputy chairpersons of the academic disciplinary councils, the disciplinary officers for students, the disciplinary officers for doctoral students, the director of the Department of Physical Education and Sports - by 30 calculation hours per year;
- h) deputy heads of departments, heads of divisions, deputy directors of: institute, branch, the Department of Foreign Languages, the Department of Physical Education and Sports and centres constituting organisational units of the University, heads of educational disciplines at the Doctoral School, heads of doctoral studies - by 15 calculation hours per year.

The reduction in the load may not exceed 150 calculation hours per year.

Hours worked in excess of the reduction in salary pursuant to § 41(2) and § 41(13) do not constitute overtime.

2. In addition to the cases stipulated in point 1, the Rector, on his own initiative or at the request of an academic teacher concerning assignments of major importance to University, may set a reduced teaching load during the period of assignments, also below the minimum teaching load defined in § 41 points 11 and 12, or exempt an academic teacher completely from the teaching duties. The hours worked in excess of the reduced teaching load up to the dimension resulting from § 41(2) and § 41(13) do not constitute overtime.

The Rector may reduce the teaching load to 120 hours for members of the Academia Iuvenum programme attached as Appendix 6.

The Rector may reduce the teaching load of persons who meet the requirements set out in the Tertius programme regulations under the rules set out in Appendix 7.

3. Part-time employees are not entitled to a reduced teaching load.
4. A reduced teaching load can only be set for one reason, the one which is more favourable to the employee.
5. Persons holding office for part of the academic year shall be entitled to a reduced teaching load set in proportion to the period of office.
6. The possibility of setting a reduced teaching load applies only to academic teachers, regardless of their function, for whom Wrocław University of Science and Technology is the primary place of work.

### **§ 43**

#### **Rules for calculating the teaching load and overtime hours**

1. During illness or other unexpected, excused absence of an academic teacher, the teaching hours resulting from the teaching load, determined in accordance with § 41.2, § 41.13 and § 42, which, according to the teaching schedule, would fall during the period of such absence, shall be counted, for the purpose of determining the number of teaching hours

for verification of the fulfilment of the teaching load, as hours worked according to the schedule.

2. In special cases justified by the need to implement the study programme, academic teachers employed in a research and teaching position and in a teaching position shall be obliged to teach overtime to a maximum of:
  - 1) 1/4 of the annual teaching load determined in accordance with § 41(2) and § 41(13)  
- for a research and teaching staff member;
  - 2) 1/2 of the annual teaching load determined in accordance with § 41(2) and § 41(13)  
- for a teaching staff member.
3. Assignment of teaching duties in excess of 125% of the teaching load determined in §41(2) and § 41(13) for research and teaching employees, more than 150% of the teaching load set pursuant to § 41(2) and § 41(13) for teaching employees, requires the written consent of the employee concerned.
4. In any given academic year, a teacher, depending on the position in which he or she is employed, may not have teaching assignments:
  - 1) in a research and teaching position - to the extent that this exceeds 220% of the teaching load determined in accordance with § 41(2) and § 41(13);
  - 2) in the teaching position of professor, university professor, visiting professor, docent, assistant professor, senior lecturer, lecturer, visiting lecturer, assistant - to the extent that this exceeds 200% of the teaching load determined in accordance with § 41(2) and § 41(13);
  - 3) in the position of lecturer or instructor - in excess of 165% of the teaching load determined in accordance with § 41(2) and § 41(13)
5. In justifiable cases, the dean of a faculty/director of a branch campus/director of a department may entrust an academic teachers member employed in a research and teaching position with teaching duties in excess of those specified in point 4 with the consent of the vice-rector responsible for education.
6. Overtime hours are those hours actually performed that are in excess of the teaching hours determined in accordance with § 41(2), (7-9), (13), during the academic year, without taking into account the rules referred to in point 1 and § 41(10).

The calculation of overtime hours shall take into account the principles referred to in point 7. The number of overtime hours is calculated according to the following formula:

$$N = F - P$$

Where:

N - number of overtime hours,

F - number of hours actually completed, taking into account point 7

P – the load as referred to in § 41(2), (7-9), (13).

This means that overtime hours are calculated based on the hours actually performed and not on the basis of the hours counted for the verification of the fulfilment of the salary based on point 1 and § 41(10).

The general principle of calculating overtime hours is to prevent academic teachers from being paid twice for teaching hours not actually performed.

7. Specific rules for the calculation of overtime hours:
  - a) hours completed in the first two weeks of classes, despite the subsequent closure of student groups, shall be counted as hours actually completed;
  - b) teaching hours (which are counted as overtime hours) shall be treated as hours resulting from the teaching assignment which were not actually performed due to nonattendance of classes due to students' absence or due to the cancellation of classes by the Rector/Dean.

## **CHAPTER VIII**

### **HEALTH AND SAFETY AT WORK**

#### **§ 44**

##### **General provisions**

1. The employer is obliged to protect the life and health of its employees by ensuring safe and hygienic working conditions with the appropriate use of the achievements of science and technology. The state of health and safety at work in all University organisational units is the responsibility of the managers of these units.
2. All employees of the University are required to strictly comply with the health and safety regulations and rules.
3. The Fire Procedure Manual is attached as Appendix 2 to these Regulations.

#### **§ 45**

##### **Employer's obligations**

1. The employer is responsible for the state of the health and safety at the University.
2. The employer and the person in charge of the employees are obliged to be familiar, to the extent necessary for the performance of their duties, with the law and the rules on and safety at work.
3. The employer must ensure that work during which there is a possibility of a particular risk to human health or life is carried out by at least two persons.
4. The employer is obliged to provide employees with information on:
  - 1) health and life hazards occurring at the University at individual workstations and at the work carried out, including the principles for dealing with emergencies and other situations that threaten the health and life of employees;
  - 2) the protective and preventive action taken to eliminate or reduce the hazards referred to in point. 1;
  - 3) employees designated to:
    - a) providing first aid,

- b) to carry out firefighting and evacuation activities for employees.

#### **§ 46**

##### **Health and safety duties of the person in charge of employees**

1. The manager of an organisational unit is obliged to ensure the proper state of occupational health and safety and fire protection in his/her subordinate unit. This obligation arises from the supervisor's responsibility for the implementation of the employer's duties toward employees.
2. The head of the organisational unit shall in particular:
  - 1) organise work and teaching stations in accordance with health and safety regulations and rules and fire regulations;
  - 2) draw up records of occupational hazards and inform workers about them;
  - 3) ensure that personal protective equipment is efficient and that it is used as intended;
  - 4) organise, prepare and carry out work in a way that takes into account the protection of employees and students against accidents at work, occupational diseases and other diseases related to the working environment;
  - 5) ensure safe and hygienic conditions of the work premises and technical equipment, as well as of the efficiency of the collective protection measures and control that they are used as intended;
  - 6) equip the unit with the necessary rules and instructions related to the positions occupied by the employees;
  - 7) enforce compliance by employees with health, safety and security rules and regulations and fire safety rules and regulations;
  - 8) ensure that the recommendations of the doctor in charge of the employees' health care are followed;
  - 9) not to allow an employee to work who has not presented, within the prescribed time limit, a current medical certificate stating that there are no contraindications to work in a given position and who has not undergone safety training in accordance with generally applicable legislation.
3. The Health, Safety and Security Department cooperates with the managers of the organisational units and performs advisory and control functions in the field of occupational health and safety.

#### **§ 47**

##### **Employee health and safety rights and obligations**

1. In the event that the working conditions do not comply with health and safety regulations and pose a direct threat to the health or life of the employee, or if the work performed by the employee poses such a threat to other persons, the employee has the right to refrain from working, notifying his/her supervisor immediately.

2. If refraining from work does not remove the hazard referred to in point 1, the employee shall have the right to move away from the place of danger, notifying the supervisor immediately.
3. The provisions of points 1 and 2 shall not apply to an employee whose employment duty is to save human life or property.
4. Compliance with health and safety rules and regulations is the primary duty of the employee. In particular, the employee is obliged to:
  - 1) be familiar with health and safety regulations and rules, participate in training and instruction in this field, and submit to the required examinations ;
  - 2) perform work in a manner consistent with and safety regulations and rules, and comply with instructions and directions given in this regard by superiors ;
  - 3) take care of the proper condition of machinery, plant, tools and equipment, as well as the order and tidiness of the workplace ;
  - 4) use collective protective measures and use assigned personal protective equipment and work clothing and footwear as intended ;
  - 5) undergo initial, periodic and follow-up medical examinations and other prescribed medical examinations and follow medical instructions ;
  - 6) immediately notify the supervisor of any accident or danger to human life or health observed at the workplace, and warn co-workers, as well as other persons in the area of danger of the imminent danger; the instruction on how to proceed in the event of fire or other danger is attached as Appendix No. 2 to these Regulations ;
  - 7) cooperate with the employer and their superiors in the fulfilment of health and safety duties.

#### **§ 48**

##### **Personal protective equipment and work clothing and footwear**

1. The head of the organisational unit may not allow an employee to work without the personal protective equipment and work clothes and footwear provided for the job and is obliged to inform the employee on the rules for the use of such equipment.
2. Personal protective equipment and work clothing and footwear are allocated to employees free of charge and are the property of the University.
3. Personal protective equipment, work clothing and footwear and personal hygiene products shall be issued in accordance with the rules for the allocation of personal protective equipment, work clothing and footwear and personal hygiene products attached as Appendix 4 to these Regulations.

#### **§ 49**

##### **Informing employees of occupational hazards**

Newly hired employees and employees transferred to another work position are informed about occupational hazards and risks associated with their work and are instructed on the

principles and methods of protection against these hazards. Employees are informed about occupational hazards associated with the work they perform during occupational health and safety training (initial, periodic) and job training. This is done by presenting the risk assessment documentation for review and discussing in detail the hazards involved.

## **§ 50**

### **Fire protection**

1. The employer, manager, or user of a building, facility, or land owned by the University, ensuring its fire protection, shall in particular:
  - 1) comply with building, installation and technological fire protection requirements;
  - 2) equip the building, facility, or site with fire-fighting and rescue equipment and fire-fighting agents, in accordance with the principles laid down in separate regulations;
  - 3) ensure that the occupants of the building, facility or premises are safe and able to evacuate in the event of fire;
  - 4) prepare the building, facility, or site for rescue operations;
  - 5) determine the course of action to be taken in the event of a fire or other local emergency;
  - 6) ensure that the personnel of the relevant facility or building of the University is familiar with the facility's (building's) Fire Safety Manual and instructions on how to proceed in the event of a fire or other emergency.
2. An individual, legal entity, organisation or institution using a natural environment, building, facility or land owned by the University is obliged to protect the used environment, building or land from fire or other local danger.
3. The fire prevention responsibilities of employee include:
  - 1) performance of all activities and tasks arising from the employment relationship, respecting fire safety rules;
  - 2) observing fire safety regulations and not causing incidents that could lead to fire;
  - 3) a thorough check of the workplace before leaving it, to ensure that there are no circumstances that could cause a fire or other dangerous event;
  - 4) knowledge of the operation and use of firefighting equipment and appliances and extinguishing agents;
  - 5) not blocking escape routes and passages.

## **§ 51**

### **Video surveillance**

In order to ensure the safety of employees and the protection of the University property, the Employer carries out surveillance of the workplace premises consisting of image recording

(video surveillance system). The procedure for the video surveillance system is attached as Appendix 5 to these Regulations.

## **CHAPTER IX WORKING DISCIPLINE**

### **§ 52**

#### **Management responsibility**

For noncompliance by an employee with the established organisation and order in the work process, with the regulations on health and safety at work, with the fire safety regulations, as well as with the accepted method of confirming arrival and presence at work and justifying absence from work, the University may apply against the employee:

- 1) penalty of a warning;
- 2) a reprimand.

### **§ 53**

#### **Financial penalty**

1. The University may also impose a fine for an employee's failure to comply with health and safety or fire safety regulations, leaving work without justification, coming to work while intoxicated, under the influence of drugs, or consuming alcohol or drugs while at work.
2. The monetary penalty for one excess, as well as for each day of unexcused absence, shall not exceed one day's salary of the employee, and the total monetary penalties shall not exceed a tenth of the salary payable to the employee after statutory deductions.

### **§ 54**

#### **Application of penalties**

1. Penalties are applied by the Rector of the University or the head of an organisational unit of the University authorised by the Rector.
2. The penalty may not be applied more than 2 weeks after the employer became aware of the breach of an employee's duty and more than 3 months after the breach was committed.
3. The penalty can only be applied after the employee has been heard.
4. The employer shall notify the employee of the penalty in writing, indicating the type of violation of the employee's duties and the date on which the employee committed the violation. A copy of the document shall be filed in the employee's personal file.
5. If a penalty has been applied in violation of the law, the employee may file an objection with the Employer 7 days after being notified of the punishment. Failure to reject the objection within 14 days from the date of its filing shall be equivalent to acceptance of the objection.

6. An employee who has lodged an objection may, within 14 days from the date of notification of the rejection of the objection, apply to the labour court to have the penalty applied to him or her annulled.
7. The penalty shall be considered null and void and a copy of the penalty notice shall be removed from the employee's personal file after one year of irreproachable work. The Rector or the head of an organisational unit authorised by the Rector to apply penalties, taking into account the employee's work achievements and irreproachable behaviour after the penalty, may at an earlier date on his/her own initiative or at the request of the company trade union organisation representing the employee declare the penalty null and void.

#### **§ 55**

##### **Disciplinary liability of academic teachers**

1. Academic teachers are subject to disciplinary liability for conduct offending their duties as academic teachers or the dignity of the teaching profession.
2. The detailed procedure for disciplinary proceedings of academic teachers is set out in the Act and the implementing provisions issued on its basis.

#### **CHAPTER X**

##### **PRIZES AND DISTINCTIONS**

#### **§ 56**

##### **Awarding**

1. Prizes and distinctions may be awarded to employees who, through exemplary performance of their duties, displaying initiative in their work and improving its productivity and quality, make a special contribution to the performance of the University's tasks.
2. The awards are granted by the Rector in accordance with the University's award regulations agreed with the trade unions.
3. Trade unions operating in the University may submit proposals to the Rector for honouring or awarding distinguished employees of the University.

#### **CHAPTER XI**

##### **LABOUR PROTECTION FOR PREGNANT AND BREASTFEEDING WOMEN AND YOUNG WORKERS**

#### **§ 57**

##### **Juvenile worker**



The university does not employ juvenile workers.

#### **§ 58**

##### **Work prohibited for pregnant women and women who are breastfeeding a child**

1. Pregnant women and women who are breastfeeding a child may not perform strenuous, hazardous or harmful work that may have an adverse effect on their health, the course of their pregnancy or the breastfeeding of their child.
2. The list of works referred to in point 1 is attached as Appendix 3 to these Regulations.

#### **CHAPTER XII**

##### **FINAL PROVISIONS**

#### **§ 59**

##### **Entry into force of the regulations**

1. The Work Regulations come into force on 1 October 2019.
2. The Regulations shall be made known to employees in the following manner: by publication of the internal directive, on the website of Wrocław University of Science and Technology: [www.pwr.edu.pl](http://www.pwr.edu.pl) and by making them available to the heads of the units/departments in the respective units/departments.

APPROVED

Rector of Wrocław University of Science and  
Technology

**Appendix 1**  
**INFORMATION FOR EMPLOYEES ON EQUAL TREATMENT IN EMPLOYMENT**

In accordance with its obligation under **Article 94<sup>(1)</sup> of the Labour Code**, the University makes the text of the provisions on equal treatment in employment available to employees below.

**Constitution of the Republic of Poland**

**Article 32.**

1. All persons shall be equal before the law. All persons shall have the right to equal treatment by public authorities.
2. No one shall be discriminated against in political, social, or economic life for any reason whatsoever.

**Article 33.**

1. Men and women shall have equal rights in family, political, social, and economic life in the Republic of Poland.
2. Men and women shall have equal rights, in particular, regarding education, employment and promotion, and shall have the right to equal compensation for work of similar value, to social security, to hold offices, and to receive public honours and decorations.

**Labour Code**

**Article 9**

**§ 4**

Provisions of collective bargaining agreements and other collective agreements based on the law, regulations and statutes defining the rights and obligations of the parties to the employment relationship that violate the principle of equal treatment in employment shall not apply.

**Article 11<sup>2</sup>**

Employees have equal rights by virtue of performing the same duties equally; this applies, in particular, to equal treatment of men and women in employment.

**Article 11<sup>3</sup>**

Any discrimination in employment, direct or indirect, in particular in respect of gender, age, disability, race, religion, nationality, political views, trade union membership, ethnic origin, religion, sexual orientation, or on the basis of employment for a fixed or indefinite period or on the basis of full-time or part-time employment, is unacceptable.

**Article 18**

**§ 3**

Provisions in employment contracts and other acts on the basis of which an employment relationship is established which violate the principle of equal treatment in employment shall be invalid. The appropriate provisions of labour law will apply instead, and if there are no such provisions, then the appropriate provisions of a non-discriminatory character will apply instead.

### **Article 18<sup>3a</sup>**

#### **§ 1.**

Employees should be treated equally with regard to the establishment and termination of the employment relationship, terms and conditions of employment, promotion and access to training to improve their professional qualifications, in particular irrespective of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, religion, sexual orientation, and irrespective of whether they are employed for a definite or indefinite period of time or on a full-time or part-time basis.

#### **§ 2.**

Equal treatment in employment means not discriminating in any way, directly or indirectly, on the grounds set out in § 1.

#### **§ 3.**

Direct discrimination occurs if an employee, on one or more of the grounds set out in § 1, has been, is or could be treated less favourably than other employees in a comparable situation.

#### **§ 4.**

Indirect discrimination exists when, as a result of an apparently neutral provision, criterion applied or action taken, there is or could be an unfavourable disparity or a particularly unfavourable situation with respect to the establishment and termination of the employment relationship, terms and conditions of employment, promotion, and access to training in order to improve professional qualifications against all or a significant number of employees belonging to a group singled out for one or more of the reasons listed in § 1, unless the provision, criterion or action is objectively justified in view of the legally legitimate objective to be achieved and the means of achieving that objective are appropriate and necessary.

#### **§ 5.**

Discrimination within the meaning of § 2 also includes:

- 1) the act of encouraging or ordering another person to violate the principle of equal treatment in employment;
- 2) unwanted conduct with the purpose or effect of violating the dignity of an employee and creating an intimidating, hostile, degrading, humiliating or offensive environment towards the employee (harassment).

#### **§ 6.**

Gender discrimination also includes any unwanted conduct of a sexual nature or relating to the sex of an employee which has the purpose or effect of violating the dignity of the employee and, in particular, of creating an intimidating, hostile, degrading, humiliating or offensive environment for the employee; this conduct may include physical, verbal, or non-verbal elements (sexual harassment).

§ 7.

An employee's submission to harassment or sexual harassment, as well as the employee's taking action to resist the harassment or sexual harassment, cannot inflict any negative consequences toward the employee.

**Article 18<sup>3b</sup>**

§ 1.

It shall be deemed a breach of the principle of equal treatment in employment, subject to § 2-4, if the employer differentiates between the situation of an employee on one or more of the grounds set out in Article 18<sup>3a</sup> § 1, which results in particular:

- 1) refusal to establish or terminate an employment relationship,
  - 2) unfavourable structuring of remuneration for work or other terms and conditions of employment or omission in promotion or granting of other work-related benefits,
  - 3) omission in the selection for participation in training to improve professional qualifications
- unless the employer proves that it was motivated by objective reasons.

§ 2.

The principle of equal treatment in employment is not violated by conduct aimed at legitimately differentiating the situation of an employee that includes the following:

1. not employing an employee for one or more of the reasons set out in Article 18<sup>3a</sup> § 1, if the nature of the work or the conditions under which it is carried out make the reason or reasons listed in this provision a genuine and decisive occupational requirement for the employee;
2. termination of an employee's terms and conditions of employment concerning working hours, if it is justified by reasons not related to employees without citing another reason or other reasons listed in Article 18<sup>3a</sup> § 1;
3. application of measures that differentiate the legal situation of an employee due to the protection of parenthood or disability;
4. application of the length of service criterion in determining the employment and dismissal conditions, remuneration and promotion principles, and access to training to improve professional qualifications, which justifies different treatment of employees on grounds of age.

§ 3.

The principle of equal treatment in employment is not violated by measures undertaken over a certain period of time, aimed at creating equal opportunities for all or a significant number of employees distinguished by one or more of the reasons set out in Article 18<sup>3a</sup> § 1, by reducing, in favour of such employees, actual inequalities, to the extent set out in that provision.

§ 4.

The principle of equal treatment is not violated where churches and other religious societies, as well as organisations the ethics of which is based on religion, creed or world-view deter access to employment on the grounds of religion, creed or world-view provided the type or characteristics of the activity conducted by the churches and other religious societies, as well as organisations causes that the religion, creed or world-view are a real and decisive occupational requirement for the employee, proportional to reaching a lawful aim of the differentiation of the situation of such a person; it also concerns the requirement for the employed to act in good faith and loyalty towards the ethics of the church, other religious society and organisation the ethics of which is based on religion, creed or world-view.

**Article 18<sup>3c</sup>**

§ 1.

Employees have the right to equal pay for the same work or for work of an identical value.

§ 2.

The remuneration referred to in § 1 includes all components of remuneration, regardless of their name or characteristics, as well as other work-related benefits granted to employees in cash or non-cash form.

§ 3.

Work of an identical value means work that demands from employees not only comparable professional qualifications, certified by documents provided for in separate provisions or by practice and professional experience, but also comparable responsibility and effort.

**Article 18<sup>3d</sup>**

A person against whom an employer has violated the principle of equal treatment in employment has the right to compensation of at least the amount of the minimum remuneration for work, determined in separate provisions.

**Article 18<sup>3e</sup>**

§ 1.

The fact that an employee has exercised his rights due to a violation of the principle of equal treatment in employment may not constitute a reason for the disadvantageous treatment of the employee and may not result in any negative consequences toward the employee; in

particular, it may not constitute grounds for the termination of an employment relationship by an employer, with or without notice.

§ 2.

The provision of § 1 applies accordingly in relation to an employee who has provided any support to an employee using his rights with respect to a violation of the principle of equal treatment in employment.

**Article 29<sup>2</sup>**

§ 1.

Concluding an employment contract with an employee providing for part-time employment must not establish their work and remuneration conditions in a manner that is less favourable in relation to employees performing the same or similar work full time, taking into account, however, the proportionality of the remuneration for work and of other work-related benefits, in relation to the employee's working hours.

§ 2.

An employer should, as far as possible, accept a request from an employee to change the working time specified in the employment contract.

**Article 94, point 2(b)**

The employer is obliged in particular:

2b) counteract discrimination in employment, in particular on the grounds of gender, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, religion, sexual orientation, and on the grounds of employment of limited or indefinite duration or full or part-time employment.

**Appendix 2**

**INSTRUCTIONS IN THE EVENT OF FIRE OR OTHER EMERGENCY**

**ALARMING**

1. In the event of noticing a fire or other danger, the following steps should be taken:
  - notify those in the vicinity,
  - if it is safe to do so, determine the nature and extent of the incident and whether people's lives are at risk,
  - alert immediately:
    - National Fire Service - telephone 998 or 112,
    - University Surveillance Team- telephone 76-44 or 76-45,
    - porter employee.
2. When a telephone connection is obtained, state the following:

- the type of danger involved, the exact address and name of the facility, whether there is a threat to people's lives, answer clearly any other questions asked by the person on duty, the telephone number of the person calling for help (name, surname). End the call after confirming that the call has been accepted.
3. Immediately notify the occupants of the building of the danger that has arisen and carry out an evacuation while remaining calm and avoiding panic.
  4. If necessary (accident, breakdown), alert the services:
 

- Ambulance	telephone 999 or 112
- Police	telephone 997 or 112

 or other emergency services.

### **RESCUE AND FIREFIGHTING OPERATION**

1. Immediately open all emergency doors and proceed to evacuate people from danger zones. If possible, commence rescue and firefighting operations using hand-held firefighting equipment, according to the instructions,
2. Until the arrival of the Fire Brigade, the rescue and firefighting operation shall be organised by: the worker supervisor or a person designated by the supervisor,
3. On the arrival of the Fire Brigade units, obey their commander and provide him/her with any information requested,
2. Anyone joining the operation should remember that if it is safe to do so:
  - the first priority should be to save endangered human lives,
  - do not use water to extinguish live electrical installations and equipment, flammable liquids and water-reactive chemicals, e.g.: sodium, potassium,
  - all flammable materials, in particular cylinders of technical gases, vessels with flammable liquids, valuable machinery, equipment and important documents should be removed from the reach of the fire as far as possible,
  - do not open - without necessity - the doors and windows to the rooms where the fire has started, as the supply of fresh air promotes the development of the fire,

The responsibilities of the Facility Owner and Manager, the Facility Administrator, management staff, porters, other staff and students with respect to fire protection are contained in the Fire Safety Manual for the specific University facility - available at [www.bhp.pwr.edu.pl/IBP](http://www.bhp.pwr.edu.pl/IBP).

### **SECURING THE BURNED AREA**

The responsibility for taking over and securing the burned area to avoid a secondary fire or accident rests with the Owner, Manager, Administrator or users of the facility respectively.

### Appendix 3

## LIST OF WORK DANGEROUS, HAZARDOUS OR HARMFUL TO THE HEALTH OF WOMEN WHO ARE PREGNANT OR BREASTFEEDING

### I. Work involving excessive physical effort, including manual handling of loads

#### 1. For pregnant women:

- 1) all work for which the highest physical workload, measured by net energy expenditure per work performed, exceeds 2,900 kJ per work shift, and for casual work (performed up to 4 times per hour if the total duration of such work does not exceed 4 hours per day), 7.5 kJ/min;
- 2) manual lifting and carrying of objects heavier than 3 kg;
- 3) manual handling of equipment components (levers, cranks, control wheels, etc.) where a force is required exceeding:
  - a) for two-handed operation - 12.5 N for permanent work and 25 N for casual work, as defined in point 1,
  - b) for one-handed operation - 5 N for permanent work and 12.5 N for casual work, as defined in point 1;
- 4) foot operation of equipment components (pedals, buttons, etc.) where a force in excess of 30 N is required;
- 5) manual transfer uphill:
  - a) objects in permanent work,
  - b) objects weighing more than 1 kg in casual work as defined in point 1;
- 6) two-handed handling of objects, where a force exceeding that required to initiate the movement is necessary:
  - a) 30 N - when pushing,
  - b) 25 N - when pulling;
- 7) manual rolling and shunting round objects and participating in the team rolling of objects;
- 8) manual transfer of liquid materials - hot, corrosive, or hazardous to health;
- 9) transporting loads on a single-wheel trolley (wheelbarrow) and a manually operated multi-wheel trolley;
- 10) working in a forced position;
- 11) work in a standing position for a total of more than 3 hours during a work shift, with the time spent standing not exceeding 15 minutes at a time, followed by a 15-minute break;
- 12) work at workplaces with screen monitors, for a total duration exceeding 8 hours per day, with the time spent on the screen monitor not exceeding 50 minutes at a time, followed by a break of at least 10 minutes, included in working time.



2. For women who are breastfeeding their baby:

- 1) all work where the highest physical workload, measured by net energy expenditure per work performed, exceeds 4,200 kJ per work shift and, in the case of casual work as defined in point 1(1), 12.5 kJ/min;
- 2) manual lifting and carrying of objects heavier than:
  - a) 6 kg - in permanent operation,
  - b) 10 kg - for casual work as defined in point 1(1);
- 3) manual handling of equipment components (levers, cranks, control wheels, etc.) where a force in excess is required:
  - a) for two-handed operation, 25 N for permanent work and 50 N for casual work, as defined in point 1(1),
  - b) for one-handed operation, 10 N for permanent work and 25 N for casual work, as defined in point 1(1);
- 4) foot operation of equipment components (pedals, buttons, etc.), where more than force is required:
  - a) 60 N - in permanent operation,
  - b) 100 N - for casual work as defined in point 1(1);
- 5) manual transfer of objects weighing more than 6 kg - to a height exceeding 4 m or a distance exceeding 25 m;
- 6) manual transfer uphill - on uneven surfaces, ramps, stairs with a maximum angle of inclination of 30° and a height of 4 m - of objects weighing more than 6 kg;
- 7) manual transfer uphill - on uneven surfaces, ramps, stairs with a maximum angle of inclination exceeding 30° and a height of 4 m - of objects weighing more than:
  - a) 4 kg - in permanent operation,
  - b) 6 kg - for casual work as defined in point 1(1);
- 8) two-handed handling of objects, where a force required to initiate the exceeds:
  - a) 60 N - when pushing,
  - b) 50 N - when pulling;
- 9) manual shunting and rolling of round-shaped objects (especially barrels, large-diameter pipes), if:
  - a) the weight of the objects to be rolled, on horizontal terrain with a hard and smooth surface, exceeds 40 kg per woman,
  - b) the weight of objects rolled onto the ramps exceeds 10 kg per woman;
- 10) Participation in the team movement of objects;
- 11) manual transfer of hot, corrosive or hazardous to health materials;
- 12) transferring loads in excess of:
  - a) 20 kg - when transported in a wheelbarrow on terrain with a slope not exceeding 5% or 15 kg - on terrain with a slope greater than 5%,
  - b) 70 kg - when transported on a 2-wheel trolley on terrain with a slope not exceeding 5% or 50 kg - on terrain with a slope greater than 5%,

- c) 90 kg - when transported on a three or more-wheel trolley on terrain with a slope not exceeding 5% or 70 kg - on terrain with a slope greater than 5%.

The permissible cargo weights given above also include the weight of the transport device and apply to transporting loads on a level, hard and smooth surface. When transporting loads on uneven or unpaved surfaces, the weight of the load including the weight of the transport device must not exceed 60% of the specified values;

13) carrying loads on a rail trolley of a mass exceeding, including the mass of the trolley:

- a) 120 kg - when transporting on terrain with a slope not exceeding 2%,
- b) 90 kg - when transporting on terrain with a slope greater than 2%;

14) transporting loads:

- a) on a wheelbarrow or multi-wheel trolley on terrain with a slope of more than 8%,
- b) on a wheelbarrow or multi-wheel trolley over a distance of more than 200 m,
- c) on a rail trolley on terrain with a slope of more than 4%,
- d) on a rail trolley over a distance of more than 400 m.

## **II. Working in cold, hot and variable microclimates**

For pregnant and breastfeeding women:

- 1) work performed in a hot microclimate under conditions where the PMV (Predicted Mean Value), determined in accordance with the Polish Standard for such work, is higher than 1.0;
- 2) work carried out in cold microclimates under conditions where the PMV (Predicted Mean Value), determined in accordance with the Polish Standard for such work, is lower than -1.0;
- 3) work carried out in an environment with large variations in microclimate parameters, particularly when there are sudden changes in air temperature exceeding 15°C, with no possibility of adaptation of at least 15 minutes in a room with an intermediate temperature.

## **III. Work involving noise or vibration**

For pregnant women:

- 1) work in conditions of exposure to noise of which:
  - a) the exposure level related to an 8-hour daily or an average weekly working time, as defined by the Labour Code, exceeds 65 dB,
  - b) peak sound level C exceeds 130 dB,
  - c) the maximum A sound level exceeds 110 dB;
- 2) work in conditions of exposure to infrasound noise, the equivalent sound pressure level corrected by frequency characteristics G, related to an 8-hour daily or average weekly, as defined in the Labor Code, exceeds the value of 86 dB;

- 3) work in conditions of exposure to ultrasonic noise, of which:
  - a) equivalent sound pressure levels in the one-third octave bands with center frequencies from 10 kHz to 40 kHz, related to an 8-hour daily or average weekly working time, as defined by the Labor Code,
  - b) maximum sound pressure levels in the one-third octave bands with center frequencies from 10 kHz to 40 kHz

- exceed the following values:

Centre frequency of one-third octave bands (kHz)	Equivalent sound pressure level related to an 8-hour daily or an average weekly working time, as defined by the Labour Code (dB)	Maximum level Sound pressure (dB)
10; 12,5; 16	75	95
20	80	105
25	100	120
31,5; 40	105	125

- 4) work in conditions of exposure to the hand-arm, of which:
  - a) the daily exposure value, expressed in terms of the equivalent energy, for 8 hours of operation, of the vector sum of the effective frequency-corrected vibration accelerations, determined for the three directional components (ahwx, ahwy, ahwz), exceeds 1 m/s<sup>2</sup>,
  - b) the exposure value of 30 minutes and less, expressed as a vector sum of the effective, frequency-corrected vibration accelerations determined for the three directional components (ahwx, ahwy, ahwz), exceeds 4 m/s<sup>2</sup>;
- 5) all work involving exposure to vibration with general effects on the human body.

#### **IV. Work involving exposure to electromagnetic fields from 0 Hz to 300 GHz and ionising radiation**

1. For pregnant women:
  - 1) work within the range of electromagnetic fields with intensities exceeding the values for the safe zone specified in the regulations on the maximum permissible concentrations and intensities of factors harmful to health in the working environment;
  - 2) work in conditions of exposure to ionising radiation as defined by the Atomic Law.
2. For women who are breastfeeding a child, work under conditions of exposure to ionising radiation as defined by the Atomic Law.

#### **V. Work at increased or reduced pressure**

For pregnant women and women who are breastfeeding a child - diving work, work in pressurised tanks and all work at elevated or reduced pressure.

#### **VI. Work in contact with harmful biological agents**

1. For pregnant and breastfeeding women:
  - 1) work involving risk of infection: hepatitis B virus, chickenpox and herpes zoster virus, rubella virus, HIV, cytomegalovirus, listeriosis, toxoplasma;
  - 2) work with animals affected by infectious or invasive diseases.
2. For pregnant women - work involving exposure to other biological agents classified as group 2-4 hazards, in accordance with the regulations on harmful biological agents for health in the work environment and the protection of the health of workers occupationally exposed to such agents - if the results of the occupational risk assessment, taking into account therapeutic measures forced by certain biological agents, indicate an adverse effect on the health of a pregnant woman or the course of the pregnancy, including the development of the foetus.

## **VII. Work involving exposure to harmful chemicals**

For pregnant and breastfeeding women:

- 1) work with substances and mixtures meeting the classification criteria according to Regulation (WE) No. 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling, and packaging of substances and mixtures, amending and repealing Directives 67/548/EEG and 1999/45/EEG, and amending Regulation (WE) No. 1907/2006 (OJ UE L 353, 31.12.2008, p. 1, as amended) in one or more of the following hazard classes or categories together with one or more of the following hazard statements:
  - a) germ cell mutagenicity category 1A, 1B or 2 (H340, H341),
  - b) carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351),
  - c) reproductive toxicity, category 1A, 1B or 2 or an additional category of harm to lactation or breastfed children (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
  - d) specific target organ toxicity - single exposure, category 1 or 2 (H370, H371)
 - regardless of their concentration in the working environment;
- 2) work involving exposure to the chemicals listed below, regardless of their concentration in the work environment:
  - a) chemical agents with known and hazardous absorption through the skin,
  - b) cytostatic drugs,
  - c) manganese,
  - d) synthetic oestrogens and progestones,
  - e) carbon monoxide,
  - f) lead and its organic and inorganic compounds,
  - g) mercury and its organic and inorganic compounds;
- 3) work involving exposure to organic solvents, where their concentrations in the working environment exceed 1/3 of the maximum permissible concentrations laid down in the provisions on the maximum permissible concentrations and intensities of agents harmful to health in the working environment;

- 4) work or technological processes involving the release of chemical substances, mixtures or agents with a carcinogenic or mutagenic effect, as listed in the regulations on chemical substances, mixtures, agents or technological processes with a carcinogenic or mutagenic effect in the working environment.

#### **VIII. Work involving a risk of serious physical or mental injury**

1. For pregnant and breastfeeding women:
  - 1) work in trenches and in tanks and canals;
  - 2) underground work in all kinds of mines;
  - 3) working at an imposed rhythm (for example, an assembly line);
  - 4) other work involving a risk of serious physical or mental injury, including firefighting, participation in chemical rescue operations, disaster recovery, work with explosives, work on the slaughter of livestock and the handling of sires.
2. For pregnant women - working at height – apart from fixed galleries, platforms, landings and other fixed elevations with full fall protection (with no need for personal fall protection equipment), and climbing up and down ladders and climbing holds.

**Appendix No. 4**  
**PRINCIPLES FOR THE ALLOCATION OF PERSONAL PROTECTION EQUIPMENT, WORK CLOTHING AND FOOTWEAR, AND STANDARDS FOR THE ALLOCATION OF PERSONAL HYGIENE PRODUCTS**

Pursuant to Articles 237<sup>6</sup> - 237<sup>10</sup> of the Labour Code (OJ. 1974 No. 24 item 141 as amended), the following rules for the management of personal protective equipment and work clothing and footwear are introduced.

1. Employees working in positions where there are dangerous and harmful factors to health shall be provided, free of charge, with personal protective equipment in accordance with the table of standards in Appendix 4a to these Regulations.
2. Personal protective equipment supplied to employees should comply with the requirements for conformity assessment set out in separate regulations.
3. Employees receiving personal protective equipment should be informed about the use of the personal protective equipment and use it as intended.
4. Employees are provided, free of charge, with work clothing and footwear which meet the requirements set out in the Polish Standards:
  - a) if the employee's own clothing is likely to be damaged or significantly soiled,
  - b) due to technological, sanitary or health and safety requirements.
5. Work clothing and footwear shall be allocated in accordance with the table of standards in Appendix 4a to these Regulations.
6. For workstations not included in the table of standards, the norms and periods of use shall be adopted as for similar workstations included in this table. If there are difficulties in determining them, the norms and periods of use shall be determined by the head of the organisational unit in consultation with the employees or their representatives and the Health, Safety and Security Department.
7. In the event of termination of an employee's employment, personal protective equipment and clothing (excluding underwear, work footwear and headgear) taken by the employee shall be returned if the duration of use has been less than 50% of the period of use provided in the standard table.
8. The employee shall maintain the personal protective equipment and the work clothing and footwear assigned to him in appropriate condition.
9. Personal protective equipment must be used until it loses its protective qualities, and work clothing and footwear until it loses its performance parameters.
10. Part-time employees in positions where personal protective equipment and work clothing and footwear are provided in accordance with the table of standards shall be provided with the above, but the duration of their use shall be extended in proportion to the duration of employment.
11. In the event that an employee loses or destroys personal protective equipment, work clothing and footwear earlier than provided for in the table of standards, a new

assortment must be issued to the employee, after a wear report has been drawn up (Appendix 4d).

12. The organisational units shall ensure that the personal protective equipment and work clothing and footwear used have protective and functional properties and shall ensure that they are washed, maintained, repaired, dedusted and decontaminated accordingly. The measures adopted in this regard shall be determined by the organisational units.
13. In case the organisational unit cannot provide for the laundering of work clothes, it may entrust these activities to an employee, while paying a cash equivalent (at least once a quarter) in the amount of the costs incurred by the employee. The rates of the applicable cash equivalent are set out in Appendix 4b to these Regulations.
14. The head of the organisational unit shall be obliged to ensure that personal protective equipment and work clothes and footwear which, as a result of their use in the work process, have become contaminated with chemical or radioactive agents or biologically infectious materials, are stored in a place designated by him that meets safety requirements.
15. Entrusting an employee with the laundering, maintenance, dust removal and decontamination of items referred to in p. 14 is not allowed.
16. Employees are entitled to personal hygiene products for their work, which should be issued at least quarterly. The standards for the allocation of these measures are given in Appendix 4c to these Regulations. The head of the organisational unit can, for employees in Group IV, provide personal hygiene measures by providing liquid soap and disposable towels or dryers at all times at the washbasins.
17. Managers of organisational units are responsible for the implementation of the above rules and for the proper management of personal protective equipment, work clothing and footwear and personal hygiene products.

# Appendix 4a

## TABLE OF STANDARDS FOR THE ALLOCATION OF PERSONAL PROTECTIVE EQUIPMENT AND WORK CLOTHING AND FOOTWEAR

Lp.	Post title	Range of equipment	Type (R- work clothing and footwear, O- individual protection, Rep.- formal clothing and footwear	Quantity	Service life (in months, w.p. - winter period, u.w.- until worn out)
1.	Facility administrator	warm waistcoat	O	1	u.w.
		warm jacket*	O	1	u.w.
		protective gloves	O	1	u.w.
		safety shoes	O	1	u.w.
		hat	O	1	u.w.
		work apron	R	1	u.w.
2.	Archivist	protective apron	O	1	u.w.
		protective gloves	O	1	u.w.
		fleece jacket	O	1	u.w.
3.	Librarian, library employee	protective apron	O	1	36
		protective gloves	O	1	u.w.
		protective boots*	O	1	36
		filtering, absorbing and filter-absorbing cleaning equipment*	O	1	one time
4.	Canteen worker	waterproof apron	O	1	18
		serving apron	O	1	18
		protective gloves	O	1	u.w.
		handkerchief	O	1	u.w.
		preventive footwear	R	1	12
		short-sleeved shirt	Rep.	1	24
		skirt	Rep.	1	24
		formal shoes	Rep.	1	24
5.	Roofer, bricklayer and helper	Waterproof jacket	O	1	u.w.
		warm jacket	O	1	u.w.
		protective clothing	O	1	12
		warm waistcoat	O	1	u.w.
		warning vest	O	1	u.w.
		protective gloves	O	2	u.w.
		safety shoes	O	1	24
		rainboots	O	1	u.w.



		rubber-felt boots	O	1	u.w.
		knee protectors	O	2	u.w.
		insulated cap	O	1	u.w.
		protective helmet	O	1	As envisaged by the manufacturer
		safety goggles	O	1	u.w.
		harness, including harnesses safety belt and hip belt	O	1	u.w.
		denim workwear	R	1	12
		flannel shirt	R	2	12
		work cap	R	1	24
		leather/rubber boots	R	1	24
		underwear	R	2	12
		t-shirt*	R	3	24
		hearing protectors*	O	1	d.z
6.	Dispatcher	trousers	O	1	12
		disposable gloves	O	1	u.w.
		shoes	O	1	u.w.
		Side cap	O	1	12
		polo shirt	R	5	12
		apron	R	3	12
7.	Electrician	warm jacket	O	1	u.w.
		protective clothing	O	1	12
		warm waistcoat	O	1	u.w.
		warning vest	O	1	u.w.
		protective gloves	O	1	u.w.
		dielectric gloves	O	1	u.w.
		dielectric rubber boots	O	1	u.w.
		insulated cap	O	1	u.w.
		safety goggles	O	1	u.w.
		protective helmet with additional accessories*	O	1	As envisaged by the manufacturer
		harness, including safety harness and hip belt	O	1	u.w.
		denim workwear	R	1	18
		flannel shirt	R	2	12
		leather/rubber boots	R	1	24
		work cap	R	1	24
8.	Plumber	waterproof jacket	O	1	36
		warm jacket	O	1	3 w.p.
		warm waistcoat	O	1	36

		protective gloves	O	2	u.w.
		rubber-felt boots	O	1	24
		rainboots	O	1	24
		workwear	R	1	18
		flannel shirt	R	1	18
		safety goggles	O	1	u.w.
		leather/rubber boots	R	1	24
		work cap	R	1	36
9.	IT specialist, network administrator	protective apron	O	1	24
		protective gloves	O	1	u.w.
		protective clothing*	O	1	u.w.
		disposable gloves	O	1	u.w.
10.	Cashier	polo shirt	R	3	12
		t-shirt	R	2	12
11.	Waiter/waitress	trousers	O	1	12
		skirt	O	1	12
		disposable gloves	O	1	u.w.
		half shoes	O	1	u.w.
		cap	O	1	u.w.
		polo shirt	R	5	12
		apron	R	3	12
12.	Bus, truck, passenger car driver	warning vest	O	2	u.w.
		protective apron	O	1	12
		waterproof apron	O	1	24
		protective gloves	O	1	u.w.
		half shoes	O	2	12
		insulated half shoes	O	1	1 w.p.
		rainboots	O	1	24
		rubber-felt boots	O	1	2 w.p.
		specialist eyewear	O	1	24
		warm jacket	Rep.	1	2 w.p.
		long sleeve shirt	Rep.	2	12
		short-sleeved shirt	Rep.	2	12
		trousers	Rep.	2	12
		jacket	Rep.	1	12
		tie	Rep.	1	12
		polo shirt	Rep.	2	12
13.	Employee in charge of employees in a leisure centre	short-sleeved shirt	Rep.	1	12
		long sleeve shirt	Rep.	1	24
		protective apron	O	1	24
		polo shirt*	Rep.	1	u.w.
		trousers*	Rep.	1	18
		jacket*	Rep.	1	24

		formal half-shoes	Rep.	1	18
14.	Maintenance worker	protective gloves	O	2	u.w.
		dielectric gloves*	O	1	u.w.
		dielectric rubber boots*	O	1	u.w.
		insulated cap	O	1	12
		face shields, including half-shields and visors*	O	1	u.w.
		anti-noise earplugs /ear-muffs*	O	1	u.w.
		harness, including safety harness and hip belt *	O	1	u.w.
		purification equipment filtering, absorbing and filtration and absorption*	O	1	u.w.
		raincoat*	O	1	12
		warm jacket**	O	1	2 w.p.
		warm waistcoat*	O	1	u.w.
		overall*	O	1	12
		front apron*	O	1	12
		working apron*	R	1	u.w.
		workwear	R	1	12
		flannel shirt	R	2	12
		rubber-felt boots*	O	1	u.w.
		work footwear	R	1	12
		work cap	R	1	12
		t-shirt	R	3	u.w.
		hearing protectors*	O	1	u.w.
15.	Fire equipment maintainer.	waterproof jacket	O	1	u.w.
		warm jacket	O	1	u.w.
		warm waistcoat	O	1	u.w.
		protective apron	O	1	24
		protective gloves	O	1	u.w.
		insulated cap	O	1	36
		safety goggles	O	1	u.w.
		work apron	R	1	24
		denim workwear	R	1	24
		flannel shirt	R	2	12
		leather/rubber boots	R	1	24
		work cap	R	1	24
16.	Ventilation maintainer	waterproof jacket	O	1	36
		warm waistcoat	O	1	36
		warm jacket	O	1	3 w.p.
		protective gloves	O	1	u.w.
		safety goggles	O	1	u.w.

		harness, including safety harness and hip belt	O	1	duty officer
		workwear	R	1	18
		flannel shirt	R	1	18
		work cap	R	1	36
		leather/rubber boots	R	1	24
17.	Logistician	t- shirt	R	2	u.w.
		safety shoes	O	1	u.w.
		protective gloves	O	1	u.w.
		fleece jacket	R	1	u.w.
18.	Warehouse clerk, assistant in the warehouse of miscellaneous materials	polo shirt*	R	2	12
		t- shirt*	R	4	12
		fleece sweatshirt*	R	1	u.w.
		protective gloves	O	1	u.w.
		safety shoes	O	1	24
		work apron	R	1	12
		workwear	R	1	12
		work cap	R	1	12
		flannel shirt	R	1	12
		handkerchief*	O	1	u.w.
		waterproof jacket**	O	1	36
		warm jacket**	O	1	3 w.p.
		warning vest**	O	1	u.w.
		warm waistcoat**	O	1	36
		rainboots**	O	1	36
		insulated cap**	O	1	u.w.
		baseball cap**	O	1	u.w.
19.	Painter	overall	O	1	12
		warm waistcoat	O	1	u.w.
		front apron	O	1	u.w.
		warning vest	O	1	u.w.
		protective gloves	O	1	u.w.
		wrist protectors	O	1	u.w.
		safety goggles	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment	O	1	u.w.
		harness, including safety harness and lap belt	O	1	u.w.
		denim workwear	R	2	12
		flannel shirt	R	2	12
		leather/rubber boots	R	1	24
		work cap	R	1	u.w.

20.	Physical education teacher	tracksuit (trousers, sweatshirt)	O	1	36
		sports T-shirt	O	1	12
		sports shorts	O	1	12
		sports footwear	O	1	24
		fitness outfit	O	1	24
		pool flip-flops	O	1	24
		hiking shoes	O	1	36
		kimono	O	1	36
		swimsuit	O	1	24
		ski pants and jacket	O	1	36
		football footwear	O	1	24
		cycling footwear	O	1	24
		horse riding shoes	O	1	36
		riding suit	O	1	36
		cycling outfit	O	1	24
		specialist jacket	O	1	36
		specialist trousers	O	1	36
21.	Optician- mechanic	overall	O	1	u.w.
		protective apron	O	1	18
		waterproof apron	O	1	duty officer
		protective gloves	O	1	u.w.
		half shoes	O	1	24
		safety goggles	O	1	24
		anti-splinter glasses	O	1	u.w.
		anti-noise earplugs	O	1	u.w.
		ear muffs	O	1	u.w.
		filter mask	O	1	one time
		work apron	R	1	18
		flannel shirt	R	1	18
		work trousers	R	1	u.w.
22.	Kitchen help	waterproof apron	O	1	12
		trousers	O	1	12
		disposable gloves	O	1	u.w.
		rainboots	O	1	u.w.
		half shoes	O	1	u.w.
		cap	O	1	12
		apron	R	2	12
		t-shirt	R	3	12
		polo shirt	R	2	12
		sweatshirt with short sleeves	R	2	12
		front apron*	O	1	u.w.

		handkerchief*	O	1	u.w.
23.	Porter	work footwear*	R	1	12
		waterproof jacket	O	1	duty officer
		fleece jacket*	O	1	24
		warm jacket	O	1	u.w.
		warm waistcoat	O	1	u.w.
		Long-sleeve shirt	Rep.	2	24
		short-sleeved shirt	Rep.	2	24
		polo shirt*	Rep.	2	24
		hat	O	1	u.w.
		tie	Rep.	1	u.w.
24.	Library employee performing conservation and storage of stocks	protective apron	O	1	36
		protective gloves	O	1	u.w.
		safety shoes	O	1	24
		safety goggles*	O	1	u.w.
		anti-noise ear muffs*	O	1	u.w.
		purification equipment filtering, absorbing and filtration and absorption*	O	1	once
25.	Apparatus and asset inventory clerk	protective clothing*	O	1	u.w.
		protective gloves	O	1	u.w.
		fleece jacket*	O	1	24
26.	Environmental officer	protective apron	O	1	24
		acid-resistant and alkali-resistant apron	O	1	u.w.
		warm jacket	O	1	36
		waterproof jacket	O	1	36
		protective gloves	O	1	u.w.
		safety shoes	O	1	12
		safety goggles	O	1	u.w.
		purification equipment filtering, absorbing and filtration and absorption equipment	O	1	u.w.
27.	Head of technical team	overall	O	1	12
		waterproof jacket	O	1	u.w.
		warm waistcoat	O	1	u.w.
		warm jacket	O	1	u.w.
		protective gloves	O	1	u.w.
		rainboots	O	1	u.w.
		rubber-felt boots	O	1	u.w.
		safety shoes	O	1	12
		insulated cap	O	1	12
		safety goggles	O	1	u.w.

		anti-noise earplugs	O	1	u.w.
		flannel shirt	R	2	6
		denim work apron	R	1	u.w.
		denim workwear	R	1	12
		work cap	R	1	12
		warning vest	O	1	u.w.
		warm underwear	O	1	6
28.	Cable car employee	waterproof jacket	O	1	36
		warm jacket	O	1	36
		protective gloves	O	1	u.w.
		dielectric gloves	O	1	u.w.
		protective helmet	O	1	As envisaged by the manufacturer
		safety goggles	O	1	duty officer
		ear muffs	O	1	duty officer
		harness, including safety harness and hip belt	O	1	duty officer
		flannel shirt	R	1	18
		workwear	R	1	18
		warm waistcoat	O	1	18
		protective apron	O	1	18
		work cap	R	1	24
		insulated footwear	O	1	2 w.p.
		work footwear	R	1	24
		polo shirt	Rep.	2	36
		fleece jacket with logo	Rep.	1	36
		jacket with logo	Rep.	1	36
		summer cap with logo	Rep.	1	36
		insulated cap with logo	Rep.	1	36
29.	Physics laboratory employee	trousers	Rep.	2	12
		semi-boots*	Rep.	1	12
		protective apron	O	1	u.w.
		protective gloves	O	1	u.w.
		apron for liquid nitrogen	O	1	duty officer
		grey apron	O	1	u.w.
		cotton apron	O	1	u.w.
		gloves for cryogenic substances	O	1	duty officer
		gloves resistant to chemicals	O	1	u.w.
		disposable gloves	O	1	u.w.
		specialist glasses	O	1	duty officer
		goggles	O	1	duty officer

		safety goggles	O	1	duty officer
		anti-noise earplugs	O	1	u.w.
		other types of respiratory protective equipment	O	1	u.w.
30.	Laboratory assistant for hydraulic drives	workwear	R	1	18
		working apron*	R	1	18
		work footwear	R	1	24
		flannel shirt	R	1	18
		beret	R	1	24
		work gloves	R	2	u.w.
31.	Employee of geodetic laboratory	protective apron	O	1	36
		waterproof jacket	O	1	u.w.
		protective gloves	O	1	u.w.
		safety shoes	O	1	u.w.
		denim workwear	R	1	u.w.
		work cap	R	1	u.w.
		work footwear	R	1	u.w.
32.	Museum employee	protective cotton apron	O	1	u.w.
		protective cotton gloves	O	1	u.w.
33.	Investor supervision officer	warm jacket	O	1	u.w.
		waterproof jacket	O	1	u.w.
		safety shoes	O	1	u.w.
		protective helmet	O	1	As specified by the manufacturer
34.	Technical supervisor	waterproof jacket	O	1	u.w.
		warm waistcoat	O	1	u.w.
		protective apron	O	1	18
		safety shoes	O	1	u.w.
		protective gloves	O	1	u.w.
		dielectric boots*	O	1	u.w.
		dielectric gloves*	O	1	duty officer
		protective helmet	O	1	As specified by the manufacturer
		protective helmet with additional accessories*	O	1	As specified by the manufacturer
		work apron	R	1	u.w.
35.	Electronic equipment service worker	waterproof jacket	O	1	u.w.
		dielectric gloves	O	1	u.w.
		safety goggles	O	1	u.w.
		face shields, including half-shields and visors	O	1	u.w.



		denim work apron	R	1	u.w.
		white cotton apron	O	1	u.w.
36.	Employee performing teaching and support work in the teaching rooms	protective apron	O	1	u.w.
		rainboots *	O	1	u.w.
		protective gloves	O	1	u.w.
37.	Employee performing the work of an apparatus engineer	protective clothing	O	1	u.w.
		protective gloves	O	1	u.w.
		protective boots*	O	1	u.w.
		flannel shirt*	R	1	u.w.
		work gloves	R	1	u.w.
		t-shirt	R	2	u.w.
		fleece jacket*	O	1	u.w.
38.	Network infrastructure worker	workwear	R	1	u.w.
		rubber/cotton gloves	O	1	u.w.
		protective gloves	O	1	u.w.
		antistatic gloves	O	1	u.w.
		safety shoes with hard toe-caps	O	1	u.w.
		protective helmet	O	1	As envisaged by the manufacturer
		safety goggles	O	1	u.w.
		hearing protectors	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment	O	1	u.w.
		work footwear	R	1	u.w.
39.	Employee performing work in the technology and maintenance laboratory	safety shoes	O	1	24
		acid-resistant and alkali-resistant apron	O	1	u.w.
		white cotton apron	O	1	u.w.
		heat-insulating gloves	O	1	12
		gloves made of cowhide	O	1	u.w.
		goatskin gloves	O	1	u.w.
		acid protective goggles	O	1	u.w.
40.	Employee performing lab work - mechanic	protective apron*	O	2	24
		protective clothing	O	1	24
		filtering, absorbing and filter-absorbing cleaning equipment*	O	1	u.w.
		warm waistcoat*	O	1	u.w.

		acid-resistant and alkali-resistant apron*	O	1	duty officer
		hat*	O	1	24
		protective gloves	O	1	u.w.
		safety shoes	O	1	24
		safety goggles	O	1	u.w.
		anti-noise ear muffs*	O	1	u.w.
41.	Employee performing work in the chemical laboratory	protective apron	O	2	24
		waterproof apron*	O	1	duty officer
		acid-resistant and alkali-resistant apron*	O	1	duty officer
		protective gloves	O	1	u.w.
		safety shoes	O	1	24
		safety goggles	O	1	u.w.
		anti-noise ear muffs*	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment*	O	1	u.w.
42.	Employee performing work in the laboratory of rock-mass mechanics and glass processing	protective apron	O	1	24
		acid-resistant and alkali-resistant apron*	O	1	duty officer
		front apron*	O	1	duty officer
		waterproof apron	O	1	duty officer
		protective gloves	O	1	u.w.
		safety goggles	O	1	u.w.
		ear muffs	O	1	u.w.
		cleaning, filtering and absorption equipment*	O	1	u.w.
		safety shoes	O	1	u.w.
43.	Employee performing work in the casting laboratory	protective apron	O	1	12
		protective gloves	O	1	u.w.
		heat-resistant apron	O	1	24
		heat-resistant gloves	O	1	24
		heat-resistant gaiters	O	1	24
		face protection	O	1	12
44.	Employee performing work in a research laboratory	dielectric gloves*	O	1	u.w.
		safety goggles	O	1	u.w.
		white cotton apron	O	1	u.w.
		cotton gloves white*	O	1	u.w.
		protective gloves*	O	1	u.w.
		gloves for cryogenic substances	O	1	u.w.

		filtering, absorbing and filter-absorbing cleaning equipment*	O	1	u.w.
		kevlar anti-puncture gloves	O	1	u.w.
		protective gloves	O	1	u.w.
		disposable*			
		protective goggles for soldering*	O	1	u.w.
		denim work apron	R	1	u.w.
		cryogenic goggles*	O	1	u.w.
		work trousers (long)*	R	1	u.w.
		footwear with covered toes *	O	1	u.w.
		protective apron*	O	1	u.w.
		polyester/cotton* apron	O	1	u.w.
		antistatic shoes*	O	1	u.w.
		protective goggles selected for the appropriate laser class*	O	1	u.w.
		flannel shirt*	O	2	u.w.
		T-shirt*	O	2	u.w.
		work boots with reinforced toe-caps*	O	1	u.w.
		fleece jacket*	O	1	u.w.
45.	Employee working with cold metal processing (turner, locksmith, grinder, miller, polisher)	protective clothing	O	1	18
		protective gloves	O	1	u.w.
		safety shoes	O	1	24
		safety goggles	O	1	u.w.
		anti-noise earmuffs/earplugs	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment	O	1	u.w.
		flannel shirt	R	1	18
		denim workwear	R	1	18
		beret or denim cap	R	1	24
		leather/rubber boots	R	1	24
46.	Employee working in a biological laboratory	waterproof apron*	O	1	u.w.
		gloves			
		rubber/knitted PVC coated *	O	1	u.w.
		protective apron	O	2	24
		protective footwear*	O	1	24
		safety goggles	O	1	u.w.

		ESD antistatic apron*	O	1	u.w.
		working cap*	R	1	u.w.
		acid-resistant and alkali-resistant apron	O	1	u.w.
		disposable cap*	O	1	u.w.
		filtration, filtering and absorption equipment*	O	1	u.w.
47.	Housekeeping worker (cleaner, maid)	warm jacket**	O	1	u.w.
		warm waistcoat**	O	1	u.w.
		raincoat**	O	1	u.w.
		protective rubber gloves	O	1	u.w.
		rainboots*	O	1	u.w.
		insulated boots**	O	1	u.w.
		cap**	O	1	u.w.
		work apron	R	1	u.w.
		preventive footwear	R	1	24
48.	Housekeeping worker In field units/branches	warning vest	O	1	u.w.
		warm jacket	O	1	u.w.
		protective gloves	O	1	u.w.
		rubber-felt boots	O	1	u.w.
		insulated cap	O	1	2 w.p.
		face shields, including half-shields and visors	O	1	u.w.
		anti-noise earplugs	O	1	u.w.
		work apron	R	1	12
		work footwear	R	1	12
		work cap	R	1	12
		denim workwear	R	1	12
		leather/rubber boots	R	1	12
		flannel shirt	R	2	12
		safety goggles	O	1	u.w.
		protective anti-shear clothing *	O	1	u.w.
49.	Housekeeping worker - foreman	waterproof jacket	O	1	u.w.
		protective apron	O	1	u.w.
		waterproof jacket	O	1	u.w.
		warm waistcoat	O	1	u.w.
		protective gloves	O	1	u.w.
		rainboots*	O	1	u.w.
50.	Yard worker	preventive footwear	R	1	u.w.
		waterproof jacket	O	1	u.w.
		warm jacket	O	1	u.w.
		warm waistcoat	O	1	u.w.
		protective clothing	O	1	12

		warning vest	O	1	u.w.
		protective gloves	O	1	u.w.
		rubber-felt boots	O	1	u.w.
		safety shoes	O	1	24
		work cap	R	1	12
		insulated cap	O	1	24
		safety goggles	O	1	u.w.
		anti-noise earplugs	O	1	u.w.
		denim workwear	R	1	12
		flannel shirt	R	2	12
		leather/rubber boots	R	1	18
		underwear	R	2	12
51.	Receptionist	warm jacket	O	1	u.w.
		protective apron	O	1	u.w.
		protective gloves	O	1	u.w.
		preventive footwear	R	1	18
52.	Craftsman- gardener	waterproof jacket	O	1	u.w.
		overall	O	1	12
		warm waistcoat	O	1	u.w.
		warning vest	O	1	u.w.
		protective gloves	O	1	u.w.
		rainboots	O	1	u.w.
		rubber-felt boots	O	1	u.w.
		hat	O	1	24
		insulated cap	O	1	u.w.
		safety goggles	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment*	O	1	u.w.
		flannel shirt	R	2	12
		workwear	R	1	12
		work cap	R	1	u.w.
		anti-cut protective clothing*	O	1	u.w.
		work footwear	R	1	24
53.	Craftsman, manual transport worker, housekeeping worker	waterproof jacket	O	1	u.w.
		warm jacket	O	1	u.w.
		warm waistcoat	O	1	u.w.
		warning vest	O	1	u.w.
		protective gloves	O	1	u.w.
		wrist protectors	O	1	u.w.
		rubber-felt boots	O	1	u.w.
		rainboots	O	1	u.w.

		safety footwear with hard toe-caps	O	1	24
		insulated cap	O	1	24
		protective helmet with additional accessories	O	1	As specified by the manufacturer
		safety goggles	O	1	u.w.
		goggles	O	1	u.w.
		hearing protection	O	1	u.w.
		harness, including safety harness and lap belt	O	1	u.w.
		flannel shirt	R	2	12
		workwear	R	1	12
		filtering, absorbing and filter-absorbing cleaning equipment*	O	1	u.w.
		beret*	R	1	24
		work cap	R	1	24
		face shields, including half-shields and visors	O	1	u.w.
		waterproof apron	O	1	u.w.
		front apron	O	1	u.w.
		handkerchief*	O	1	u.w.
		leather/rubber boots	R	1	24
		work footwear	R	1	12
		underwear	R	1	6
54.	Welder	waterproof jacket	O	1	u.w.
		warm jacket	O	1	u.w.
		leather welding apron	O	1	u.w.
		protective clothing	O	1	12
		welding gloves	O	1	u.w.
		protective gloves	O	1	u.w.
		safety footwear	O	1	24
		knee protectors	O	1	u.w.
		safety goggles	O	1	u.w.
		welding goggles/welding shield	O	1	u.w.
		protective helmet with accessories	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment	O	1	u.w.
		harness, including safety harness and hip belt *	O	1	u.w.

		anti-noise earplugs*	O	1	u.w.
		denim workwear	R	1	12
		flannel shirt	R	2	12
		work cap	R	1	u.w.
		leather/rubber boots	R	1	24
		underwear	R	1	6
55.	Health and Safety and Fire Protection Specialist	heat protective jacket*	O	1	u.w.
		working apron*	R	1	u.w.
		protective gloves*	O	1	u.w.
		safety shoes	O	1	u.w.
		protective helmet	O	1	As specified by the manufacturer
56.	Carpenter	protective clothing	O	1	12
		warm waistcoat	O	1	u.w.
		protective gloves	O	1	u.w.
		wrist protectors	O	1	u.w.
		safety goggles	O	1	u.w.
		anti-noise ear muffs	O	1	u.w.
		anti-noise earplugs	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment	O	1	u.w.
		workwear	R	1	12
		flannel shirt	R	2	12
		work cap	R	1	12
		work footwear	R	2	24
57.	Security guard	waterproof jacket	O	2	duty officer
		trousers	R	1	24
		polo shirts	R	4	12
		sweater/semi-golf	R	1	24
		work footwear	R	1	24
		sweatshirt/universal work jacket	R	1	24
		insulated winter leather gloves	O	1	24
		winter work cap	R	1	24
		leather belt	R	1	u.w.
		summer trousers	Rep.	1	12
		long sleeve white shirt	Rep.	1	24
		short-sleeved white shirt	Rep.	1	24
		formal shoes	Rep.	1	12
		skirt	Rep.	1	12
		jacket	Rep.	1	12

58.	Cloakroom attendant	jacket	Rep.	1	36
		warm waistcoat*	O	1	u.w.
		jacket	Rep.	1	36
59.	Chef/cook	Chef's coat	O	1	12
		protective gloves	O	1	u.w.
		half shoes	O	1	u.w.
		paper chef's hat	O	1	u.w.
		safety goggles	O	1	u.w.
		short-sleeved chef's jacket	R	2	12
		long-sleeve chef's jacket	R	3	12
		apron	R	2	12
		work trousers	R	2	12
		POLO* shirt	R	2	12
		waterproof apron*	O	1	12
		front apron*	O	1	12
		work apron	R	1	12
60.	Upholsterer	warm waistcoat	O	1	u.w.
		protective clothing	O	1	24
		protective gloves	O	1	u.w.
		boots	O	1	24
		safety goggles	O	1	u.w.
		filtering, absorbing and filter-absorbing cleaning equipment	O	1	u.w.
		denim workwear	R	1	12
		flannel shirt	R	1	12
		leather/rubber boots	R	1	24
		work cap	R	1	24

\*) issued as required

\*\*) for work carried out outside the building, field work

#### NOTES:

For jobs not listed in items 1 - 60, the extent of personal protective equipment and work clothing and footwear allocated shall be determined as for similar jobs listed in this table.

In the event that dangerous and harmful factors for health requiring the use of personal protective equipment not included in the table above are present in the position defined above, the head of the organisational unit is obliged to provide such equipment in consultation with the Health and Safety and Fire Protection.



## **Appendix 4b**

### **AMOUNT OF ALLOWANCE IN LIEU FOR WASHING OF WORK CLOTHES**

Due to the intensity of use and the susceptibility to soiling of work clothes resulting from working conditions, three groups of cash equivalent have been distinguished. The classification into groups is based on a decision by the head of the organisational unit.

#### **Group I**

Washing work clothes 8 times a month - equivalent amount: **PLN 16 gross**

#### **Group II**

Washing work clothes 4 times a month - equivalent amount: **PLN 8 gross**

#### **Group III**

Washing work clothes 2 times a month - equivalent amount: **PLN 4 gross**

When considering the number of washes per month, in a given group, washes falling on breaks (for whatever reason) longer in a month than the following are not taken into account:

Group I - 3 days,

Group II - 7 days,

Group III - 15 days.

## **Appendix 4c**

### **STANDARDS FOR THE ALLOCATION OF PERSONAL HYGIENE PRODUCTS**

#### **Group I**

Employees working in positions with high levels of soiling (e.g. highly-qualified workers, etc.) receive:

- 300 g of toilet soap per month,
- 1,000 g of BHP paste per month,
- 1 towel per 6 months,
- 1 tube of hand protection cream per month.

#### **Group II**

Employees working with soiling and harmful substances on a regular basis (e.g. mechanical workshop workers, maintenance workers, drivers) receive:

- 100 g of toilet soap per month,
- 500 g of BHP paste for 2 months,
- 1 towel per 6 months,
- 1 tube of hand protection cream per quarter.

#### **Group III**

Employees who need to wash their hands frequently due to the nature of their work (e.g. laboratory workers, housekeeping workers, warehouse workers) receive:

- 100 g of toilet soap per month,
- 500 g of BHP paste per quarter,
- 1 towel per 12 months,
- 1 tube of hand protection cream per quarter.

#### **Group IV**

Other employees receive:

- 100 g of toilet soap for 2 months,
- 1 towel per 24 months.

The obligation related to the allocation of cleaning supplies is considered to be fulfilled by providing personal hygiene and sanitary facilities on an ongoing basis with liquid soap and disposable towels or hand dryers.

#### **General remarks**

1. The allocation of cleaning products depends on the nature of the work performed. The classification of an employee to a particular group is determined by the head of the organisational unit, taking into account the nature and duration of the work performed.
2. In cases where an employee is absent for more than 1 month, cleaning products for this period are not due.

#### Appendix 4d

### WEAR PROTOCOL FOR PERSONAL PROTECTION EQUIPMENT AND WORK CLOTHING AND FOOTWEAR

1. Surname and first name .....
2. Position (according to the work performed) .....
3. Place of work .....
4. Brief description of the nature and circumstances of the damage/wear:  
.....  
.....  
.....  
.....  
.....  
.....
5. Date of receipt .....
6. Commission members:

1. Immediate superior
2. Department Social Labour Inspector

#### Comments

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

Date: .....

Signatures of the Commission members

1. ....
2. ....

**Appendix 5**  
**SURVEILLANCE SYSTEM PROCEDURE AT WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**§ 1**

**Legal basis**

1. The surveillance system is carried out on the basis of:
  - a) Article 22<sup>(2)</sup> of the Labour Code
  - b) Article 5 and Article 6(1)(c) and (f) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC
2. The administrator of the personal data is Wrocław University of Science and Technology, seated at: Wybrzeże Wyspiańskiego 27, 50-370 Wrocław.

**§ 2**

**Purpose, scope and application of surveillance system**

1. The surveillance system is carried out in buildings and on the University campus (excluding sanitary facilities, cloakrooms, canteens and those provided to company trade union organisations). Monitored buildings are marked with a sign: 'Monitored Facility'.
2. The surveillance involves the viewing unrecorded images and recording of images cameras (video surveillance) and is carried out to ensure the safety of persons and property of the University.
3. The University only processes material obtained from the surveillance system for the purposes for which it was collected.

**§ 3**

**Access to data**

1. The operators of the University Surveillance system Team and other persons who are authorised to process the data contained therein have access to the material obtained from the surveillance system.
2. The recordings may also be made available to entities whose powers derive directly from generally applicable laws (e.g. police, public prosecutor's office, courts of law) in the event of an incident threatening safety, health or property.

**§ 4**

**Retention period and destruction of data**

1. The material obtained from the surveillance system shall be retained for a period not exceeding 3 months, or longer - until the legal conclusion of the proceedings under the law.
2. The destruction of recordings shall be carried out in such a way that they cannot be reproduced - i.e. by erasing the recording or overwriting it.

## **Appendix 6**

### **ACADEMIA IUVENUM REGULATIONS**

#### **§ 1**

1. The establishment of *Academia Iuvenum* (hereafter *Academia*) is part of the efforts of Wrocław University of Science and Technology's (hereafter University) to promote academic excellence.
2. The main objective of the Academy is to identify and support the development of a group of outstanding young scientists representing various scientific disciplines at the University.
3. The Academy is also intended to act as a platform for unhindered, creative intellectual exchange among its members and to facilitate a broad community of young scientists to express their opinions inside and outside the Academy.

#### **§ 2**

1. The term of office of an Academy member begins on 1 October and lasts for 2 academic years.
2. The number of Academy members shall not exceed 48.
3. The election of at most 24 new members of the Academy shall be held annually.
4. The first term of office begins from the academic year 2021/2022.
5. The appointment of Academy members shall be made by the Rector.
6. The information about the appointments shall be made known to the University community.

#### **§ 3**

1. Membership of the Academy is open to academic teachers employed at the University on a full-time basis financed in whole or in part by subsidy and who meet all of the following conditions:
  - 1) have obtained their doctoral degree no later than one year and no earlier than seven years before the start of their term of office, subject to point 2;
  - 2) do not hold a habilitated doctor degree or equivalent qualification;
  - 3) have submitted in a given year a statement authorising the University to count them among the number *N* of employees conducting scientific activity in the discipline for which the University has a science discipline council appointed in accordance with § 9(2) of the Statute of Wrocław University of Science and Technology;
  - 4) have significant achievements in the scientific discipline they represent;
  - 5) are not currently members of the Academy.
2. In the case of an employee taking maternity or parental leave on a full-time basis, the period limit laid down in point 1(1) shall be increased by one year for each child born or adopted for whom leave is granted after obtaining a doctorate.

#### **§ 4**

1. Candidates for membership of the Academy are selected by the science discipline councils from among those who have submitted an application form (Appendix No. 1), based on the achievements described therein and their research plans (especially those that fit the University's priority research areas).
2. The limit on the number of candidates in the various disciplines is determined annually by the Rector, based on the number of employees representing these disciplines and meeting the conditions established in § 3.
3. Each discipline in which at least one member of the staff meets the conditions set out in § 3 is entitled to present a candidate.
4. The maximum total number of candidates is 48.

#### **§ 5**

1. The members of the Academy are elected by the Rector's Committee for Academic Awards from among the candidates selected in accordance with § 4.
2. The maximum number of new members elected in any given year is 24.
3. The Commission shall make the selection based on the information contained in the candidate application forms.
4. After the first part of the discussion, the Commission shall create a preliminary ranking list by secret ballot according to the procedure it has defined.
5. The Commission then continues the discussion to create the final list of new Academy members, approved by an absolute majority vote.

#### **§ 6**

1. Academy members receive the following privileges for the duration of their term of office:
  - 1) reduction of the teaching load to 120 calculation hours per year due to performing important tasks for the University;
  - 2) a salary supplement "Academia luvenum" in the amount of 50% of the minimum basic salary of an assistant professor specified in the generally applicable laws;
  - 3) access to a dedicated training programme to support the development of scientific excellence;
  - 4) support for participation in conferences and research schools, study visits, research contacts with other centres;
  - 5) the right to consult and present the opinions of young researchers at the University.
2. Academy members have the following responsibilities:
  - 1) at least once during his/her term of office, present at a seminar organised by the Academy a paper on his/her research work in progress;
  - 2) participate in seminars and other scientific events organised by or recommended by the Academy;
  - 3) participate in training courses and workshops offered to Academy members;

- 4) participate in the life of the Academy, including meetings, elections, opinion-forming and preparation of documents;
- 5) at the end of the term submit a written report to the Rector's Committee for Academic Awards describing the development of his/her career and the research completed.

## § 7

Loss of the Academy membership occurs as a result:

- 1) resignation;
- 2) appointments to the *Academia Professorum Iuniorum*;
- 3) dismissal by the Rector in the event of failure to fulfil the duties set out in § 6(2) or gross breach of ethics.

## § 8

1. At the first meeting of the new term of office, the members of the Academy shall, by secret ballot, elect from among their number the Chairperson, Vice-Chairperson and Secretary of the Academy.
2. The Chairperson, the Vice-Chairperson and the Secretary of the Academy shall constitute the Bureau of the Academy.
3. The Bureau is elected for a period of one year, from 1 October to 30 September of the following year.
4. The Bureau's tasks include:
  - 1) organisation of the Academy seminar;
  - 2) initiating and organising other scientific events;
  - 3) organisation of meetings;
  - 4) ongoing cooperation with the University authorities;
  - 5) preparation of the annual report on the Academy activities.
5. The Academy meets when convened by the Chairperson. Before the end of a term of office, the Chairperson shall also convene the first meeting of a new term of office.
6. Academy meetings shall be minuted.
7. The Academy's organisational and technical services are provided by the Science Department, including:
  - 1) seminar and other scientific events;
  - 2) meetings;
  - 3) website maintenance;
  - 4) collecting documentation.
8. The Academy shall be supervised by the appropriate Vice-Rector.
9. The Academy is supervised by the Rector's Proxy, who is appointed for a period of one year after consultation with the Academy Bureau.

## § 9

The calendar for the election of the Academy members:

- 1) announcement of the maximum number of candidates for new Academy members proposed by the Councils of scientific disciplines - by 30 April;
- 2) submission of application forms to the discipline councils at [dzial.nauki@pwr.edu.pl](mailto:dzial.nauki@pwr.edu.pl) by applicants to the Academy - by 30 April;
- 3) selection of candidates by the Councils of science disciplines - by 20 May;
- 4) election of new Academy members by the Rector's Committee for Scientific Awards - by 10 June;
- 5) appointment by the Rector - by 15 June;
- 6) beginning of the term of office of the Academy- 1 October.



## **Appendix 7**

### **THE TERTIUS PROGRAMME REGULATIONS**

#### **§ 1**

1. The Tertius programme is part of Wrocław University of Science and Technology's (hereafter WUST) efforts to promote scientific excellence.
2. The aim of the programme is to enable academic teachers to carry out research projects efficiently by reducing the teaching load for academic teachers carrying out research projects, according to the rules set out below.

#### **§ 2**

1. Academic teachers employed in a faculty who are the head of a research project shall have the right to a reduction in their teaching load in an academic year, hereinafter referred to as "reduction".
2. The amount of reduction (O) in calculation hours to be granted depends on the value of the planned indirect costs in the research project for the academic year in question and is calculated based on the formula:

$$O = \frac{m \cdot N}{W \cdot M}, \text{ where:}$$

- M - number of months of implementation of the entire project, as defined in the project financing agreement,
- m - number of months of project implementation per academic year,
- N - value of the planned indirect costs (in PLN) for the whole project implementation period,
- W - coefficient of substitution (PLN/h).

The amount of the reduction to be granted (O) shall be rounded to the nearest integer. In the case of consortia, the value (N) refers to the planned indirect costs per WUST. Only months falling within the implementation period provided for in the original project funding agreement are included in figure (m).

3. The value of W for a given academic year shall be determined by the dean, but may not be lower than PLN 550/h, i.e., than the assumed average cost of one teaching hour for Wrocław University of Science and Technology.
4. If an academic teacher is in charge of more than one research project in an academic year, the value of O is determined as the sum of the components for the individual research projects.

### **§ 3**

The research project leader may distribute the reduction to which he/she is entitled in a given academic year or part thereof among himself/herself and/or the project executors who are academic teachers employed by the faculty.

### **§ 4**

1. A request for a reduction in a given academic year by an academic teacher employed at a faculty shall be submitted to the Rector, via the Vice-Rector for Education, following the opinion of the faculty dean, by 30 September in the preceding academic year or immediately after the conclusion of a contract for funding a project.
2. An academic teacher who is the executor of a research project shall submit the application referred to in para. 1, in addition with the consent of the research project leader.
3. A request for a reduction in an academic year can only be made if the O value is at least 15 calculation hours.
4. An academic teacher may request a reduction for an academic year up to  $O_{\max}$ . The value of  $O_{\max}$  for an academic year shall be determined by the Dean; however, it may not be higher than 105 calculation hours.

### **§ 5**

The programme remains in force until 31 August 2028.