



UNIwersYTET JAGIELLOŃSKI
W KRAKOWIE

75.0200.73.2021

**Order No. 99
of the Rector of the Jagiellonian University
of 2nd September 2021**

concerning: announcement of the consolidated text of the Work Regulations of the Jagiellonian University

Pursuant to Article 23 (1) of the act of 20th July 2018 Law on higher education and science (Polish Journal of Laws of 2021 item 478 as amended) I order as follows:

§ 1

It is hereby announced in the Annex hereto the consolidated text of the Work Regulations of the Jagiellonian University introduced by means of the order No. 67 of the Rector of the Jagiellonian University of 16th September 2019, with reference to amendments introduced by:

- 1) order No. 20 of the Rector of the Jagiellonian University of 7th February 2020 concerning amendment of the order No. 67 of the Rector of the Jagiellonian University of 16th September 2019 concerning introduction of the Work Regulations of the Jagiellonian University;
- 2) order No. 98 of the Rector of the Jagiellonian University of 2nd September 2021 concerning amendment of the order No. 67 of the Rector of the Jagiellonian University of 16th September 2019 concerning introduction of the Work Regulations of the Jagiellonian University (as amended).

§ 2

The present order shall enter into force on the day of signature.

Rector

Prof. dr hab. Jacek Popiel

Concerns:

- all Jagiellonian University units (without JU Medical College)

WORK REGULATIONS OF THE JAGIELLONIAN UNIVERSITY

The present Work Regulations was developed under Article 104 § 1 and 104¹⁻³ of the act of 26th June 1974 – Labour Code (Polish Journal of Laws of 2019, item 1040 as amended).

General provisions

§ 1

1. The Work Regulations set out the organisation and order in the work process at the Jagiellonian University and the related rights and obligations of the employer and employees.
2. The provisions of the Work Regulations apply to all employees employed at the Jagiellonian University, with the exception of employees of the Jagiellonian University Medical College, regardless of the position, type and time of work, the period for which the employment contract was concluded, the act of designation or appointment, provided that to academic teachers, within the scope not regulated by the Act – Law on Higher Education and Science and internal legal regulations in force at the University issued under this Act, in particular the Jagiellonian University Statutes.
3. In matters related to the employment relationship not regulated in detail in these Work Regulations, the provisions of the Labour Code, the act – Law on higher education and science and other laws and regulations in the field of labour law shall apply.
4. There must be no direct reporting relationship between employees employed at the University in the case of spouses, persons running a common household, relatives, second degree affinity, or adoption, care or guardianship. This prohibition does not apply to the Rector.
5. Rector of the Jagiellonian University is the superior of all the employees.

§ 2

1. Terms used in the Work Regulations:
 - 1) the Work Regulations – shall mean these Work Regulations of the Jagiellonian University;
 - 2) employee – shall mean a person hired under a contract of employment, designation or appointment, irrespective of the type of work, working time and position held;
 - 3) the employer – shall mean the Jagiellonian University;
 - 4) the University – shall mean the Jagiellonian University;
 - 5) Rector – shall mean the Rector of the Jagiellonian University;
 - 6) organisational unit – shall mean an organisational unit of the Jagiellonian University as listed in the Jagiellonian University Statutes and the Jagiellonian University Organisational Regulations;
 - 7) head of the organisational unit – shall mean a person performing a managerial function at the Jagiellonian University or a person managing an organisational unit listed in the Jagiellonian University Statutes and the Jagiellonian University Organisational Regulations;
 - 8) trade union organization – shall mean a company trade union or inter-company trade union organization operating at the Jagiellonian University;
 - 9) Labour Code – shall mean the Act of 26 June 1974 - Labour Code (Journal of Laws of 2019, item 1040, as amended);

- 10) the Act – shall mean the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
- 11) the Statutes – shall mean the Jagiellonian University Statutes adopted by the Senate of Jagiellonian University on 29 May 2019.
2. Whenever an employment contract is mentioned in these Regulations, this also means an employment relationship based on designation, appointment or election.

Rules for establishing an employment relationship

§ 3

1. An employment relationship with a University employee shall be established based on an employment contract.
2. Academic teachers shall be employed under the procedure and for the positions specified in the Statutes.
3. The positions at which persons other than academic teachers are employed, and the qualification criteria for these positions are specified in Annex 3 to the Regulations.
4. The seniority required to hold the positions referred to in paragraph 3 is defined as seniority at the University and outside the University of performing work for which similar professional qualifications are required, in relation to the qualifications required for the position for which the person is to be employed.
5. The seniority referred to in paragraph 4 shall not cover periods of parental leave, unpaid leave and studies, including third-cycle studies/doctoral schools.
6. Establishing an employment relationship at the University with a person other than an academic teacher shall take place on the terms set out in the Labour Code and may be preceded by a competition procedure.
7. The appointment of heads of organisational units shall take place under an open competition or internal promotion procedure, subject to the provisions of the Act and the Statutes in this respect.

Obligations regarding the establishment of an employment relationship

§ 4

1. Before starting work, every person admitted to work at the University shall:
 - 1) submit to the University's Centre for Personnel Affairs the documents required in under applicable regulations, including employer's internal regulations;
 - 2) sign the employment contract in the presence of an employee of the Centre for Personnel Affairs, except for telecommuters working outside Poland, who shall conclude a distance employment contract and send a signed copy of the contract to the employer via registered mail.
2. Every person hired, after signing the employment contract and before starting work, is obliged to:
 - 1) undergo initial training in OSH and fire protection and on-the-job training provided by the immediate supervisor or a person appointed by him/her;
 - 2) undergo training in personal data protection;
 - 3) present a medical certificate confirming the absence of contraindications to work at the workplace under the working conditions described in the referral for medical examinations;

- 4) submit a statement specifying the primary or additional workplace of the employee and pension/disability benefit rights;
- 5) submit a statement for the purpose of calculating monthly personal income tax advance payment;
- 6) read these Regulations, regulations on incentive bonus payment, regulations on remuneration payment, and confirm it with one's own signature; 7) appear to work at the appointed time and place.

Change in position

§ 5

1. A change in the position of an academic teacher related to promotion shall take place according to the rules set out in the Statutes.
2. An academic teacher employed as a professor may obtain the title of honorary full professor at the request of the Dean or director of a non-faculty or inter-faculty unit, having consulted the competent council. The evaluation of research, didactic and organisational activities shall be carried out by a commission appointed by the competent council of the above-mentioned units.
3. Change of position not related to promotion, including change in the group of employees referred to in Article 114 of the Act, as part of the position held by an academic teacher, shall take place at the request of an employee or Dean or director of a non-faculty or inter-faculty unit. Evaluation of research or didactic activities shall be carried out by commission appointed by the competent council of the above-mentioned units.
4. A promotion-related change in the position of an employee who is not an academic teacher shall take place at the request of the employee or his/her immediate superior. The change in position shall be subject to acceptance by the Chancellor.

Obligations of the employer

§ 6

The employer's obligations include in particular:

- 1) preparing and handing to the newly hired employee a written employment contract setting out the terms of employment before allowing the employee to work;
- 2) notifying the employee in writing, not later than within 7 days from the date of entering into the employment contract, about the employee's daily and weekly working time schedule, the frequency of payment of salary, the amount of vacation leave applicable to the employee and the length the employment contract termination notice period;
- 3) registering a newly hired employee for the purposes of social security and health insurance within 7 days of starting work;
- 4) obtaining confirmation that the employee has read the Regulations before starting work;
- 5) organising work so as to ensure effective use of working time;
- 6) handing to the employee, no later than within 7 days of starting work, a written scope of responsibilities and duties prepared by the head of the unit, the template of which is attached as Annex 1 to the Regulations;
- 7) compliance with and ensuring safe and hygienic working conditions using current achievements of science and technology and conducting applicable training in the field of OHS and fire protection;
- 8) notifying employees about the occupational risk related to the work to be/being performed;
- 9) referring the employee for medical examinations before the expiry of the previous medical certificate, in accordance with the applicable University's internal regulations.

- The head of an organizational unit may not allow an employee to work without a current medical certificate stating that there are no contraindications to work in a particular position;
- 10) keeping records of employees' working time and producing them to employees upon their request;
 - 11) timely and correct calculation and payment of salaries;
 - 12) applying objective and fair criteria for the assessment of employees and the results of their work;
 - 13) not allowing an employee to work, if there is a reasonable suspicion that the employee has come to work intoxicated with alcohol or intoxicants, or consumed alcohol or intoxicants during work;
 - 14) enabling employees to improve professional qualifications on the terms as set out in a Rector's order;
 - 15) providing conditions for employees taking up employment for the first time, conducive to adaptation to the proper performance of work;
 - 16) granting vacation leave in the calendar year in which the employee acquired the right to it, in accordance with the leave schedule;
 - 17) ensuring compliance with the provisions prohibiting the employment of pregnant and breastfeeding women for onerous, dangerous or harmful work;
 - 18) providing assistance to employees who retire due to normal retirement age or disability in completing all related formalities;
 - 19) satisfying the welfare needs of employees, depending on the resources available;
 - 20) keeping and storing employee records in proper conditions;
 - 21) producing to employees the provisions on equal treatment in employment – an extract from the applicable provisions is attached as Annex 2 to the Regulations;
 - 22) preventing discrimination in employment, in particular on grounds of sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnicity, religion, sexual orientation, including by guaranteeing a composition of recruitment and employee evaluation committees that are diverse in terms of qualifications and experience;
 - 23) counteracting mobbing, i.e. actions or behaviours concerning the employee or directed against the employee, consisting in persistent and long-lasting harassment or intimidation of the employee, causing underestimated assessment of his or her professional qualifications, causing or aiming to humiliate or ridicule an employee, isolating or eliminating him/her from the working team;
 - 24) developing and implementing a procedure to counteract mobbing and discrimination;
 - 25) respecting the dignity and personal rights of the employee;
 - 26) influencing the shaping of social coexistence at the University;
 - 27) compliance with the rules on protection of employees' personal data;
 - 28) notifying the employees, in the manner adopted by the employer, about the possibility of full-time and part-time employment.

§ 7

The rules of counteracting mobbing as well as the anti-mobbing rules of procedure are set out in the order of the Rector of the University regarding the anti-mobbing procedure at the Jagiellonian University

Employee's obligations

§ 8

1. The employee's obligations include in particular:
 - 1) diligent and conscientious performance of work, compliance with the Regulations and other University's internal acts;
 - 2) compliance with the personal data protection rules at the University and adhering to the personal data protection regulations applicable at the University, including keeping the confidentiality of personal data to which the employee has access;
 - 3) adhering to the agreed working time and its full and effective use;
 - 4) confirmation, on each day of work, of the arrival to work on time in the manner adopted at the employer;
 - 5) compliance with OHS and fire protection regulations and rules;
 - 6) compliance with the confidentiality obligation specified in separate regulations;
 - 7) caring for the good name and property of the University and keeping confidential information whose disclosure could expose the employer to damage;
 - 8) undergoing periodic and return-to-work health examinations;
 - 9) improving employee's own professional qualifications;
 - 10) immediate notification of superiors about an accident or a threat to life or health noticed at the University;
 - 11) notifying the Centre for Personnel Affairs of any changes to the employee's personal data, as well as personal data of one's family members, for the purpose of covering them with health insurance and the possibility of using social benefits;
 - 12) maintaining order at one's workplace and securing the documentation, tools and materials in a designated place;
 - 13) compliance with and application of internal legal acts in force at the University;
 - 14) compliance with the principles of social coexistence;
 - 15) compliance with the instructions of superiors relating to work and which are not contrary to legal provisions.
2. The obligation specified in paragraph 1(4) does not apply to academic teachers.

§ 9

1. An academic teacher may also perform his duties outside the University.
2. The obligations referred to in paragraph 1 include didactic, research and organisational obligations, consisting in particular in carrying out research outside the University, representing the University to third parties and business trips.
3. Duties performed by an academic teacher outside the University should be fulfilled with due diligence and taking into account the principles of ethics and good practices, as well as with care for the good name of the University.

§ 10

1. An academic teacher and an employee who is not an academic teacher shall be subject to periodic assessment in order to motivate employees, plan their development and identify areas that need further improvement.
2. The Rector, by way of an order, sets out the periodic assessment criteria for individual types of positions and the procedure of this assessment, the entity performing the assessment, time, rules for conducting it (taking into account the fulfilment of obligations that caused the reduction of the teaching load or modification of employment conditions), as well as possible consequences of the result of the assessment.
3. A periodic assessment of an employee who is not an academic teacher shall be carried out not more frequently than once every two years. The result of periodic assessment may be appealed against to the Rector.
4. The employee has the right to inspect the assessment documents.

§ 11

Employees are prohibited to:

- 1) appearing to work while intoxicated with alcohol or intoxicants, as well as consuming them during work;
- 2) smoking tobacco products, including smoking novel tobacco products and electronic cigarettes at the University, outside designated areas;
- 3) using tools, equipment and work rooms for private purposes, unless the employee has concluded a separate agreement with the employer in this respect;
- 4) being outside the agreed working hours at the workplace without the consent of the immediate superior, unless dictated by the necessity of conducting a rescue operation or repairing a failure;
- 5) moving away from the workplace, changing the assigned job position or determined working hours, mutual substitution without the knowledge and consent of the superior;
- 6) leaving the workplace before the substitutes appear – in the case of work requiring the handing over of a workplace;
- 7) after finishing work, leaving any documents, tools, and devices not turned off at the workplace;
- 8) bringing animals to work rooms at the University, except for animals assisting disabled people.

Work time

§ 12

1. An average five-day working week is applicable at the University.
2. As a rule, the work shall be performed from Monday to Friday from 7.30 AM to 3.30 PM. This rule does not apply to special cases concerning the organisation of working time arising from provisions of these Regulations and Annexes.
3. Work on Sunday is allowed in cases specified in the Labour code as well as Annexes hereto, particularly to:
 - 1) academic teachers delivering classes as well as classes for students of part-time study programmes and participants of post-graduate programmes and courses, and
 - 2) employees who are not teachers, who provide service for classes referred to in paragraph 1 (particularly providing IT support of the didactic process), and
 - 3) Museum staff members.
4. As work performed on Sundays and holidays shall be considered work performed between 6.00 AM on that day and 6.00 AM on the following day.
5. Employee performing work on Sundays, except for an employee hired in the weekend work system, should take a free Sunday at least every 4 weeks.
6. The start and end times for work of employees employed in the equivalent working time system are specified in work schedules set for a given month by the head of the organisational unit and communicated to employees one week before the start of the month for which they are established. Settlement of working time is based on the employee's personal working time sheet (working time records), submitted to the Centre for Personnel Affairs by the fifth day of each month.
7. The working time schedule may change in the event of unplanned absence of other employees, e.g. due to sickness, leave on demand, occasional leave, force majeure or specific needs of the employer.
8. The time of work is the time during which the employee remains at the employer's disposal at the University or other place designated to perform the work.

9. Academic teachers are subject to a task-based working time system, taking into account the standard work time appropriate to the employee's position and taking into account applicable regulations.
10. The number of didactic hours and the rules for their calculation, scope of duties and types of didactic activities of academic teachers are set out in Annex 4 to the Regulations.

§ 13

1. Employees who are not academic teachers may be employed in the basic, equivalent and task-based working time systems, as well as in the reduced work week system and in the weekend work system, as detailed in the annexes hereto.
2. Working time schedule may provide for different working start time on days which according to the schedule are working days for employees, as detailed in the annexes hereto (flexible working time).
3. At the employee's written request, an individual working time schedule or flexible working time may be applied to him or her.
4. The following settlement period shall be adopted:
 - 1) for academic teachers – 12-month settlement period;
 - 2) for employees who are not academic teachers – 3-month settlement period, subject to employees hired to guard property or persons and in equivalent working time system, to whom 1-month settlement period shall apply.
5. Rules stated in paragraph 4 hereinabove shall not apply to cases determined directly otherwise herein or in the annexes hereto.
6. As justified by the need to carry out the teaching process and the scope of tasks carried out by the unit, it is allowed, upon the prior consent of the Rector or accordingly the Chancellor, to specify working days in a given organisational unit other than those resulting from the provisions of § 12 (2), provided that the principle of an average five-day working week and the weekly standard work time specified for individual groups of employees in § 14 of the Regulations are met. Head of an organisational unit is obliged to notify the Centre for Personnel Affairs about each change in the determination of working days.
7. In the cases referred to in paragraph 6 working on Saturdays as part of an average five-day working week does not constitute work on holiday.

§ 14

1. The weekly standard work time in an average five-day working week is on average 40 hours, subject to paragraph 2.
2. The working time schedule resulting from the specificity of the operation of individual units is set out in separate Annexes 5-8 to the Regulations.
3. Where justified by the scope of tasks carried out by the unit, and in particular by the need to carry out the teaching process:
 - 1) the head of the organisational unit may apply to the Rector, or respectively to the Chancellor, to determine a different schedule of working hours for the employees of the given unit;
 - 2) a shift work system is allowed to be established at the request of the head of an organisational unit with the consent of, respectively, the Rector or the Chancellor; work on the second shift may not end earlier than at 7.00 PM and later than the time defined in the organisational unit as night time, work on the third shift may not end later than at 7.30 AM;
 - 3) an equivalent working time system may be applied to employees, in which the extension of the daily working time may be allowed, but not more than up to 12 hours in the reference period not exceeding one month. The extended daily working time is offset with a shorter daily working time on certain days or holidays. In the system of equivalent

working time used, the distribution of working time is established in a monthly schedule and communicated to employees at least one week before the beginning of the month for which it is defined. The settlement of working time is based on the employee's personal working time sheet, drawn up by the head of the unit or by the person responsible for preparing it.

4. Changes in the distribution of working hours referred to in paragraph 3 (1) and (2), shall be subject to approval by the Rector or the Chancellor, respectively.
5. Any changes regarding the organisation of working time in organisational units (including systems, schedules, working hours) after their approval by the Rector or the Chancellor, respectively, or if approval is not necessary - after their introduction, shall be submitted immediately to the Centre for Personnel Affairs to be publicly communicated. The indicated changes in the organisation of working time shall enter into force no earlier than 2 weeks of their announcement.

§ 15

1. An employee whose daily working time is at least 6 hours, the working time shall include a 30-minute break.
2. In the absence of an employee, the head of an organisational unit shall, if necessary, shall assign the duties of the absent employee to other employees.
3. In the absence of an academic teacher, the head of an organisational unit shall, if necessary, separate the teaching and organisational duties of an absent academic teacher.

§ 16

The working time of employees with a current certificate of one of the degrees of disability is governed by the provisions of the Act of 27 August 1997 on occupational and social rehabilitation and employment of disabled persons (Journal of Laws of 2019, item 1172, as amended).

§ 17

1. The night time is 8 hours between 10.00 PM and 6.00 AM.
2. In justified cases, at the request of the head of the organisational unit, the Rector, by way of an ordinance, may define for the organisational unit a night time covering 8 hours at other times than those indicated in paragraph 1 enclosed between 9.00 PM and 7.00 AM. The list of units in which the night time was introduced at other times than 10.00 PM - 6.00 AM is kept at the Centre for Personnel Affairs and announced in a manner appropriate for the employer.
3. An employee who performs work at night is entitled to an additional allowance for each hour of work at night at a rate of 20% of the hourly rate of the basic salary, not lower than 20% of the hourly rate resulting from the minimum remuneration for work as specified in separate regulations.

§ 18

1. Work performed on Sundays and holidays is considered to be work performed between 6.00 AM on that day and 6.00 AM on the next day.
2. Work on Sunday is allowed in the cases specified in the labour code.
3. An employee who is not an academic teacher, working on Sunday, should be granted a Sunday off at least once every four weeks. This does not apply to the employee referred to in Article 144 of the Labour Code.

1. Overtime work is work performed over the employee's standard working time and work performed over an extended daily working time resulting from the system and the distribution of working time applicable to the employee.
2. The weekly working time, including overtime, may not exceed 48 hours on average in the adopted reference period.
3. Overtime work resulting from the specific needs of the employer is allowed only upon the express instruction of the superior.
4. The number of overtime hours worked due to specific needs of the employer may not exceed 150 hours in a calendar year for an individual employee, for full-time employees. This number shall be proportionally reduced for part-time employees (in proportion to the amount of number of hours to be worked per day).
5. In addition to the regular salary, an employee shall be entitled to an allowance in the amount of:
 - 1) 100% of remuneration – for overtime work:
 - a) at night,
 - b) on Sundays and holidays that are not working days for the employee, according to the working time schedule applicable to him/her,
 - c) on a non-working day granted to the employee in exchange for work on a Sunday or a holiday, in accordance with his/her working time schedule;
 - 2) 50% of remuneration – for overtime work on any other day than that specified in point 1.
6. The allowance as specified in paragraph 5 point 1 is also payable for each hour of overtime due to exceeding the average weekly standard work time in the adopted reference period, unless the exceeding of this standard work time occurred as a result of overtime work, for which the employee is entitled to an allowance in the amount specified in paragraph 5.
7. In exchange for overtime worked, the employer, upon a written request of the employee, may grant the employee the same amount of time off from work.
8. Granting time off in exchange for overtime worked may also take place without the employee's request. In this case, the employer shall grant time off by the end of the reference period at the latest, in the amount of overtime hours worked plus half this amount, however this may not reduce the remuneration due to the employee for the full monthly working time.
9. In cases specified in paragraphs 7 and 8, the employee shall not be entitled to an allowance for overtime work.
10. For employees who are settled with a work hours sheet, the head of the organisational unit or an authorised person shall specify, incrementally, the number of overtime hours on the work hours sheets from the beginning of the calendar year.
11. The head of the organisational unit shall be responsible for compliance with the provisions on working time for employees subordinate to him or her, including the liability for violating the provisions on working time by allowing an employee to work overtime above the limit specified in paragraph 4.
12. The head of the organisational unit shall be responsible for the compliance by the subordinate employees with the working time schedule applicable at the University and for correct organisation, i.e. planning, recording and accounting of the working time of the subordinate employees (including recording overtime work).

Work discipline

1. Every employee who is not an academic teacher shall be obliged to confirm his or her timely arrival at work in the manner adopted by the employer.
2. The employee's absence from work should be recorded on the attendance list without indicating its reason.
3. Attendance lists shall be produced for signature at a place specified by the head of the organisational unit.
4. The head of a given organisational unit is authorised to check the attendance list on a daily basis.
5. After the end of the month, but no later than on the 5th business day of the following month, the attendance lists checked and signed by the head of the organisational unit are delivered to the Centre for Personnel Affairs.
6. Director of the Centre for Personnel Affairs is authorised to supervise work discipline in the field of attendance.

§ 21

1. Every employee should appear to work with sufficient advance to be at the workplace at the start of work.
2. Each employee shall finish his/her work in accordance with his/her working time schedule.
3. Leaving the workplace during working hours requires the prior consent of the direct superior.

§ 22

1. The employee should inform the head of the organisational unit about the reason and expected period of absence from work, if the reason for this absence is known in advance or foreseeable.
2. In the event of being unable to appear to work, the employee is obliged to immediately, but not later than on the second day of absence from work, notify the head of the organisational unit of this fact in person, by phone, by fax, by electronic mail, by another person or by regular mail, with the date of the postmark being the date of notification. The notification should specify the reason for the absence and the expected duration.
3. In the event of absence from work due to illness, the employee is obliged to make reasonable efforts (including specify the correct details of the employer) that the electronic medical certificate is sent to the employer by the physician confirming the inability to work due to illness, and within the employer's structure to the Centre for Personnel Affairs or direct supervisor.
4. In the event of failure to comply with the obligation referred to in paragraphs 1 and 2, the period of absence from work is treated as unjustified unpaid absence, constituting a serious violation of fundamental employee duties.

§ 23

The evidence justifying absence from work includes in particular:

- 1) a medical certificate of temporary incapacity for work, referred to in Article 55 of the Act of 25 June 1999 on monetary benefits from social insurance in the event of sickness and maternity (Journal of Laws of 2019, item 645, as amended);
- 2) decision of the competent sanitary inspector on combating infectious diseases in the event of subjecting the employee to a quarantine for reasons provided for in separate regulations;

- 3) employee's statement in the event of employee exercising personal care for a healthy child under 8 years of age, due to unforeseen closure of the nursery, kindergarten or school to which the child attends;
- 4) employee's statement about the illness of the nanny or day carer and a copy of the medical certificate referred to in Article 55 (1) of the Act of 25 June 1999 on monetary benefits from social insurance in the event of sickness and maternity, or a copy of a medical certificate issued on a regular form, stating the inability to work of a nanny or a day carer, confirmed by the employee as a true copy – in the event of illness a nanny with whom the parents have an activation contract, referred to in the Act of 4 February 2011 on the care of children under 3 years of age (Journal of Laws of 2019, item 409, as amended) , or day carer caring for the child;
- 5) a personal notice issued by a competent authority in matters of common defence duty, a government administration body or local government body, a court, a prosecutor's office, the police, summoning the employee to appear in person as a party or a witness in proceedings before these authorities, comprising an annotation confirming the time of appearance an employee upon that summon;
- 6) an employee's statement on business travel at night, completed in such a time that 8 hours in conditions enabling night rest have not passed before starting work.

§ 24

1. In particular, the following shall be regarded as a serious breach of fundamental employee's duties:
 - 1) unjustified failure to appear to work in accordance with the employee's schedule and working time;
 - 2) incorrect, careless or untimely performance of work;
 - 3) performing activities that are not related to the scope of duties entrusted to the employee, and the instructions of the superior during work, in particular for an entity other than the University;
 - 4) abandoning the workplace, being late for work, and arbitrarily leaving the workplace without justification;
 - 5) undertaking work under the influence of alcohol or intoxicants, consuming alcohol and intoxicants at the workplace and bringing alcohol and intoxicants to the University;
 - 6) disturbing order and peace in the workplace;
 - 7) failure to comply with OHS and fire protection regulations;
 - 8) non-compliance with the provisions on classified information;
 - 9) non-compliance with the provisions on personal data protection;
 - 10) conduct towards colleagues, in particular towards subordinate employees, in a way that may be considered to be mobbing or discrimination, as well as other forms of violation of personal rights.
2. The rules of conduct in the event of a reasonable suspicion that an employee is in a state after consuming alcohol or intoxicants or consumes them during work are set out in Annex 9 to the Regulations – The procedure in the event of a reasonable suspicion of the employee being under the influence of alcohol or intoxicants.

Granting inactive leave

§ 25

1. An employee shall be entitled to a leave while retaining the right to remuneration if:
 - 1) the employee's wedding, employee's child birth, the death and funeral of a spouse, child, father, mother, stepfather, stepmother of the employee – 2 days;

- 2) the employee child's wedding, the death and funeral of employee's sister, brother, mother-in-law, father-in-law, grandmother or grandfather or other dependents of the employee or covered by his/her direct care – 1 day;
 - 3) looking for a job by an employee who is in the employment contract termination notice period on the initiative of the employer:
 - a) 2 working days if the notice period is 2 weeks or 1 month,
 - b) 3 working days if the notice period is 3 months;
 - 4) the employee caring for a child up to 14 years old – 2 working days per one healthy child during a calendar year.
2. Notwithstanding the provisions of paragraph 1, a right to inactive leave while maintaining the right to remuneration is vested in an employee in the cases specified in separate provisions, including for:
 - 1) conducting mandatory medical examinations and vaccinations;
 - 2) blood donation by an employee who is a blood donor;
 - 3) performing the function of a member of the management board of trade unions operating at the University in an individually defined amount of time necessary to perform this function;
 - 4) implementation of the consent given by the employer for improving professional qualifications;
 - 5) pregnant women for medical examinations that cannot be carried out outside of working hours – for the duration of these examinations.
 3. An exemption from performing work while retaining the right to remuneration may be granted to an employee who is a breastfeeding mother:
 - 1) for one child – two 30-minute breaks at work;
 - 2) for more than one child – two 45-minute breaks at work.
 4. Nursing breaks may be granted jointly at the employee's request. An employee employed for less than 4 hours a day shall not be entitled to a nursing break. If the employee's working time does not exceed 6 hours a day, she is entitled to one nursing break.

§ 26

1. Settling personal matters should take place during one's free time.
2. In the case of important personal or family matters that need to be dealt with during working hours, the immediate superior may grant the employee time off at the employee's request for the time necessary to settle these matters. In the application, the employee is obliged to include a proposal to the immediate supervisor to work off the granted inactive leave.
3. The leave referred to in paragraph 2 above, is subject to working off. Working of an inactive leave may not violate the employee's right to rest referred to in Articles 132 and 133 of the Labour Code and do not constitute overtime work.

Vacation leave

Common provisions

§ 27

1. The vacation leave shall be granted in accordance with the applicable provisions of the Labour Code and the Act.
2. The employee is entitled to an annual, uninterrupted paid vacation leave.
3. The employee may not waive his/her right to vacation leave.
4. The leave unused within the period specified in the provisions of the Labour Code should be granted to the employee by 30 September of the following calendar year at the latest.

5. An employee taking up work for the first time, in the calendar year in which he took up his/her work, shall obtain the right to vacation leave at the end of each working month, in the amount of 1/12 of the leave he/she is entitled to after working for a year.
6. The amount of leave for a part-time employee shall be determined in proportion to the employee's contractual working time, taking as a basis the amount of leave referred to in § 30 or § 31 of the Regulations, respectively. An incomplete vacation leave day shall be rounded up to a full day.

§ 28

1. The vacation leave shall be granted in accordance with the leave schedule set out for the given calendar year. The employee is entitled to start the leave only after obtaining the consent of the head of the organisational unit to start the leave on a specified date.
2. The vacation leave schedule does not include the "on demand" leave.
3. The vacation leave schedule shall be determined by the head of organisational unit, taking into account the employees' requests and the need to ensure the normal course of work, and communicated to employees in the manner adopted in a given organisational unit, by 31st January of each calendar year at the latest and forwarded to the Centre for Personnel Affairs
4. Shifting the leave to a date other than that resulting from the vacation leave schedule may take place:
 - 1) at the employee's reasonable request submitted at least 3 days in advance before the date of commencement of the leave. The employee is entitled to start the leave only after obtaining the consent of the head of the organisational unit to start the leave on a specified date.
 - 2) due to the special needs of the employer, if the absence of the employee would cause serious disruption to the course of work.
5. Employees in managerial positions must indicate the person who will replace them during the leave. As regards other employees, the rules shall be defined by the heads of organisational units on an ongoing basis.
6. During the period of notice of termination of the employment contract, the employee shall be obliged to use his/her current vacation leave if granted. In this case, the vacation leave shall be granted in proportion to the period of employment in the given calendar year, excluding overdue leave.

§ 29

1. As part of the valid vacation leave, the employee has the right to use no more than 4 days of leave "on demand" in each calendar year.
2. The employee shall submit a request for leave at the latest on the day of the beginning of the leave before the start of work, and if this is not possible, in the hour of his/her absence at the latest.
3. The employee shall submit a request for leave "on demand" on the first day after the end of the leave.

Vacation leave for non-academic staff

§ 30

1. The amount of vacation leave for employees who are not academic teachers is:
 - 1) 20 working days – if the employee has been employed for less than 10 years;
 - 2) 26 working days – if the employee has been employed for at least 10 years.

2. The period of work on which the duration of leave depends shall be extended based on the completion of:
 - 1) a basic vocational school or other equivalent vocational school – the duration of study provided for in the curriculum, but not more than 3 years;
 - 2) secondary vocational school – the duration of study provided for in the curriculum, but not more than 5 years;
 - 3) 3) secondary vocational school for graduates of basic (equivalent) vocational schools – 5 years;
 - 4) a general secondary school – 4 years; 5) a post-secondary school – 6 years; 6) an university – 8 years.
3. The periods of study referred to in paragraph 2 points 1-6 shall not accumulate.
4. If the employee studied during employment, the period of work which determines the duration of leave includes either the period of employment during which he/she studied, or the period of study, depending on what is more favourable to the employee.

Vacation leave for academic teachers

§ 31

1. An academic teacher shall be entitled to vacation leave of 36 working days per year.
2. The vacation leave referred to in paragraph 1 should be used in the period free from classes, and in particularly justified cases, with the consent of the direct superior at another time, provided that it does not interfere with the employee's performance of duties.
3. The provision of § 27 (5) of the Regulations shall apply accordingly to the rules that govern obtaining the leave by an academic teacher undertaking work for the first time.

Other leaves of academic teachers

Paid research leave

§ 32

1. The Rector may grant an academic teacher:
 - 1) who holds at least the degree of doktor, during a period of 7 years of employment at the University – paid research leaves for the purpose of conducting research, not exceeding in total a year;
 - 2) who prepares a doctoral dissertation – a paid research leave not exceeding 3 months;
 - 3) a paid leave to study, undergo a research or didactic internship, participate in conferences abroad or in joint research conducted with a foreign entity on the basis of a research cooperation agreement;
 - 4) paid leave to participate in joint research conducted with the Łukasiewicz Center or an institute of the Łukasiewicz Network.
2. The period of 7 years referred to in paragraph 1 (1) shall be counted from the day of commencing the first granted paid research leave.
3. Research leave shall be granted by the Rector upon academic teacher's request including the opinion of a dean or director of a non-faculty or inter-faculty unit. Academic teacher shall attach an individual research plan covering the expected research results to the request for granting a research leave.
- 3a. Within 30 days from completion of a research leave an academic teacher shall submit to the dean or director of a non-faculty or inter-faculty unit a report concerning performance of the individual research plan.
4. During the research leave an employee may be granted vacation leave upon his/her request.

5. Given that the purpose of paid research leave is to conduct research, while the performance of obligations arising from an employment relationship at the University may prevent or significantly impede the employee from conducting such research, the Rector shall accept as a rule that during the period of paid research leave, the performance of organisational and teaching duties is not allowed.
6. At the employee's written request, the employer may agree to perform research duties (including work under projects) during the time of research leave, provided that this does not affect the purposefulness of the granted research leave.
7. Paid research leave lasting not longer than 3 months for the purpose of preparing a doctoral dissertation shall be granted by the Rector upon an employee's request accompanied by opinion issued by a dean or head of an appropriate internal unit of the faculty and in case of being employed in a non-faculty or inter-faculty unit – by its head.
8. Paid research leave lasting not longer than 3 months for the purpose of preparing a doctoral dissertation shall not be granted if it would cause significant disturbance in a unit operation, particularly in educational process.
9. The rules for taking paid leave to study, undergo a research or didactic internship, participate in conferences abroad or in joint research conducted with a foreign entity on the basis of a research cooperation agreement shall be specified in a Rector's order.

Leave for health improvement

§ 33

1. An academic teacher who is under 65 years of age and is employed full-time, after at least 10 years of employment at the University, shall be entitled to a paid leave for health improvement.
2. The leave for health improvement shall be granted for the purpose of carrying out the prescribed treatment if the state of health requires refraining from work.
3. Another leave for health improvement may be granted not earlier than after 3 years from the day of the end of the previous leave. The total amount of leave for health improvement during the whole employment period cannot exceed one year.
4. It is forbidden to perform gainful activities while on a health improvement leave.
5. The leave for health improvement shall be granted by the Rector under a medical certificate stating that the employee's health condition requires him/her to refrain from work, and specifying the recommended treatment and the time needed to carry it out.
6. The medical certificate shall be issued by a physician authorised to perform preventive examinations in accordance with the provisions issued pursuant to Article 229 § 8 of the Labour Code, practising in an occupational medicine service facility with which the University has concluded a contract referred to in Article 12 of the Act of 27 June 1997 on the occupational medicine service (Journal of Laws of 2019, item 1175).
7. The physician shall conduct the medical examination on the basis of a referral issued by the Rector at the request of the academic teacher.

Salary payment

§ 34

1. An employee is entitled to salary for work in accordance with applicable regulations.
2. The salary of academic teachers shall be paid in advance on the first business day of each calendar month.

3. The salary of employees other than academic teachers shall be paid on the 26th of each calendar month. If the date of payment of salary is a Sunday, a holiday or a vacation day, the salary shall be paid on the business day preceding that day.

§ 35

1. The employee's salary shall be payable via bank transfer to the payment account held by him/her as certified by him /her in a written statement.
2. An employee who has submitted a paper or electronic application for direct payment of the salary in cash shall receive the salary at the bank that keeps the University's account.
3. Each employee shall receive, in a manner determined at the University, an individual payroll statement, the so-called "payslip".
4. The information on the amount of consideration paid to employees for work is subject to the protection of personal data, except for cases specified in the Act.

Protection of work of women

§ 36

1. Pregnant women and breastfeeding women must not be employed for any job that is onerous, hazardous or harmful to health, which may have an adverse effect on their health, pregnancy or breastfeeding, even with their consent.
2. The list of onerous, hazardous jobs or those harmful to health of pregnant and breast-feeding women is included in Annex 10 to the Regulations.

Rights related to parenthood

§ 37

1. A pregnant employee must not be employed overtime or at night.
2. A pregnant employee may not be seconded outside the permanent workplace without her consent.
3. An employee caring for a child up to the age of 4 may not be employed overtime, at night or seconded outside the permanent workplace without his or her consent.
4. An academic teacher who is pregnant or raises a child below 4 years of age cannot be employed in overtime without his or her consent.
5. The employer employing a pregnant or breastfeeding employee for a job specified in the provisions issued pursuant to Article 176 § 2 of the Labour Code, forbidden to such an employee regardless of the degree of exposure to factors harmful to health or hazardous, is obliged to transfer the employee to another job, and if this is impossible, release her of the obligation to work for the time necessary.
6. The employer employing a pregnant or breastfeeding employee for other jobs listed in the regulations issued pursuant to Article 176 § 2 of the Labour Code is obliged to adapt the working conditions to the requirements set out in these provisions or to reduce the working time so as to eliminate hazards to the health or safety of the employee. If the adaptation of working conditions at the current workplace or reduction of working time is impossible or groundless, the employer is obliged to transfer the employee to another job, and in the absence of such an opportunity, to release her of the obligation to work for the time necessary.
7. The provision of paragraph 6 shall apply *mutatis mutandis* to the employer in the event that health contraindications to the performance of previous work by an employee who is pregnant or breastfeeding result from a medical certificate.
8. Employees' vacation leave rights related to parenthood are regulated by the Labour Code.

Youth labour protection

§ 38

1. The list of light jobs acceptable for young people is set out in Annex 11 to the Regulations.
2. The list of jobs prohibited to young people is regulated by the provisions of the Regulation of the Council of Ministers of 24 August 2004 (Journal of Laws of 2016, item 1509).

Telecommuting

§ 39

1. The rules on the provision of work in the form of telecommuting are set out in the Agreement of 21 June 2016 on the conditions for using telecommuting at the Jagiellonian University.
2. Detailed rules related to the provision of work in the form of telecommuting shall be specified in a contract or agreement on the use of telecommuting with a given employee.

Monitoring

§ 40

1. It is allowed to introduce video monitoring on the University premises and in the surrounding area in order to ensure security for the employees, property protection, and to keep confidentiality of information whose disclosure could be detrimental for the University. Video monitoring should be understood as special surveillance over certain indicated areas in the form of technical measures enabling video recording.
2. As part of the video monitoring, cameras can be installed that send the image in real time to the receivers monitored by the University.
3. Video monitoring does not include sanitary facilities, cloakrooms, canteens and smoking rooms, rest and refreshment rooms and rooms provided to the company trade union organization.
4. The employer processes the video recordings only for the purposes specified in paragraph 1 and keeps it for a period not exceeding 3 months from the date of recording. If the video recordings constitute evidence in proceedings conducted based on law, or where the employer has become aware that they can constitute evidence in such proceedings, the deadline shall be extended until the final completion of the proceedings.
5. After the expiry of the periods specified above, video recordings containing personal data obtained as a result of monitoring shall be destroyed, unless separate provisions provide for otherwise.
6. As justified, the University may introduce the monitoring of electronic systems to ensure the organisation of work enabling full use of working time and proper use of the work tools available to employees, including: monitoring of the employee's e-mail, monitoring of the employee's sign-in and sign-out traffic at the place of work by means of an identification card (electronic access system), in particular to laboratories and other places with limited employee access, monitoring under the electronic systems used (including billing systems, SAP, other electronic systems implemented at the University).
7. The monitoring of electronic systems may not violate the confidentiality of correspondence and other personal rights of employees.
8. Employees shall have the right to obtain in advance detailed information from the employer regarding the purpose, scope and manner of collecting data on them and regarding the persons who have access to such data.
9. The method of the use electronic systems monitoring, including in particular the principles of: selection of people responsible for monitoring, storage, processing and access to collected information, as well as control and evaluation of monitoring, shall be specified in

a Rector's order, upon prior positive assessment by the trade unions operating at the University.

Occupational health and safety and fire protection

§ 41

1. The employer is obliged to ensure compliance with health and safety and fire protection regulations and rules through issuing appropriate instructions, by removing deficiencies and ensuring that all recommendations of the supervisory authorities over working conditions, including the social labour inspector and a physician in charge of employee health care, are adhered to.
2. The employer is obliged to protect the health and life of employees by ensuring safe and hygienic working conditions, protecting the employees against accidents at work, occupational diseases and other diseases related to working conditions. In particular, the employer is obliged to:
 - 1) organise work in a manner that ensures safe and hygienic working conditions;
 - 2) cause the employees familiarised with applicable health and safety and fire protection regulations, and to this end and in this respect, to carry out systematic employee training;
 - 3) refer the employees to medical examinations;
 - 4) inform employees about the occupational risk related to the work performed and about the rules of protection against threats as part of the process of occupational risk assessment, while newly recruited employees as part of on-the-job training;
 - 5) take care of the safe and hygienic condition of workplace rooms and technical equipment as well as the workable condition of collective protection measures and their use as intended;
 - 6) inform all the employees, irrespective of their position, of the obligation to report any accidents at work to the OHS service;
 - 7) before starting work, give to the employee the corporate clothing the employee is obliged to wear in accordance with internal university regulations, as well as workwear, footwear and personal protective equipment and personal hygiene stuff, in accordance with the principles set out in the Rector's ordinance (including company standards regarding work clothing and footwear and specification of workwear);
 - 8) indicate and provide employees with a properly secured place for storing corporate clothing, workwear and footwear, their own outerwear and work tools assigned for to them.
3. The OHS Inspectorate shall monitor the working conditions of employees and their compliance with the provisions and principles of occupational health and safety. In the event of any occupational hazards or deficiencies in the field of occupational safety and health, these should be reported immediately to the employer through the OHS Inspectorate.

§ 42

1. Employees are obliged to strictly comply with health and safety regulations and principles as well as to comply with fire protection regulations, including in particular:
 - 1) be familiar with the rules and principles of OHS and fire protection, take part in evacuation drills, training and instruction in this field and undergo the required examinations;
 - 2) perform their work in a manner consistent with health and safety regulations and principles and to comply with the instructions and guidelines of superiors issued in this respect;
 - 3) take care of the correct condition of machinery, devices, tools and equipment as well as order and tidiness in the workplace;

- 4) use collective and individual protection equipment as well as work clothing and footwear as intended;
 - 5) undergo initial, periodic and return-to-work (over 30 days of illness) and other prescribed medical examinations and follow medical indications;
 - 6) immediately notify the superior of an accident or threat to life or health noticed at the University and warn the co-workers, as well as other people in the area of the risk of danger.
2. In a situation where the working conditions do not comply with the occupational health and safety regulations and pose a direct threat to the employee's health or life, or if the work he/she performs poses such threat to other persons, the employee has the right to refrain from performing work, while notifying immediately the superior.
 3. If refraining from performing work does not remove the threat referred to in par. 2, the employee has the right to leave the place of danger, notifying his/her superior promptly.
 4. The employee retains the right to be paid the salary for the time of refraining from work or leaving the place of danger, in the conditions referred to in paragraphs 2 and 3.
 5. Failure to comply with health and safety and fire protection rules and regulations is a serious violation of fundamental employee duties.

Awards and distinctions

§ 43

1. An employee who, by exemplary fulfilment of his duties, contributes in a special way to the performance of the University's tasks, may be distinguished with an award or distinction at the reasoned request of the superior.
2. The rules for granting awards and distinctions are set out in the Regulations on Awards attached as an annex to the Jagiellonian University's Regulations on Remuneration.

Employee's disciplinary liability

§ 44

1. Employees shall bear disciplinary liability for the employee's failure to comply with the established order and work discipline, the Regulations, health and safety provisions and fire protection regulations, .
2. An employee may be punished, pursuant to the rules set out in the Labour Code, by the following penalties: 1) admonition; 2) reprimand.
3. For the employee's failure to comply with health and safety or fire protection regulations, leaving work without reason, appearing to work in a state of intoxication with alcohol or under the influence of intoxicants and the consumption of alcohol and intoxicants during work or at the University, the employer may also impose a financial penalty on the employee.
4. The penalty may be applied only having previously heard the employee.
5. The employee may appeal to the employer within 7 days from the penalty imposed.
6. The penalty shall be deemed non-existent and a copy of the notice of punishment shall be removed from the employee's personal file after a year of impeccable work. Where particularly justified, the penalty shall be deemed non-existent before the expiry of this period upon a request of the employee's immediate supervisor approved by the employer, or at the request of the trade union organization representing the employee.

Termination of employment relationship with employees who are not academic teachers

§ 45

1. The employment contract shall be terminated according to the principles set out in the Labour Code:
 - 1) by mutual agreement of the parties;
 - 2) by a statement of one of the parties to terminate the contract with a notice period (termination of employment contract with notice of termination);
 - 3) by a statement of one of the parties to terminate the contract without a notice period (termination of employment contract without notice of termination); 4) with the expiry of the period for which it was concluded.
2. A termination of employment by notice may take place in particular in the case of:
 - 1) breach of fundamental employee obligations;
 - 2) being twice negatively assessed during periodic assessments.
3. The period of notice for an employment contract, covering one week or one month or their multiplication shall end respectively on Saturday or on the last day of the month.

Procedure of complaints and requests

§ 46

1. Employee complaints and requests relating to the University shall be received by the Rector.
2. Notwithstanding the provisions of paragraph 1, complaints and requests of employees submitted in writing shall be collected every day at the correspondence register in the building of Collegium Novum.
3. The resolution of complaints and requests shall take place in accordance with the procedure provided for in the provisions of the Code of Administrative Procedure.

Final provisions

§ 47

These Regulations shall enter into force 2 weeks after the date of publication.

§ 48

These Regulations shall be published on the Website of the University and in the Centre of Personnel Affairs.

Transitional provisions

§ 49

Requirements for candidates for senior certified curator, senior certified documentalist, certified curator, certified documentalist, library adjunct, adjunct of scientific documentation and information, library assistant and assistant of scientific documentation and information for the period from 1 October 2019 to 30 September 2020.

1. Certified librarians and certified staff of scientific documentation and information shall be employed in the following positions:
 - 1) senior certified curator, senior certified documentalist;
 - 2) certified curator, certified documentalist;
 - 3) library adjunct, adjunct of scientific documentation and information; 4) library assistant and assistant of scientific documentation and information.

2. Persons with a master's degree or equivalent title may be employed in the positions referred to in paragraph 1.
3. Additional professional requirements and qualifications to be met by the candidate for the positions referred to in paragraph 1:
 - 1) in respect of professional education and qualifications, the candidate should meet the following conditions:
 - a) completing second-cycle or long-cycle master's degree studies in library science and scientific information or
 - b) having a scientific degree in bibliology or scientific information, or
 - c) completion of second-cycle or long-cycle master's degree studies other than those referred to in point (a) and the completion of postgraduate studies in library science, scientific information or in the scope in line with the profile and needs of the library, or
 - d) having a scientific degree in areas other than those referred to in point (b) in the scope in line with the profile and needs of the library,
 - e) documenting at least three years of work in a scientific library,
 - f) documenting the command of a foreign language at the B2 level ,
 - g) documenting at least five publications in the field of library science, scientific information or related sciences that are in line with the profile of the library concerned, including two papers in peer-reviewed publications;
 - 2) in respect of conducting scientific and research activities, the candidate should comply with the following conditions:
 - a) documenting scientific publications other than those referred to in point 1(g),
 - b) scientific or substantive editing of publications,
 - c) participation in committees and programme boards of e.g. journals, publishing publication series, conferences,
 - d) demonstrating other forms of activity, such as participating in the implementation of projects, conducting research on library science and scientific information, conducting research on the effectiveness of library activities, creating or co-creating databases (concept development, work on the structure of the databases)
 - 3) in the field of teaching activities, the candidate should meet the following conditions:
 - a) conducting classes in the field of library science and scientific information or disciplines in line with the profile of the library concerned,
 - b) preparation and implementation of various forms of library didactics, including information education (also in the e-learning version);
 - 4) in the field of organisational activities, the candidate should meet the following conditions:
 - a) performing library management functions for at least three years,
 - b) managing projects, grants, as well as working in problem-specific standing teams of a library or university,
 - c) implementing improvements and innovation in the organisation of library work,
 - d) development of documents of practical importance for the functioning of a library (internal procedures),
 - e) organising conferences, workshops, training sessions and internships.
4. The candidate should meet at least one condition for each of the activities referred to above.
5. The assessment of the scientific, didactic and organisational achievements of the candidate shall be carried out by the Qualification Commission appointed by the Rector at the request of the Library Council.

**MODEL SCOPE OF DUTIES OF ACADEMIC TEACHER
(research and didactic staff)**

Forename and surname:.....
Position:
(research and didactic employee)
Amount of standard working hours..... Place
of work:
The immediate superior of the employee is:

The employee is obliged to perform his or her work duly and conscientiously, adhering to the work order and discipline, and to comply with instructions of the superiors.

In particular, the employee is obliged to:

- comply with the work regulations and other rules applicable at the Jagiellonian University,
- use the working time fully and effectively,
- comply with OHS and fire protection regulations;
- undergo initial, periodic and return-to-work medical examinations,
- comply with the confidentiality obligation specified in separate regulations,
- comply with the provisions on personal data protection;
- care about the good name and property of the Jagiellonian University,
- duly secure the working tools, equipment and rooms,
- improve his/her own professional qualifications;
- periodically substitute an employee as indicated by the superior,
- immediately notify the superiors about an accident or a threat to life or health noticed at the Jagiellonian University,
- notify the Centre for Personnel Affairs of any changes in his/her personal data.

Academic teacher is bound by the task-based working time, applied in the following proportion:

- 1) research duties – 45% of the working time;
- 2) teaching duties – 45% of the working time;
- 3) organisational duties – 10% of the working time;

Scope of duties at the workplace:

The fundamental duties of an academic teacher employed as part of the research and didactic staff include:

- 1) conducting scientific activity, teaching and educating students or participation in the education of doctoral students;
- 2) participation in the implementation of strategic plans of his/her disciplines and plans of operation of the unit in which he/she is employed, as well as the implementation of objectives covered by individual and/or team research plans, if defined;
- 3) participation in scientific activities in various roles (e.g. reviewer, editor, editorial board member, participant of scientific events, etc.) and compliance with the principles of ethics in scientific activity (specifying the Jagiellonian University in the affiliation of the employee's scientific achievements);
- 4) initiating and implementing (in consultation with superiors) individual or team research projects;
- 5) participation in improving the teaching offer;

- 6) completing the obligatory annual teaching load, and in special cases justified by the need to implement the curriculum, conducting teaching in oversized hours, in accordance with applicable regulations;
- 7) developing and sharing materials for classes and providing consultation for students and doctoral students pursuant to the rules in force at the Jagiellonian University;
- 8) documenting the content and methodology of classes being conducted and updating this documentation in accordance with the rules in force at the Jagiellonian University;
- 9) participation in processes of evaluation and improvement of education quality;
- 10) continuous improvement of professional skills, in particular research and teaching competences as well as knowledge and skills related to the subjects of the classes being conducted;
- 11) participation in organizational work for the Jagiellonian University involving *;
- 12) fulfilment of tasks related to the organisation of teaching and research processes in the unit in which he/she is employed, as specified by his/her superiors;
- 13) conducting cooperation with the (social and economic) environment;
- 14) fulfilling other instructions issued by the faculty/unit authorities or direct superior related to the work or concerning the functioning of the faculty/unit.

The basic duties of an academic teacher employed as part of the research and teaching staff in the positions of adjunct lecturer, university professor and professor include: 1) implementation of tasks related to the development of academic staff; 2) initiating and developing international cooperation.

** the scope of organisational work shall be determined by the supervisor.*

The scope of duties does not include duties performed in connection with the commercialization of scientific research.

I acknowledge and agree to apply

.....
(date and signature of the Employee)

.....
(signature and stamp of the Superior)

I accept

.....
(date and signature of the dean or director of a non-faculty or inter-faculty unit)

The superior may not limit the scope of tasks and obligations of the Employee, indicated in the model scope of duties, but may specify additional responsibilities and duties.

**MODEL SCOPE OF DUTIES OF ACADEMIC TEACHER
(research staff)**

Forename and surname:.....

Position:

(research and didactic employee)

Amount of standard working hours..... Place
of work:

The immediate superior of the employee is:

The employee is obliged to perform his or her work duly and conscientiously, adhering to the work order and discipline, and to comply with instructions of the superiors.

In particular, the employee is obliged to:

- comply with the work regulations and other rules applicable at the Jagiellonian University,
- use the working time fully and effectively,
- comply with OHS and fire protection regulations;
- undergo initial, periodic and return-to-work medical examinations,
- comply with the confidentiality obligation specified in separate regulations,
- comply with the provisions on personal data protection;
- care about the good name and property of the Jagiellonian University,
- duly secure the working tools, equipment and rooms,
- improve his/her own professional qualifications;
- periodically substitute an employee as indicated by the superior,
- immediately notify the superiors about an accident or a threat to life or health noticed at the Jagiellonian University,
- notify the Centre for Personnel Affairs of any changes in his/her personal data,

Academic teacher is bound by the task-based working time, applied in the following proportion:

- 1) research duties – 90% of the working time;
- 2) organisational duties – 10% of the working time;

Scope of duties at the workplace:

The fundamental duties of an academic teacher employed as part of the research staff include:

- 1) conducting scientific activity or participation in the education of doctoral students;
- 2) participation in the implementation of strategic plans of his/her disciplines and plans of operation of the unit in which he/she is employed;
- 3) implementation of objectives covered by individual and/or team research plans;
- 4) participation in scientific activities in various roles (e.g. reviewer, editor, editorial board member, participant of scientific events, etc.) and compliance with the principles of ethics in scientific activity (specifying the Jagiellonian University in the affiliation of the employee's scientific achievements);
- 5) initiating and implementing (in consultation with superiors) individual or team research projects;
- 6) undertaking (individually or collectively) activities aimed at raising research funds;
- 7) achieving above-average (in relation to employees employed in teaching or research and teaching positions) results in research activities, in accordance with the adopted rules of their assessment;
- 8) continuous improvement of professional competences, in particular research competences and those regarding the organisation of research;
- 9) documenting scientific achievements in accordance with the rules in force at the Jagiellonian University;
- 10) participation in organizational work for the Jagiellonian University involving*;
- 11) pursuing activities related to the organisation of research processes in the unit in which he/she is employed, as specified by his/her superiors;
- 12) conducting cooperation with the (social and economic) environment;
- 13) fulfilling other instructions issued by the faculty/unit authorities or direct superior related to the work or concerning the functioning of the faculty/unit.

The basic duties of an academic teacher employed as part of the research staff in the positions of adjunct lecturer, university professor or professor also include: 1) participation in the development of the academic staff;

- 2) running activities aimed at organising research teams;

3) participation in international scientific communication and taking initiatives to internationalise the scientific activity of the units in which they are employed.

** the scope of organisational work shall be determined by the supervisor.*

The scope of duties does not include duties performed in connection with the commercialization of scientific research.

I acknowledge and agree to apply

.....
(date and signature of the Employee)

.....
(signature and stamp of the Superior) I

Accept

.....
(date and signature of the dean or director of a non-faculty or inter-faculty unit)

The superior may not limit the scope of tasks and obligations of the Employee, indicated in the model scope of duties, but may specify additional responsibilities and duties.

**MODEL SCOPE OF DUTIES OF ACADEMIC TEACHER
(didactic staff)**

Forename and surname:.....

Position:

(research and didactic employee)

Amount of standard working hours..... Place
of work:

The immediate superior of the employee is:

The employee is obliged to perform his or her work duly and conscientiously, adhering to the work order and discipline, and to comply with instructions of the superiors.

In particular, the employee is obliged to:

- comply with the work regulations and other rules applicable at the Jagiellonian University,
- use the working time fully and effectively,
- comply with OHS and fire protection regulations;
- undergo initial, periodic and return-to-work medical examinations,
- comply with the confidentiality obligation specified in separate regulations,
- comply with the provisions on personal data protection;
- care about the good name and property of the Jagiellonian University,
- duly secure the working tools, equipment and rooms,

- improve his/her own professional qualifications;
- periodically substitute an employee as indicated by the superior,
- immediately notify the superiors about an accident or a threat to life or health noticed at the Jagiellonian University,
- notify the Centre for Personnel Affairs of any changes in his/her personal data,

Academic teacher is bound by the task-based working time, applied in the following proportion:

- 1) teaching duties – 90% of the working time;
- 2) organisational duties – 10% of the working time;

The fundamental duties of an academic teacher employed as part of the didactic staff include:

- 1) teaching and educating students or participation in the education of doctoral students;
- 2) participation in the implementation of plans of operation of the unit in which he/she is employed;
- 3) participation in improving the teaching offer;
- 4) developing and sharing materials for classes and providing consultation for students and doctoral students pursuant to the rules in force at the Jagiellonian University;
- 5) documenting the content and methodology of classes being conducted and updating this documentation in accordance with the rules in force at the Jagiellonian University;
- 6) participation in processes of evaluation and improvement of education quality;
- 7) continuous improvement of professional skills, in particular teaching competences as well as knowledge and skills related to the subjects of the classes being conducted;
- 8) participation in organisational work for the Jagiellonian University involving*;
- 9) fulfilment of tasks related to the organisation of teaching processes in the unit in which he/she is employed, as specified by his/her superiors;
- 10) completing the obligatory annual teaching load, and in special cases justified by the need to implement the curriculum, conducting teaching in oversized hours, in accordance with applicable regulations;
- 11) conducting cooperation with the (social and economic) environment;
- 12) fulfilling other instructions issued by the faculty/unit authorities or direct superior related to the work or concerning the functioning of the faculty/unit.

The basic duties of an academic teacher employed as part of the didactic staff in the positions of adjunct lecturer, university professor or professor also include:

- 1) participation in scientific research on academic didactics and dissemination of the outcome of this research (specifying the Jagiellonian University in the affiliation of the employee's scientific achievements);
- 2) initiating and implementing (in consultation with superiors) educative projects;
- 3) implementation of tasks related to the development of academic staff;
- 4) initiating and developing international cooperation.

** the scope of organisational work shall be determined by the supervisor.*

The scope of duties does not include duties performed in connection with the commercialization of scientific research.

I acknowledge and agree to apply

.....
(date and signature of the Employee)

.....
(signature and stamp of the Superior)

I Accept

.....
(date and signature of the dean or director of a non-faculty or inter-faculty unit)

The superior may not limit the scope of tasks and obligations of the Employee, indicated in the model scope of duties, but may specify additional responsibilities and duties.

PROVISIONS ON EQUAL TREATMENT IN EMPLOYMENT

THE CONSTITUTION OF THE REPUBLIC OF POLAND

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. The provisions of collective bargaining agreements and other collective arrangements, regulations and charters based on the Act that define the rights and obligations of the parties to an employment relationship shall not apply if they are contrary to the principle of equal treatment in employment

Art. 11².

Employees have equal rights for equal performance of the same duties; this provision applies in particular to the equal treatment of men and women at work.

Art. 11³.

No discrimination in employment shall be allowed, either direct or indirect, particularly on the grounds of a person's sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, denomination, sexual orientation, as well as employment for definite or indefinite term or on a full-time or part-time basis.

Article 18 § 3. The provisions of contracts of employment or any other acts forming a basis of an employment relationship that are contrary to the principle of equal treatment in employment shall be invalid. The applicable provisions of labour law shall be applied instead, and where no such provisions exist, the invalid provisions shall be replaced with other provisions of a non-discriminatory nature.

Chapter IIa

Equal Treatment in Employment (Art. 18^{3a} – 18^{3e})

Article 18^{3a}. § 1. Employees must be treated equally as regards the establishment and termination of their employment relationship, terms and conditions of employment, promotion and access to training for the development of their professional qualifications, and in particular regardless of their sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin, denomination or sexual orientation, as well as whether they are employed for a definite or indefinite term or on a full-time or part-time basis.

§ 2. Equal treatment in employment shall mean non-discrimination in any way, whether direct or indirect, on the grounds referred to in § 1.

§ 3. Direct discrimination takes place where one employee is treated less favourably than another is, has been or would be treated in a comparable situation, on one or more grounds referred to in § 1.

§ 4. Indirect discrimination takes place where an apparently neutral provision, criterion or practice puts or would put all or a large number of employees belonging to a particular group at a particular disadvantage or disproportion on one or more grounds referred to in § 1 as regards the establishment and termination of their employment relationship, terms and conditions of employment, promotion and access to training for the development of their professional qualifications, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.

§ 5. Discrimination as defined in § 2 also includes:

- 1) any action to encourage another person to violate the principle of equal treatment in employment or instruct that person to violate that principle,
- 2) any unwanted conduct the purpose or effect of which is to breach the dignity of an employee and to create an intimidating, hostile, degrading, humiliating or offensive environment (harassment).

§ 6. Discrimination on the grounds of sex is also taken to include any form of unwanted conduct of a sexual nature, or referring to a person's sex, with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment, including verbal, non-verbal or physical conduct (sexual harassment)

§ 7. An employee's submission to harassment or sexual harassment, as well as taking action by the employee against harassment or sexual harassment, may not cause any negative consequences for the employee.

Article 18^{3b}. § 1. Notwithstanding the provisions of § 2 to 4, failure to apply the principle of equal treatment in employment by an employer includes different treatment of an employee on one or more grounds referred to in Article 183a § 1, particularly resulting in:

- 1) a refusal to establish, or termination of an employment relationship,
- 2) unfavourable conditions of remuneration or other terms of employment, or restrictions on access to promotions or other work-related benefits,
- 3) limited access to training to improve professional qualifications – unless the employer demonstrates that this was motivated by objective reasons.

§ 2. The principles of equal treatment in employment do not infringe upon activities proportional to achieving the lawful purpose of differentiating the situation of the employee, involving:

- 1) non-employment of a person for one or more reasons referred to in Article 183a § 1, if the nature or conditions of work would result in a situation where any of these reasons constitute an actual and decisive occupational requirement for the employee,
- 2) termination of employment terms on working time, if justified by reasons not attributable to employees and without reference to any of the grounds referred to in Article 183a § 1,
- 3) application of measures resulting in different legal situation of an employee due to the considerations of protection their parenthood or disability,
- 4) application of the criterion of seniority in service when determining the conditions for the employment and dismissal of employees, terms of remuneration and promotion, and access to training for the development of professional qualifications, which justifies different treatment of employees due to their age.

§ 3. Measures taken for a specified period of time and aimed at the creation of equal opportunities for all or a considerable number of employees treated differently for one or more reasons referred to in Article 183a § 1 by reducing the existing inequalities to the advantage of those employees, to the extent defined therein, are not an infringement of the principle of equal treatment in employment.

§ 4. Restriction of access to employment for the reasons of religion, denomination or belief, established by churches and other religious associations, as well as any organisations the ethical values of which are based on religion, denomination or belief, is not contrary to the principle of equal treatment where, by reason of the nature of the activities of these churches or other religious associations and organisations, a person's religion or belief constitutes a real and justified occupational requirement that is proportionate to the achievement of a legitimate aim of different treatment of an employee; this also applies to the requirement to act in good faith and remain loyal to a church or other religious association and organisation the ethical values of which are based on religion, denomination or belief.

Article 18^{3c}.

§ 1. Employees have the right to equal remuneration for the same work or work of equal value.

§ 2. The remuneration referred to in § 1 includes all components of remuneration for work, regardless of their name or nature, as well as other work-related monetary or non-monetary benefits granted to employees.

§ 3. Work of equal value is work that requires similar professional qualifications from employees, confirmed by documents defined in separate regulations, or professional practice and experience, as well as similar responsibility and effort.

Article 18^{3d}.

A person against whom the employer infringed the principle of equal treatment in employment has the right to compensation of at least to the amount of the statutory minimum wage, defined in separate regulations.

Article 18^{3e}. § 1. The exercise by the employee of the rights arising from an infringement of the principle of equal treatment in employment may not form the grounds for unfavourable treatment of the employee, and may not cause any negative consequences for the employee, in particular it may not be the reason for the notice of termination or termination of the employment relationship by the employer without notice.

§ 2. The provision of § 1 shall apply *mutatis mutandis* to an employee who has provided, in any form, support to an employee exercising his or her rights arising from an infringement of the principle of equal treatment in employment.

Art. 29².

§ 1. The entering into an employment contract with an employee providing for part-time employment may not result in establishing his or her work and remuneration terms in a less favourable manner than for employees performing the same or similar full-time work, but taking into account the proportionality of remuneration for work and other work-related benefits to the employee's working time.

§ 2. The employer should, as far as possible, take into account the employee's request to change the working time specified in the employment contract.

Article 94 In

particular, the employer is obliged to:

2b) prevent discrimination in employment, particularly on the grounds of a person's sex, age, disability, race, religion, nationality, political beliefs, trade union membership, ethnic origin,

denomination, sexual orientation, as well as employment for definite or indefinite term or on a full-time or part-time basis.

TABLE OF BASIC POSITIONS AND QUALIFICATION REQUIREMENTS FOR ADMINISTRATIVE EMPLOYEES

Item	Position	Qualification requirements	
		education	number of years of service
1	Chief specialist acting as Chancellor	higher (Magister degree) or other equivalent	8, including 4 in a managerial or independent position
2	Main specialist acting as Bursar	higher (Magister degree) or other equivalent	8, including 4 in a managerial or independent position
3	Chief specialist acting as Deputy Chancellor	higher	6, including 3 in a managerial or independent position
4	Chief specialist acting as Deputy Bursar	higher	6, including 3 in a managerial or independent position
5	Chief specialist acting as the Administrative Director of a Faculty	higher	6, including 3 in a managerial or independent position
6	Internal auditor	according to separate regulations	
7	Patent attorney	according to separate regulations	
8	Attorney-at-law	according to separate regulations	
9	Personal data protection specialist	according to separate regulations	
10	Chief specialist acting as a Centre Director, Department Manager, Section Manager, Office Manager	higher (Magister degree) or other equivalent	7
11	Chief specialist, network administrator	higher	6
12	Senior specialist	higher	5
13	Specialist	higher	3
		secondary	8
14	Junior specialist	higher	–
		secondary	5
15	Senior (or independent) clerk	higher	–

		secondary	4
16	Clerk, teller	secondary	-
		basic vocational	2
17	Senior site manager	according to separate regulations	
18	Site manager	according to separate regulations	
19	Chief specialist for OHS	according to separate regulations	
20	Senior specialist for OHS	according to separate regulations	
21	Specialist for OHS	according to separate regulations	
22	Senior inspector for OHS	according to separate regulations	
23	Inspector for OHS	according to separate regulations	

TABLE OF BASIC POSITIONS AND QUALIFICATION REQUIREMENTS FOR
RESEARCH AND TECHNICAL EMPLOYEES AND ENGINEERING AND
TECHNICAL EMPLOYEES

Item	Position	Qualification requirements	
		education	number of years of service
1	Senior research and technical specialist	higher	5
2	Research and technical specialist	higher	3
		secondary	8
3	Senior engineering and technical specialist, senior IT specialist	higher	5
4	Engineering and technical specialist, IT specialist	higher	3
		secondary	8
5	Senior (or independent): technical clerk, physicist, mathematician and other equivalent positions, master craftsman	higher	–
		secondary	4
6	Technical clerk, technician, chemist, biologist, physicist and others	secondary	–
		basic vocational	2
7	Lab assistant	basic vocational	–

**TABLE OF BASIC POSITIONS AND QUALIFICATION REQUIREMENTS FOR
MAINTENANCE STAFF**

Item	Position	Qualification requirements
		education
1	maintenance worker, janitor, senior janitor, porter, senior porter, senior porter, keeper, security guard, senior security guard, housekeeper, cleaner	primary
2	Security guard - head of security, - deputy head of security, - shift commander, - senior guard, - guard, - junior guard	according to separate regulations
3	Auxiliary employee of administration or maintenance	primary
4	Gardener	primary
5	Workers without professional training	primary
6	Qualified workers holding professional skills within the scope required to perform works under supervision or independently	vocational
7	Highly qualified workers holding technician qualifications or master craftsman qualifications within the scope of which they perform independently difficult and precise works	technician qualifications
		master craftsman qualifications
8	Passenger car driver	according to separate regulations

**TABLE OF POSITIONS AND QUALIFICATION REQUIREMENTS FOR LIBRARY
EMPLOYEES, SCIENTIFIC DOCUMENTATION AND INFORMATION EMPLOYEES AND
MUSEUM EMPLOYEES**

LIBRARY EMPLOYEES, SCIENTIFIC DOCUMENTATION AND INFORMATION EMPLOYEES			
Item	Position	Qualification requirements	
		education	number of years of service
1	Certified curator	higher (Magister degree)	15
2	Senior library curator	higher (Magister degree)	12
3	Library curator	higher (Magister degree)	8
4	Senior librarian	higher	5
	Senior documentarian		
	Senior book restorer		
5	Librarian	higher	3
	Documentarian	secondary	5
	Book restorer		
6	Senior library storage assistant	secondary	3
7	Senior technician documentarian	secondary	3
8	Junior librarian	higher	–
	Junior documentarian	secondary	3
	Junior book restorer		
9	Technician documentarian	secondary	–
10	Library storage assistant	basic vocational	–
11	Technician – book restorer	secondary	–
12	Junior technician documentarian	secondary	–
13	Library helper	primary	–

MUSEUM EMPLOYEES			
Item	Position	Qualification requirements	
		education	number of years of service
1	Certified museum curator	Degree of doktor in a field related to the scope of the collections at the museum or degree of doktor in fine arts in this field professional achievements in the field of museum activities	3 years of service in museums
2	Museum curator	Second cycle study programme related to the scope of collections at the museum, postgraduate study programme related to the scope of collections at the museum or professional achievements in the field of museum activities	2 years of service in museums
3	Museum adjunct	Second cycle study programme related to the scope of collections at the museum	3 years of service in museums
4	Museum assistant	First cycle study programme related to the scope of collections of the museum	2 years of service in museums
5	Senior restorer	Second cycle study programme related to the scope of collections at the museum	6 years of service
6	Restorer	Second cycle study programme related to the scope of collections at the museum	5 years of service
7	Restoration adjunct	First cycle study programme related to the scope of collections at the museum	5 years of service
		Second cycle study programme related to the scope of collections at the museum	3 years of service
8	Senior restoration assistant	First cycle study programme related to the scope of collections at the museum	3 years of service
		Second cycle study programme related to the scope of collections at the museum	1 year of service
9	Restoration assistant	First cycle or second cycle study programme related to the scope of collections at the museum	-
10	Senior documentarian	Second cycle study programme related to the scope of collections at the museum	2 years of service
11	Documentarian	Second cycle study programme related to the scope of collections at the museum	1 year of service

12	Senior renovator	secondary	3 years of service
13	Renovator	secondary	1 year of service
14	Trained renovator	secondary or vocational	2 years of service
15	Museum guide	higher (Magister degree)	-

TABLE OF BASIC POSITIONS AND QUALIFICATION REQUIREMENTS FOR EMPLOYEES OF THE JU ARCHIVES

EMPLOYEES OF THE JU ARCHIVES			
Item	Position	Qualification requirements	
		Education	Number of years of service in archives
1	Archive curator	Second cycle study programme in archive or history	10
2	Senior archive curator		15
3	Paper restorer	Second cycle study programme in paper objects conservation	–
4	Senior paper restorer		6
5	Paper restorer curator		10
6	Junior archivist	Second cycle study programme in archive or history	–
7	Archivist		3
8	Senior archivist		6
9	Archive storage assistant	Secondary	–
10	Senior archive storage assistant	Secondary	3

TABLE OF BASIC POSITIONS AND QUALIFICATION REQUIREMENTS FOR EMPLOYEES IN PUBLISHING AND PRINTING ACTIVITIES

Item	Position	Qualification requirements	
		Education	Number of years of service
1	Editor-in-chief acting as the Publishing House Director	Higher	6, including 3 in a managerial or independent positionn
2	Editor-in-chief	Higher	6
3	Initiating editor	Higher	2
4	Coordinating editor	Higher	2
5	Editorial assistant	Higher	2
6	Technical assistant	Higher	1
7	Senior editor	Higher	4
8	Editor	Higher	2
9	Junior editor	Higher	–
10	DTP specialist	Higher	4
11	Starszy operator DTP	Higher	2
12	DTP operator	Secondary	2
		Higher	–
13	Electronic publishing manager	Higher	–
14	Publishing house storage assistant	Secondary	–
15	Bookbinder	Technician qualifications or master craftsman qualifications	–

**The amount of didactic hours and rules for their calculation, scope of duties, types of didactic activities of academic teachers – rules for determining
The scope of didactic duties of an academic teacher and types of didactic activities**

1. The scope of didactic duties includes the full implementation of the teaching load, specified in hours of account, and other works related to the teaching process, education and formation of students.
2. The duties carried out as part of the established teaching load include delivering classes resulting from study curricula (full-time programmes, part-time programmes, post-graduate programmes), at doctoral schools and within courses, which include in particular:
 - 1) lectures;
 - 2) seminars;
 - 3) pro-seminars;
 - 4) classes;
 - 5) tutorials;
 - 6) field classes and outdoor workshops;
 - 7) laboratory classes;
 - 8) language classes;
 - 9) course laboratories;
 - 10) workshops;
 - 11) sports activities;
 - 12) classes conducted using distance learning methods and techniques;
 - 13) classes at doctoral schoolsand other forms of classes resulting from the curriculum.
3. Other works related to the teaching process, education and formation of students include in particular:
 - 1) consultations;
 - 2) class assessment visits;
 - 3) didactic duty hours;
 - 4) conducting examinations and course completion assessments in the course of studies, comprehensive and partial tests, as well as other forms of verifying student's achievements;
 - 5) supervising students' diploma theses as well as checking and reviewing them;
 - 6) checking end-of-semester student papers;
 - 7) supervision of student research clubs;
 - 8) performing the role of year tutor, a member and/or chairman of the diploma examination board and in doctoral examination boards for doctoral studies/doctoral schools.

The amount of didactic classes, conditions for its reduction and rules for counting classes to the teaching load

§ 1

1. The annual amount of didactic activities, hereinafter referred to as the "teaching load", for particular positions in the group of research and educational staff is as follows:
 - 1) professor, associate professor, visiting professor – 180 hours;
 - 2) assistant professor with the degree of doktor habilitowany – 180 hours;

- 3) assistant professor, assistant – 210 hours;
- 4) assistant in the first year of employment – 180 hours.
2. The teaching load for particular positions in the group of educational staff is as follows:
 - 1) professor – 240 hours;
 - 2) associate professor – 270 hours;
 - 3) visiting professor – 210 hours;
 - 4) assistant professor – 330 hours;
 - 5) assistant in the first year of employment – 300 hours;
 - 6) assistant, lecturer, senior lecturer - 360 hours;
 - 7) language teacher, instructor – 540 hours;
 - 8) language teacher, instructor in the first year of employment – 510 hours;
 - 9) language teacher - foreigner – 360 hours.
3. Teaching load for the positions:
 - 1) in the group of research and educational staff referred to in paragraph 1 (2) and (3), may be increased by 30 hours at most;
 - 2) in the group of educational staff referred to in paragraph 2 (1) to (3), may be increased by 30 hours at most, and for the position referred to in paragraph 2 (9) may be increased by 180 hours at most.

The decision on this issue shall be made by the Rector of the Jagiellonian University at the request of the dean, director of a non-faculty or inter-faculty unit or on his own initiative, in the event of difficult financial standing of the faculty. The increase in the teaching load must be preceded by a positive opinion on the recovery plan of the faculty, non-faculty or inter-faculty unit issued by the council of that unit.

4. Should foreign language teachers be headed to the Jagiellonian University on the basis of international agreements, the annual amount of teaching load shall be determined by the content of these agreements, provided that it may not exceed 540 hours.
5. The employment in the first year referred to in paragraph 1 (4) and paragraph 2 (5) and (8) shall be understood as employment for the first time within employment relationship in order to deliver classes at a public or non-public higher education institution. When undertaking employment, the employee shall file an appropriate statement concerning that matter.
6. The teaching load shall be determined in proportion to the contractual work load, employment period and depends on affiliation of an academic teacher to a specific employee group.
7. At the request of the dean or director of a non-faculty and inter-faculty unit, the Rector of the Jagiellonian University may consent to change the terms of employment of an academic teacher in such a way that within their position and work load, they will be employed as part of another employee group, which takes place taking into account the budgetary resources held by the organizational unit, basing on an agreement concluded with the academic teacher.

§ 2

1. The teaching load may be reduced for performing the following functions:
 - 1) Rector – possible complete exemption;
 - 2) Vice-Rector – possible complete exemption;
 - 3) Dean – reduction up to 120 hours;

- 4) Vice-Dean – reduction up to 60 hours;
 - 5) Head of doctoral school – reduction up to 60 hours;
 - 6) member of the University Council – reduction up to 60 hours;
 - 7) Head of institute – reduction up to 60 hours;
 - 8) Deputy head of institute – reduction up to 60 hours;
 - 9) head of a field of study at first-cycle, second-cycle or long cycle Magister degree study programmes – reduction up to 30 hours;
 - 10) head of a doctoral study programme – reduction up to 30 hours;
 - 11) director of the Jagiellonian Library, director of the Jagiellonian University Museum, director of the Botanic Garden, director of the Jagiellonian University Archives, director of the Jagiellonian Language Centre, director of the JU Sports Centre, director of the Teacher Training Centre and the director of the Centre for Interdisciplinary Individual Studies in the Humanities and Social Sciences – reduction up to 60 hours;
 - 12) member of the Polish Accreditation Committee – possible complete or partial exemption;
 - 13) member of the General Council for Science and Higher Education – possible complete or partial exemption;
2. Academic teacher who performs a function other than specified in paragraph 1 (at the university or outside the university), if it is of significant importance to the University and requires a significant workload, may be granted a teaching load reduction by a maximum of 60 hours depending on the financial capabilities of the organisational unit.
 3. Academic teacher may be granted a reduction in the teaching load if he/she:
 - 1) manages a project of vital importance for the University or a project where at least three PhD candidates or staff members are employed on the basis of scholarship or contract of employment – reduction of the teaching load may equal maximum up to 60 hours;
 - 2) participates in implementation of a project, guidelines of which provide for the need or possibility of reducing the teaching load; the teaching load reduction may not exceed the amount specified in the project guidelines.
 4. Academic teacher using the support programmes for researchers who apply for prestigious international projects defined in those programmes may be granted a reduction in the teaching load. The amount of teaching load may be reduced to 30 hours per year.
 - 4a. Academic teacher who is an outstanding expert in the field/discipline which he/she represents, employed at the University, particularly in order to introduce to the JU research area an original subject, including creation of a team composed of particularly of young researchers, may be granted a reduction in the teaching load. The reduction in the teaching load should reflect the level of engagement in performance of research duties. The amount academic teacher's teaching load may be then reduced to 60 hours per year.
 - 4b. In particularly justified cases caused by temporary increase in research duties related to improvement of quality of research conducted in an unit (which do not result from performance of research projects financed from external sources) as well as upon preparation of an individual research plan, an academic teacher may be granted reduction of the teaching load. Reduction of the teaching load may be granted upon positive opinion by a dean or director of a non-faculty or inter-faculty unit, issued particularly on the basis of analysis of financial capacity of the managed organisational unit. Academic teacher's teaching load may be then reduced to ½ of the prescribed teaching load per year.
 5. Only a full-time employee for whom the Jagiellonian University is the basic place of work shall be entitled to reduction in the teaching load.

6. An employee shall be entitled to reduction in the teaching load under one title only.
7. Reductions in teaching load shall be granted by the Rector of the Jagiellonian University at the request of the interested party, upon opinion provided by a dean or director of a non-faculty or inter-faculty unit. Reductions shall be granted only for one academic year.
8. An employee who was granted reduction in the teaching load, is entitled to remuneration solely for overtime hours for delivered classes which exceed the teaching load determined in accordance with § 1 (1) to (3).

§ 3

1. Academic teacher's obligation is the full implementation of the teaching load assigned to him/her, in accordance with § 1 and § 2, specified in hours of account. Dean or director of a non-faculty or inter-faculty unit is responsible for the allocation of didactic activities to academic teachers, excluding planned didactic underload.
2. In special cases, as justified by the need to implement the curriculum, an academic teacher may be required to deliver classes in overtime hours, not exceeding:
 - 1) 1/4 of the annual amount of classes – for a research and educational staff member;
 - 2) 1/2 of the annual amount of classes – for an educational staff member.
3. An academic teacher who was obliged, in accordance with paragraph 2, to deliver classes in overtime for four consecutive semesters, may be entrusted with delivering classes in overtime in the next academic year only with his/her consent expressed in writing.
4. An academic teacher, with his/her consent expressed in writing in the Individual Didactic Activity Assignment Sheet, may be entrusted with classes in overtime hours not exceeding twice the annual number of classes.
5. An academic teacher who is pregnant or raises a child under 4 years of age cannot be employed in overtime hours without his or her consent.
6. Remuneration for work in overtime shall be granted once a year upon settlement of didactic activities hours determined in accordance with the plan unless the Rector of the Jagiellonian University orders settlements in shorter periods.
7. It is allowed to pay remuneration for delivered overtime hours at part-time study programmes, postgraduate programmes and courses after the end of the first semester, and before the end of the period of teaching load settlement, provided that the academic teacher completes the full teaching load in the first semester.
8. In particularly justified cases, it is allowed, with the consent of the Rector of the Jagiellonian University, to introduce at least two-month periods of overtime hours settlement, calculated in calendar months.
9. The teaching load primarily includes classes delivered at full-time study programmes in the parent unit, and then in other organisational units of the Jagiellonian University. In exceptional cases caused by the inability to fully implement the teaching load at full-time study programmes, it is allowed to supplement the teaching load with classes delivered part-time study programmes, postgraduate programmes and courses, taking this into account in the costs of the programmes.
10. For 1 hour of classes (45 minutes) an academic teacher shall be credited the performance of 1 accounting hour, except for the cases specified in paragraphs 11 and 12.
11. The following accounting hours conversion rates shall be applied in order to determine the teaching load:
 - 1) for supervising a student research club, up to 10 accounting hours shall be credited; the decision in this matter shall be taken by a dean at the request of the concerned party;

- 2) for classes conducted in the form of field classes, the amount of which was specified in the curriculum by the number of hours applicable to the student, this number of accounting hours shall be credited towards the teaching load.
12. Dean and director of a non-faculty and inter-faculty units may use the following conversion rates of accounting hours in order to determine the teaching load, provided that towards one hour of classes only one, more favourable conversion rate can be applied:
- 1) 1 hour of classes delivered on Saturdays and Sundays – up to 1.5 accounting hours;
 - 2) 1 hour of classes delivered at full-time study programmes and in doctoral schools in a foreign language, with the exception of classes delivered by foreign languages teachers, classes at study programmes concerning modern languages and classes delivered under civil law contracts – up to 2 accounting hours;
 - 3) for supervising:
 - a) participants of doctoral studies, PhD candidates in doctoral schools – up to 10 accounting hours per year per each participant,
 - b) students who study under an individual curriculum – up to 5 accounting hours per year per each student
- and the total number of hours spent on supervision may not exceed 45 hours; 4) for supervising theses:
- a) Magister thesis – up to 5 accounting hours,
 - b) Licencjat thesis – up to 3 accounting hours
- and the total number of hours spent on supervision may not exceed 30 hours;
- 5) for classes conducted in secondary schools as part of assistance provided by the Jagiellonian University – up to 90 accounting hours (provided that these classes are not financed from other sources);
 - 6) for providing consultations as well as holding an exam in additional disciplines within the doctoral assessment process – up to 3 accounting hours;
 - 7) for conducting a foreign language exam within the doctoral assessment process – 1 accounting hour.
13. At least 2/3 of the individual teaching load should be completed in the form of classes without the use of conversion rates, except for paragraph 12 (2) and (5).

§ 4

When carrying out an academic teacher interim evaluation, the fulfilment of duties due to which the employment conditions were changed, referred to in § 1 (7), or the teaching load reduction referred to in § 2, shall be taken into account.

WORKING TIME OF STAFF MEMBERS OF THE JAGIELLONIAN LIBRARY, FACULTY AND INTER-FACULTY LIBRARIES

§ 1

Staff members of the Jagiellonian Library, faculty and inter-faculty libraries work from Monday to Saturday, provided that the rule of average five-day working week is observed as well as weekly working time standard (average 40 hours per week) is observed in the adopted settlement period.

§ 2

1. Employees of the Jagiellonian Library, faculty and inter-faculty libraries work in flexible working hours within average five-day working week, their working time is adjusted to provide complete service of all need resulting from Jagiellonian Library's and faculty and inter-faculty libraries' activity. Schedule of the working time may provide for various hours of work commencement on days which are, according to the working time schedule, are working days for employees.
2. Employees' supervisor shall prepare a work timetable and communicate it to employees at least one week before the first day of month which this timetable concerns. In the timetable there shall be indicated a day off for performing work on Saturday I a given settlement period.

§ 3

Provisions of this annex shall be applied taking into account provisions of part six of the Labour code.

§ 4

In the remaining scope employees of the Jagiellonian Library, faculty and inter-faculty libraries who provide service for students on Saturdays shall be bound by regulations and work organisation in accordance with this Regulations

WORKING TIME OF EMPLOYEES HIRED TO GUARD PROPERTY

§ 1

1. Employees hired to guard property shall be subject to the equivalent working time system, except for the Faculty of Law and Administration, where the basic standard working time applies.
2. Subject to paragraph 3, the daily working time in the equivalent system may be extended to 12 hours for employees hired to guard property.
3. In particularly justified cases, upon an employee's request with positive opinion by an immediate supervisor, it is allowed to apply an extended daily working time to 24 hours.
4. The extended daily working time is equivalent to shorter daily working time on certain days or to days off.
5. Appliance of extended daily working time requires providing an adequate period of rest as stipulated in the Labour code.
6. The standard working time in average five-day working week shall equal to average 40 hours per week.
7. There shall be adopted a monthly settlement period, taking into account standard determined in paragraph 6 hereinabove.

§ 2

The start and end times for work of employees hired to guard property shall be regulated according work schedules set for a given month and communicated to employees one week before the start of the month for which they are established.

§ 3

1. Settlement of working time shall be based on the employee's personal working time sheet.
2. The schedule and monthly working time sheets of employees hired to guard property shall be drawn up by the head or an authorised staff member of the unit hiring the employee.
3. Head of the unit (an authorised staff member) shall be responsible for correct and timely preparation of a work sheet.
4. After formal and substantive approval of the work sheet, the head of unit or authorised person shall submit it to the Centre for Personnel Affairs not later than on the 5th day of each month following the given month.

§ 4

1. Exceeding the number of hours determined in accordance with § 1(6) shall be considered as overtime work.
2. The number of overtime hours worked due to the University's special needs cannot exceed 376 – for employees with more than 10 years' experience and 384 – for employees with less than 10 years' experience, provided that the total working time cannot exceed on average 48 hours per week in the adopted settlement period.
3. If the annual number of overtime hours specified in paragraph 2 is reached, the employee cannot be allowed to work overtime.

WORKING TIME FOR BOTANIC GARDEN EMPLOYEES

§ 1

In the Botanic Garden, due to the nature of the business, the work shall also be performed on Saturdays, Sundays and holidays, provided that the principle of an average five-day working week and the weekly standard working time (40 hours a week on average) in a monthly settlement period is adhered to.

§ 2

The head of the organisational unit shall prepare a work schedule and communicate it to employees at least one week before the first day of the month it concerns. The work schedule shall specify the day off on a Saturday, Sunday or holiday, given back in the accounting period concerned.

§ 3

The settlement of working time shall be based on the employee's personal working time sheet.

§ 4

The following working hours for employees shall be introduced:

- 1) scientific and technical staff (botanists), administrative staff – from 7.30 AM to 3.30 AM (Monday to Friday);
- 2) scientific and technical staff (gardeners) – from 7.00 AM to 3.00 AM (Monday to Friday);
- 3) maintenance staff, workers, drivers – from 7.00 AM to 3.00 AM (Monday to Friday); 4) employed in guarding property – in accordance with Annex 6.

§ 5

In the period from April 1 to November 30 (hereinafter referred to as the "season") in each calendar year, it shall be allowed to introduce an equivalent working time with the option of extending the daily working time to 12 hours for employees employed in the positions indicated in § 4 items 1-3 employed at cash registers and in the greenhouse, as well as in other justified cases related to handling the Botanic Garden in the season, with complying with a one-month settlement period.

Annex 8 to the Work Regulations of the Jagiellonian University – Working time of employees of the Administration Office for the Campus of the 600th Anniversary of the JU Revival employed in technical supervision within the system of building automation management (BMS), employees of the External Area Maintenance Section and employees of the Technical Maintenance Section, members of audiovisual staff employed at the Auditorium Maximum in the Office of Real Estate Management as well as staff members for administration of processes related to external users employed in SOLARIS National Synchrotron Radiation Centre

WORKING TIME OF EMPLOYEES OF THE ADMINISTRATION OFFICE FOR THE CAMPUS OF THE 600TH ANNIVERSARY OF THE JU REVIVAL EMPLOYED IN TECHNICAL SUPERVISION WITHIN THE SYSTEM OF BUILDING AUTOMATION MANAGEMENT (BMS), EMPLOYEES OF THE EXTERNAL AREA MAINTENANCE SECTION AND EMPLOYEES OF THE TECHNICAL MAINTENANCE SECTION, MEMBERS OF AUDIOVISUAL STAFF EMPLOYED AT THE AUDITORIUM MAXIMUM IN THE OFFICE OF REAL ESTATE MANAGEMENT AS WELL AS STAFF MEMBERS FOR ADMINISTRATION OF PROCESSES RELATED TO EXTERNAL USERS EMPLOYED IN SOLARIS NATIONAL SYNCHROTRON RADIATION CENTRE

§ 1

1. Employees of the Administration Office for the Campus of the 600th Anniversary of the JU Revival, employed in technical supervision within the system of building automation management (BMS), employees of the External Area Maintenance Section and employees of the Technical Maintenance Section, members of audiovisual staff employed at the Auditorium Maximum in the Office of Real Estate Management as well as staff members for administration of processes related to external users employed in SOLARIS National Synchrotron Radiation Centre shall be subject to the equivalent working time system. Daily working time in the equivalent working time system may be extended to 12 hours.
2. The standard working time in average five-day working week shall equal to average 40 hours per week.
3. There shall be adopted a monthly settlement period, taking into account standard determined in paragraph 2 hereinabove.

§ 2

The start and end times for work of employees referred to in § 1 (1) shall be determined in work schedules set for a given month and communicated to employees one week before the start of the month for which they are established.

§ 3

1. Settlement of working time shall be based on the employee's personal working time sheet.
2. The schedule and monthly working time sheets of employees referred to in § 1 (1) shall be prepared by the head or an authorised employee of the employing unit.
3. After formal and substantive approval of the working time sheet, the head or authorised person shall submit it to the Centre for Personnel Affairs not later than on the 5th day of each month following the settlement month.

§ 4

1. Exceeding the number of hours determined in accordance with § 1(2) shall be considered as overtime work.
2. The number of overtime hours due to the specific needs of the employer cannot exceed 150 hours per year for each employee.
1. If the annual number of overtime hours specified in paragraph 2 is reached, the employee may not be allowed to work overtime.

(repealed)

WORKING TIME OF STAFF MEMBERS OF DEAN'S OFFICES AND SECRETARY'S OFFICES WHO PROVIDE STUDENTS SERVICE ON SATURDAYS

§ 1

Staff members of dean's offices and secretary's offices where students service is provided on Saturday due to the need of ensuring continuity of didactic process, perform work from Monday to Saturday, provided that the rule of average five-day working week is observed as well as the rule of standard weekly working time (average 40 hours per week) is observed in the adopted settlement period.

§ 2

A staff members' immediate supervisor shall prepare a work timetable and communicate it to staff members at least one week before the first day of month which this timetable concerns. In the timetable there shall be indicated a day off for performing work on Saturday given back to a staff member in a given settlement period. Burdening staff members with work on Saturdays should be adjusted to their capability of fulfilling other duties in a given settlement period.

§ 3

Provisions of this annex shall be applied taking into account provisions of part six of the Labour code.

§ 4

In the remaining scope staff members of dean's offices and secretary's offices where students service is provided on Saturdays shall be bound by regulations and work organisation in accordance with this Regulations.

WORKING TIME OF STAFF MEMBERS PROVIDING IT AND MULTIMEDIA SERVICE AT FACULTIES

§ 1

1. This annex shall apply to all staff members employed to perform IT and multimedia service at the faculties of the Jagiellonian University.
2. Taking into account the character of performed activities staff members providing IT and multimedia service at faculties work from Monday to Sunday, provided that the rule of average five-day working week is observed and the rule of standard weekly working time (average 40 hours per week) is observed in the adopted settlement period.
3. The necessity of performing work on Saturday and Sunday results from the need of ensuring continuity of didactic process in connection to part-time study programmes curricula and post graduate programmes conducted by unit where a staff member is employed - in accordance with the Labour code.

§ 2

A staff members' immediate supervisor shall prepare a work timetable and communicate it to staff members at least one week before the first day of month which this timetable concerns. In the timetable there shall be indicated a day off for performing work on Saturday, Sunday or holiday given back to a staff member in a given settlement period.

§ 3

Provisions of this annex shall be applied taking into account provisions of part six of the Labour code.

§ 4

In the remaining scope staff members staff members providing IT and multimedia service at faculties shall be bound by regulations and work organisation in accordance with this Regulations.

WORKING TIME OF THE JAGIELLONIAN UNIVERSITY MUSEUM STAFF MEMBERS

§ 1

1. Taking into account the character of performed activities, work in the Jagiellonian University Museum shall be performed from Monday to Sunday as well as on holidays, provided that the rule of average five-day working week is observed and standard weekly working time (average 40 hours per week) is observed in the adopted settlement period.
2. The necessity of performing work on Saturday and Sunday results from the character of the unit tasks involving making available museum's collection, i.e. carrying out cultural activity – in accordance with the Labour code.

§ 2

Head of a given department of the JU Museum shall prepare a work timetable and communicate it to staff members at least one week before the first day of month which this timetable concerns. In the timetable there shall be indicated a day off for performing work on Saturday, Sunday or holiday given back to a staff member in a given settlement period.

§ 3

1. Working time of Educational Department staff members employed in the Jagiellonian University Museum shall be flexible within an average five-day working week, adjusted to providing complete service of all needs resulting from the conducted statutory activity involving making available museum's collection, i.e. carrying out cultural activity. The working time schedule may provide for different working start time on days which according to the schedule are working days for staff members.
2. Staff members of the Educational Department work:
 - a) as a rule from 8.00 AM to 4.00 PM (subject to paragraph b),
 - b) from 10.00 AM to 6.00 PM on Tuesdays and Thursdays within the period from April to October.

§ 4

The following working hours for staff members shall be established:

- a) staff members of museum service (except for the Educational Department staff members), administrative and research and technical employees – from 8.00 AM to 4.00 PM,
- b) service providers – from 6.00 AM to 2.00 PM,
- c) hired to guard property – in accordance with general rules provided for in the Regulations and annexes.

§ 5

1. Upon a staff member's request and taking into account need of the JU Museum, Rector or respectively Chancellor of the Jagiellonian University may in individual cases agree to change working hours of staff members referred to in § 4 (a) for a definite period of time, the changed working hours shall fall within the interval from 7.00 AM to 5.00 PM, with observance of 8-hour working day.
2. A staff member's request should be filed with opinion issued by the JU Museum Director.

§ 6

Provisions of this annex shall be applied taking into account provisions of part six of the Labour code.

§ 7

In the remaining scope Jagiellonian University Museum staff members shall be bound by regulations and work organisation in accordance with this Regulations.

Rules of conduct in the event of a justified suspicion that an employee is under the influence of alcohol or intoxicants

§ 1

Employees are obliged to stay sober during work and at the workplace, which means in particular:

- 1) compliance with the prohibition on consuming alcohol during work and at the University;
- 2) compliance with the prohibition on staying at the university when being in a state after consuming alcohol or other intoxicants.

§ 2

1. The supervision over compliance with the obligations referred to in § 1 shall be exercised by the employee's immediate superior.
2. If there is a reasonable suspicion that an employee is under the influence of alcohol or intoxicants, the employee's immediate supervisor shall promptly withdraw the employee from work and also follow this procedure to verify whether the employee is under the influence of alcohol or intoxicants.
3. Preventing an employee from performing work due to the fact of attending to work after consuming alcohol or intoxicants, as well as due to the consumption of alcohol or intoxicants at the University, results in unjustified, unpaid absence of the employee at work on a given day.
4. The violation by an employee of § 1 may constitute a serious breach of employee duties.
5. When charging an employee of being under the influence of alcohol or intoxicants, the immediate superior shall be obliged to substantiate his/her suspicions by informing the employee of the circumstances on which the charges are based and the grounds behind withdrawing the employee from work.
6. The rights referred to in this paragraph may also be exercised by a superior authority over the University and an authority authorised to inspect the workplace.

§ 3

1. Both the employer and employee have the right to request the test of employee's sobriety to be performed.
2. If there is a reasonable suspicion of an employee's breach of the sobriety obligation, the immediate supervisor shall inform the employee of his/her right to request a sobriety test – breath test and blood test, and also shall inform him/her that if a state of intoxication or a state after alcohol consumption is found with the by the tests the employee will be charged for the costs of these tests.
3. The employer shall ensure that the sobriety test requested by the employee or employer is carried out by promptly calling a law enforcement agency authorised to carry out the test.
4. The test shall take place in accordance with the provisions of the Ordinance of the Minister of Health and the Minister of the Interior and Administration of 28 December 2018 on tests for alcohol content in the body (Journal of Laws of 2018, item 2472).

5. The blood tests shall be carried out by medical workers in accordance with the rules set out in the Ordinance of the Minister of Health and the Minister of the Interior and Administration of 28 December 2018 on tests for alcohol content in the body.
6. The employer shall carry out activities aimed at verifying the breach of the obligation of sobriety in the presence of one witness designated by the employee.

§ 4

1. The employee's immediate superior or a person authorised by him/her shall draw up a report on the course of actions aimed at verifying the breach of the sobriety obligation.
2. The report should include:
 - 1) general information about reporting the circumstances referred to in § 1 to the immediate superior, detailing the time and place of receipt of the notification;
 - 2) personal data of the employee suspected of breaching the sobriety obligation and a description of the manner and circumstances of breaching this obligation;
 - 3) a brief description of the actions taken during the proceedings (including notes about the employee's or employer's request to conduct a sobriety test);
 - 4) date and time when the employee was removed from work;
 - 5) list of evidence, witnesses, etc.;
 - 6) date of the report, a legible signature of the person who has drawn up the report and the person suspected of breaching the obligation of sobriety, and where his/her condition does not allow signing, or he/she refuses to sign – a note on the reasons for the lack of signature of the employee;
 - 7) information on whether the authorised body conducted the employee's sobriety test; 8) application for imposing a penalty provided for in the Work Regulations.
3. The report should be submitted to the HR Department of the Jagiellonian University no later than the next business day after the event.

§ 5

1. The employee may request that the test be carried out in the presence of a third party other than the witness referred to in § 3 (6).
2. the breach of the sobriety obligation shall be determined on the basis of the results of breath test and blood test in accordance with § 3 of this procedure.
3. The test may not violate the employee's personal rights.
4. The sobriety check is justified especially for employees whose duties consist in ensuring safety and protection of property, as well as employees performing activities in laboratories and workshops.
5. The immediate superior shall be responsible for ignoring cases of appearing to work under the influence of alcohol or drugs, consumption or bringing alcohol and intoxicants in the University.

§ 6

1. Where the employee has not requested the tests referred to above, and where the employer has withdrawn from the request for such tests, the immediate superior shall establish the fact of the employee's breach of the sobriety obligation based on all available and commonly used means, including in particular:
 - 1) a statement by the employee regarding the alleged offence;
 - 2) testimonies of the witnesses;

- 3) the results of external findings and observations covering the employee's behaviour – with an indication of the symptoms of being in a state after consuming alcohol or intoxicants;
 - 4) medical examination.
2. A report shall be drawn up on the activities referred to in paragraph 1, applying § 4 of this procedure as appropriate.

§ 7

1. The provisions of this procedure shall apply *mutatis mutandis* to people non-employees of the University who work at the University premises, irrespective of the legal basis for the performance of this work.
2. Where the behaviour of the people referred to in paragraph 1 bears signs of a petty offence or crime, the employer shall refer the matter to the competent authorities, informing the employers or principals of these persons about the referral of the case to law enforcement authorities.
3. To the extent not covered by this procedure, in particular regarding the principles of conducting the breath and blood tests, the Ordinance of the Minister of Health and the Minister of the Interior and Administration of 28 December 2018 on tests for alcohol content in the body and the Act of 26 October 1982 on upbringing in sobriety and counteracting alcoholism (Journal of Laws of 2018, item 2137, as amended).

LIST OF WORKS THAT ARE ONEROUS, DANGEROUS OR HARMFUL TO PREGNANT AND BREAST-FEEDING WOMEN

Whenever the list refers to occasional work, it should be understood as work performed no more than 4 times per hour, if the total duration of such work does not exceed 4 hours a day.

- I. Work related to excessive physical effort, including manual load transport 1. For women:
 - 1) occasional works, where the net energy expenditure necessary to perform work related to physical effort, including lifting and moving objects, exceeds 20 kJ/min during a shift;
 - 2) lifting and carrying by one woman objects whose weight exceeds 20 kg, as occasional work;
 - 3) lifting by one woman, at a height above the shoulder girdle, of objects whose weight exceeds 14 kg, as occasional work;
 - 4) carrying by one woman of objects whose weight exceeds 12 kg:
 - a) for a distance exceeding 25 m,
 - b) uphill on uneven surfaces, ramps or stairs, the maximum angle of inclination of which does not exceed 30 and the height exceeds 4 m, regardless of the distance over which the objects are moved;
 - 5) carrying by one woman of objects weighing more than 12 kg as occasional work – uphill on an uneven surface, ramps or stairs, whose maximum angle of inclination exceeds 30 and height exceeds 4 m, regardless of the distance over which the objects are moved;
 - 6) team carrying of objects whose length exceeds 4 m and weight exceeds 20 kg, if the weight per one woman exceeds 17 kg in occasional work;
 - 7) carrying by one woman of liquid materials: hot, corrosive or with properties harmful to health, whose weight together with the container and handle exceeds 10 kg;
 - 8) moving by one woman of a load on a one-wheeler (wheelbarrow), whose weight, together with the wheelbarrow, exceeds the following weights when moving: a) on flat area with a hard and smooth surface with an inclination:
 - not exceeding 5% – 40 kg,
 - more than 5% – 30 kg,b) on an uneven or unpaved surface with an inclination:
 - not exceeding 5% – 24 kg,
 - more than 5% – 18 kg;
 - 9) other manual transport and work related to physical effort listed in the Ordinance of the Minister of Labour and Social Policy of 14 March 2000 on occupational health and safety in manual transport works and other work related to physical effort (Journal of Laws of 2000, No. 26, item 313, as amended).
2. For pregnant women:
 - 1) occasional works where the highest values of the physical work load, measured by net energy expenditure on the work, exceed 7.5 kJ/min;
 - 2) manually lifting and moving objects weighing more than 3 kg;
 - 3) manually moving uphill objects weighing more than 1 kg, as occasional work;
 - 4) participation in team moving of objects;

- 5) manually moving liquid materials: hot, corrosive or with properties harmful to health;
- 6) carrying loads on a one-wheeled trolley (wheelbarrow) and a manually operated multi-wheeled trolley;
- 7) work in a forced position;
- 8) work in a standing position for a total of more than 3 hours during a shift, while the time spent in a standing position may not exceed 15 minutes at a time, after which there should be a 15-minute break;
- 9) work in jobs with screen monitors: in a total time exceeding 8 hours a day, while the time spent using the screen monitor may not exceed 50 minutes at a time, after which there should be at least a 10-minute break, included in the working time.

3. For women who are breastfeeding:

- 1) occasional works, where the highest values of physical work load, measured by net energy expenditure on the work, exceed 12.5 kJ/min;
- 2) manually lifting and carrying objects weighing more than 10 kg, as occasional work;
- 3) manually carrying objects weighing over 6 kg – to a height of over 4 m or a distance exceeding 25 m;
- 4) manual carrying uphill – on an uneven surface, ramps, stairs, the maximum angle of inclination of which exceeds 30, and a height of 4 m – objects weighing more than 6 kg, as occasional work;
- 5) participation in team moving of objects;
- 6) manually carrying liquid materials: hot, corrosive or with properties harmful to health;
- 7) transporting load on a wheelbarrow, whose weight, including the weight of the wheelbarrow, exceeds the following weight, when carrying:
 - a) on an even, hard and smooth surface with an inclination:
 - not exceeding 5% – 20 kg,
 - more than 5% – 15 kg,
 - b) on an uneven or unpaved surface with an inclination:
 - not exceeding 5% – 12 kg,
 - more than 5% – 9 kg;

II. Work in a cold, hot and variable microclimate

For pregnant women and breastfeeding women: work performed in an environment with large fluctuations in microclimate parameters, especially when there are sudden changes in air temperature exceeding 15°C, with no possibility of using at least 15 minutes of adaptation in a room with intermediate temperature.

III. Work in conditions of exposure to noise or vibration For pregnant women:

- 1) work in conditions of exposure to noise, where:
 - a) the level of exposure referred to an 8-hour daily or average weekly working time exceeds 65 dB,
 - b) the peak C-weighted sound pressure level exceeds 130 dB,
 - c) the maximum A-weighted sound pressure level exceeds 110 dB;
- 2) work in conditions of exposure to vibrations affecting the body through the upper limbs, where:
 - a) the daily exposure value, expressed in energy equivalent form, for 8 hours of operation of the vector sum of effective, frequency-weighted vibration accelerations determined for three directional components (a_{hw_x} , a_{hw_y} , a_{hw_z}), exceeds 1 m/s²,

- b) the value of exposure lasting 30 minutes and less, expressed as a vector sum of effective, frequency-weighted vibration accelerations determined for three directional components (a_{hwX} , a_{hwY} , a_{hwZ}), exceeds 4 m/s².
- IV. Work exposing to 0 Hz to 300 GHz electromagnetic fields and ionizing radiation
- 1) For pregnant women – work within the electromagnetic field with intensities exceeding the safe zone values.
 - 2) For pregnant women and breastfeeding women – work in conditions of exposure to ionizing radiation specified in the provisions of the Atomic Law.
- V. Work in contact with harmful biological agents 1. For pregnant women and breastfeeding women:
- 1) works posing a risk of infection with: hepatitis B virus, varicella zoster virus, rubella virus, HIV, cytomegalovirus, listeriosis, toxoplasmosis;
 - 2) work on handling animals affected by infectious or invasive diseases.
2. For pregnant women – work in exposure to other biological agents classified as risk groups 2-4, in accordance with the provisions on biological agents harmful for health in the work environment and on health protection of workers occupationally exposed to these factors – if the results of the occupational risk assessment, taking into account therapeutic measures imposed by specific biological agents, indicate an adverse effect on the health of a pregnant woman or the course of pregnancy, including fetal development.
- VI. Work in exposure to harmful chemicals For pregnant women and breastfeeding women:
- 1) works in exposure to harmful chemical substances and mixtures, irrespective of their concentration in the work environment, classified into 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 harmful effect on lactation or harmful effect on breast-fed children (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362),
 - d) specific target organ toxicity – single exposure, category 1 or 2 (H370, H371);
 - 2) work in exposure to the following chemical substances, regardless of their concentration in the work environment:
 - a) chemical agents with known and dangerous skin absorption,
 - b) cytostatic drugs,
 - c) manganese,
 - d) synthetic estrogens and progesterones,
 - e) carbon monoxide,
 - f) lead and its organic and inorganic compounds,
 - g) mercury and its organic and inorganic compounds;
 - 3) work in exposure to organic solvents, if their concentrations in the work environment exceed the value of 1/3 of the maximum allowable concentrations.
- VII. Work that may cause severe physical or mental injury
- 1) For pregnant women and breastfeeding women:
 - 1) work in excavations as well as reservoirs and canals;
 - 2) work posing a risk of serious physical or mental injury, including firefighting, participation in chemical rescue operations, removal of the effects of failures, work with explosives.
 - 2) For pregnant women – work at height – except for fixed galleries, platforms, scaffoldings and other permanent stands, with complete fall protection (without the

need for personal protective equipment against falling), as well as ascending and descending ladders and bracket.

VIII. Other works listed in the Annex to the Regulation of the Council of Ministers of 3 April 2017 on the list of works that are onerous, dangerous or harmful to pregnant women and breast-feeding women (Journal of Laws of 2017, item 796).

LIST OF LIGHT ACCEPTABLE WORKS ADMISSIBLE FOR YOUNG PEOPLE

1. Light work, during which it is possible to employ young people:
 - 1) auxiliary administrative works:
 - a) registering the correspondence,
 - b) mail delivery,
 - c) carrying out simple orders from superiors;
 - 2) auxiliary cleaning works;
 - 3) fulfilling book orders at the library
2. An adolescent may be employed as:
 - 1) an auxiliary administrative employee; 2) an auxiliary maintenance worker; 3) library helper.
3. An adolescent worker may not be employed in harmful or onerous conditions and conditions listed in the Ordinance of the Council of Ministers of 24 August 2004 (Journal of Laws of 2016, item 1509).