

WORK REGULATIONS OF THE WARSAW UNIVERSITY OF TECHNOLOGY

§ 1

1. The terms used in the Work Regulations of the Warsaw University of Technology, hereinafter referred to as the “Regulations”, shall mean:
 - 1) Code - the Act of 26 June 1974 - Labor Code (Journal of Laws of 2019, item 1040, as amended);
 - 2) Act - the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws item 1668, as amended);
 - 3) Ordinance of the relevant Minister of Labour and Social Policy - the ordinance of the Minister of Labour and Social Policy currently in force on the manner of excusing absences from work and granting time off from work to employees;
 - 4) Annex to the Regulation of the Council of Ministers – the latest valid annex to the Regulation of the Council of Ministers on the list of works that are particularly arduous, hazardous or damaging to the health of pregnant and breastfeeding women;
 - 5) Regulation of the Council of Ministers - the latest valid Regulation of the Council of Ministers on the list of prohibited work for juveniles and conditions of their employment at certain such work;
 - 6) Regulation - the Regulation of the WUT Rector on the introduction of the Work Regulations of the Warsaw University of Technology;
 - 7) employer - Warsaw University of Technology;
 - 8) supervisor - a person assigned with the management of a given organisational unit, team of employees, group of organisational units, referred to in the Organisational Regulations;
 - 9) teaching load - the annual teaching load of an academic teacher.
2. The rights and obligations of the employer set forth in the Regulations shall be exercised in accordance with the type and scope of such rights and obligations by:
 - 1) Rector;
 - 2) Chancellor;
 - 3) OU Heads;
 - 4) persons in managerial positions;
 - 5) supervisors.

§ 2

1. These Regulations shall apply to all WUT employees.
2. The Warsaw University of Technology shall employ academic teachers and non-academic staff.
3. In matters related to labour law, legal actions for the employer are performed by the Rector and, based on a written mandate, by the Chancellor.

OBLIGATIONS OF THE EMPLOYER

§ 3

1. In particular, the employer is obliged:
 - 1) to respect the dignity and other personal interests of the employee;
 - 2) to treat employees equally in terms of establishing and terminating employment, terms and conditions of employment, remuneration, promotion and access to training to improve professional qualifications - irrespective of gender, age, disability, race,

- religion, nationality, political opinion, union membership, ethnic origin, religion, sexual orientation, employment for a definite or indefinite period of time or on a full-time or part-time basis;
- 3) to counteract bullying and discrimination in employment;
 - 4) to ensure that employees have access to the provisions on equal treatment in employment;
 - 5) to inform employees of the possibility of full-time or part-time employment, and to inform temporary employees of vacancies;
 - 6) to make employees who start work familiar with the scope of their duties, the manner of performing work in assigned positions and their basic entitlements; and if needed, update their scope of duties subject to section 2a;
 - 7) to organize work in a manner ensuring full utilization of the working time, as well as achievement by employees, using their talents and qualifications, of high productivity and appropriate quality of work;
 - 8) to ensure the conditions and means to perform the duties assigned;
 - 9) to organize work in such a way as to reduce the arduousness of work, especially monotonous work and work at a predetermined pace;
 - 10) to ensure safe and hygienic working conditions and provide employees with systematic training in occupational health and safety;
 - 11) to pay employees their pay in a timely manner, at a specified place and time;
 - 12) to make it easier for employees to improve their professional qualifications;
 - 13) to create favourable conditions for employees taking up employment immediately after leaving school or university to adapt to the proper performance of their work;
 - 14) to provide for the social and cultural needs of employees as far as possible;
 - 15) to apply objective and fair criteria for evaluating employees and their performance;
 - 16) to maintain documentation in matters related to the employment relationship and personnel files of employees;
 - 17) to ensure that the principles of social co-existence are observed at the Warsaw University of Technology;
 - 18) On behalf of the employer, OU Heads are obliged to keep individual records of employee working time, in particular: work on Sundays and holidays, at night, during overtime and additional days off, as well as on-call duty, leaves, time off work and other excused and unjustified absences from work. Records of the working time are made available to the employee upon their request. The manner of keeping the records is determined by the Rector by way of a regulation.
2. The supervisor is responsible for fulfilling the employer's obligations to the employee.
 - 2a. The employee's scope of duties may be updated in the written form of through the SAP Staff Portal. Having read the updated scope of duties, the employee accepts it or requests their immediate superior to change it. If they refuse, they may appeal against the decision according to the reporting line. In case of matters in dispute, the employee may in the end appeal to the Rector.
 3. The Rector and the Chancellor are available to receive employees for complaints and grievances. The dates of receptions are announced on the notice board of the Chancellor and the Rector's Office by 30 December for the following year.
 4. The regulations concerning equal treatment in employment and information about job vacancies and opportunities for full-time and part-time employment are available on the website of the Warsaw University of Technology and on the notice board at the Personnel Office in Warsaw, 18/20 Noakowskiego Street, next to room 226, and at the HR Department of the PW Branch in Płock, 17 Łukasiewiczza Street, next to room 112.

OBLIGATIONS OF THE EMPLOYEE

1. Regardless of the position held, each employee is obliged to perform work conscientiously and diligently and to comply with the orders of supervisors relating to work, if they are not contrary to the provisions of law or the contract of employment and there is no danger to the life or health of the employee or other persons.
2. In particular, the employee is obliged:
 - 1) to observe the provisions of the Regulations and the work order established at WUT;
 - 2) to observe the established working hours;
 - 3) to comply with work health and safety regulations and fire protection regulations;
 - 4) to take care of the welfare of the Warsaw University of Technology, protect its property and keep confidential any information whose disclosure could expose the Warsaw University of Technology to damage - in a manner specified by the employer;
 - 5) to observe the secrecy specified in separate regulations;
 - 6) to respect the rules of social co-existence;
 - 7) to improve their working methods, upgrade their professional qualifications;
 - 8) to provide assistance to other employees, especially young employees;
 - 9) to undergo initial, periodic and check-up medical examinations in accordance with the regulations in force;
 - 10) to comply with the obligation of sobriety, the prohibition of smoking in university buildings and the prohibition of the use of intoxicants during working hours, resulting from current legislation.

§ 5

An employee's breach of basic employment duties shall be qualified as a serious breach of basic employment duties in accordance with the provisions of the Code and the Trade Union Act.

ORGANISATION AND DISCIPLINE OF WORK

§ 6

1. Each employee is obliged to report for work punctually at the specified time and place.
2. Non-academic staff shall confirm their arrival at work by signing the attendance register or using staff ID readers. The OU Head shall decide on the form of confirmation.
3. Each employee shall notify the OU Head or supervisor of the reason and expected duration of absence from work, if the reason for such absence is known in advance.
4. In the event of occurrence of reasons preventing an employee from reporting to work, apart from the cases specified in section 3, the employee is obliged to immediately notify the supervisor of the reason for the absence and its expected duration, not later than on the second day of absence from work, in person, through other persons, by phone or other means of communication or by mail, in which case the date of notification is deemed to be the date of the postmark.
5. Each employee is obliged to justify absence from work or being late for work by immediately submitting a written excuse or an appropriate document to their supervisor.
6. Evidence to excuse absence from work shall be:
 - 1) a medical certificate of temporary incapacity for work issued in accordance with the provisions on the assessment of temporary incapacity for work;
 - 2) a decision of a competent sanitary inspector issued in accordance with the regulations on combating contagious diseases - in the case of isolation of an employee for reasons provided for in these regulations;
 - 3) a written declaration of the employee - in case of circumstances justifying the necessity of taking care of a healthy child up to 8 years of age by the employee due to unforeseen closing of a day nursery, kindergarten or school attended by the child, with a note confirming this fact;

- 4) personal summons to appear in person issued by the competent authority in matters of general obligation of defence, governmental or local governmental administration body, court, prosecutor's office, police or authority conducting proceedings in matters of misdemeanour - as a party or witness in proceedings conducted before these authorities, containing an annotation confirming the appearance of the employee in response to such summons;
 - 5) a written statement by the employee confirming that the employee travelled on business during night hours, completed in such a way that 8 hours had not elapsed by the time the employee started work, under conditions that prevented night rest,
 - 6) a statement of the employee on the nanny's or day care employee's illness and a copy of the medical certificate referred to in Art. 55(1) of the Act of 25 June 1999 on cash 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 nanny's or day care employee's incapacity for work, certified by the employee as a true original copy - in the event of sickness of a nanny with whom the parents have concluded a nanny agreement referred to in the Act of 4 February 2011 on the care of children aged up to 3 years (Journal of Laws of 2013, item 1457) or a day care employee who takes care of the child.
7. If an employee has received a medical certificate issued on paper, due to the employee's illness or for the employee to provide care at home or for the illness of a family member, the employee must bring the certificate to the workplace no later than 7 days after receiving it.
 8. Failure to meet the deadlines specified in sections 4 and 5 shall be treated as a breach of the employee's duties and the employer may apply the penalty provided for in the Regulations.
 9. The decision to declare an employee's being late or absence as excused shall be made by the employee's supervisor. If being late or absence is deemed unexcused, the employee's supervisor shall notify the employee and the OU Head in writing.
 10. Handling social and other matters not related to employment should take place during free time, unless the leave obligation results from the provisions of law. The time off work is granted by the OU Head.
 11. An employee may be excused from work for the time necessary to settle important personal or family matters that need to be settled during working hours. The leave shall be granted by the OU Head when there is an unavoidable and duly justified need. Pay shall be paid for such release time if the relevant regulations so provide or if the employee has made up for the leave time. Such compensatory making up shall not constitute work in extra-time work hours.
 12. Each employee is obliged to inform the employer about the existence of direct professional subordination between the employee and the employee's spouse and a person maintaining a common household with the employee or being in a relationship of kinship, affinity to the second degree, or in a relation of adoption, custody or guardianship with the employee.

§ 7

1. The presence of an employee outside working hours in the workplace shall be subject to the prior consent of the main user of the facility. Academic teachers may perform their duties on the premises during the hours of use of the facility.
2. Employees shall not be permitted to bring persons other than WUT employees into the workplace after working hours.
3. The employee's presence at the workplace during night time (from 11:00 p.m. to 7:00 a.m.) is subject to obtaining prior consent of the Rector or a person authorised by the Rector. The consent obtained is communicated to the main user of the facility. This does not apply to employees for whom night time is the established working time.
4. The limitations specified in sections 1-3 may be excluded by regulation of the Rector.
5. Securing the premises and work tools, equipment and apparatus is obligatory for each employee to the extent indicated by the employer.
6. OU Heads are responsible for:
 - 1) not allowing an employee to work or be in the workplace while under the influence of

- alcohol;
- 2) informing the employee of the circumstances and grounds for non-admission or removal from work.
7. The Warsaw University of Technology has a Team for Examination of the Sobriety of WUT employees, hereinafter referred to as the "Team", consisting of:
 - 1) the Deputy Chancellor for Basic Affairs, or in their absence, the substituting Deputy Chancellor;
 - 2) the Head of the Personnel Office or, in their absence, the person designated by the Head of the Personnel Office, as Chairman of the Team;
 - 3) the institutional social labour inspector or, in their absence, the designated faculty social labour inspector.
 8. Each OU Head or social labour inspector may:
 - 1) call the Team without delay in order to test the employee's state of sobriety - with the employee's consent - using an alcohol testing device in the air exhaled, hereinafter referred to as a "breathalyser", and to prepare documentation of the findings of the employee's breach of the obligation of sobriety;
 - 2) request that a sobriety test be carried out by an authorised body charged with the protection of public order, or by a professional medical practitioner. If the state after the consumption of alcohol is confirmed, the costs of the test shall be borne by the employee.
 9. The employee referred to in section 6 point 1 may request that the Team be summoned to carry out a sobriety test using a breathalyser.
 10. OU Heads for units hiring employees whose duties include activities related to the supervision and protection of WUT property, in particular:
 - 1) Chief of the Academic Guards - with respect to employees employed in the Academic Guards in the posts of inspectors and senior inspectors working in shifts;
 - 2) Head of the Administration and Facilities Department - in relation to the employees working as reception officers and senior reception officers who are subordinate to that Head;
 - 3) Head of the Halls of Residence Unit - in relation to the employees working as reception officers and receptionists,
may order - with the employee's consent or at the employee's request - a breathalyser test to be conducted by the Team before or during work.
 11. In justified cases, the Team may perform verification activities with at least two members.
 12. The employer introduces control of employees against the presence of substances working in a way similar to alcohol in their bodies. The provisions of sections 6-11 shall apply as applicable.

§ 8

1. In order to ensure the safety of employees, students and doctoral students, as well as to safeguard the property of the University, the employer shall introduce at the University specific supervision over the premises of the workplace and the area around the workplace in the form of technical means enabling the registration of images (surveillance), in particular, the images of employees. The rules of the operation of video surveillance at the Warsaw University of Technology and list of the University's facilities to be monitored and the areas to be monitored is included in Annex No. 9 to the Regulations.
2. The surveillance recordings shall be deleted from the system not earlier than after one month and not later than within three months from the date of recording, with the exception of cases where the recordings are secured for evidential purposes on the basis of legal provisions by a competent authority.
3. Surveillance does not cover sanitary rooms, cloakrooms, canteens, smoking rooms and rooms in which an employee may change clothes, unless the use of monitoring in these rooms is necessary for the purpose specified in section 1 and does not violate the dignity

and other personal rights of the employee, in particular by using techniques which make it impossible to recognize the persons present in these rooms and to eavesdrop on them. The monitoring of sanitary rooms requires the prior consent of trade union organisations.

4. Surveillance does not cover premises made available to company trade union organisations.
5. The area under surveillance shall be marked with appropriate graphic signs and text information with the contents specified in the personal data processing policy binding at WUT.
6. *(repealed)*

RESPONSIBILITY FOR THE PROPERTY ASSIGNED TO THE EMPLOYEE

§ 9

1. Each employee shall be responsible for the property assigned to that employee for use at WUT, including equipment and tools necessary for work.
2. Each employee is obliged to use the property assigned to that employee for use in accordance with its intended purpose and operating instructions.
3. No employee shall be responsible for damage, breakdown or loss of the assigned property if these occur for reasons beyond that employee's control.
4. It is forbidden, without the supervisor's knowledge, to transfer property to another employee.
5. It is forbidden, without the supervisor's knowledge, to move the property out of the employee's place/workstation.
6. Each employee is required to account for the assigned property in the event of:
 - 1) ascertaining a shortage in the property assigned to that employee on the basis of an inventory;
 - 2) finding damage to property for which the employee was at fault;
 - 3) the planned departure of the employee abroad for a period exceeding six months;
 - 4) termination or expiry of the employment relationship;
 - 5) transfer of the employee to another unit.
7. In the cases referred to in section 6, points 3-5, the settlement referred to in section 6 shall take place by the last day of work at the latest.
8. Settlement of an employee's property obligations to WUT is understood in particular as:
 - 1) returning of the property assigned to the employee for use;
 - 2) transferring the use of property to another WUT employee with the approval of the unit head and after informing the appropriate employee managing the property;
 - 3) showing that it has been worn out.
9. Items of significant value, devices, equipment and sums of money and payment cards assigned to an employee shall be stored with special precautions in a manner determined by the employer.

USE BY THE EMPLOYEE OF A BUSINESS COMPUTER AND OTHER INFORMATION-PROCESSING DEVICES

§ 10

1. Each employee should use a computer and other information- processing devices provided by the employer for business purposes to perform tasks assigned to the employee.
2. The employer shall have the right to monitor the use of such devices by employees on the premises of the university, subject to respect for the employee's personal rights, provisions on the protection of personal data and other generally applicable provisions of law. The condition for monitoring the use of such devices is that the employee must be informed in

advance. It is not permissible to monitor any employee's private electronic mail. E-mail addresses in the domain "pw.edu.pl" are business e-mails.

3. Each employee shall be materially liable for the business computer and other information-processing devices assigned to that employee under the terms of responsibility for the assigned property, and employee shall immediately report the loss, damage or destruction of the assigned equipment to the immediate supervisor.

WORKING TIME

§ 11

1. The working time is the time during which an employee is at the disposal of the employer in the workplace or another place designated for work performance.
2. For non-academic staff, being at the employer's disposal at WUT or another place designated for work shall take effect as of the moment of signing the attendance register or registration in an electronic attendance register system by the employee.
3. For employee time settlement purposes:
 - 1) a day - should be understood as 24 consecutive hours, starting from the hour when an employee starts working according to the working time schedule in force;
 - 2) a week - should be understood as 7 consecutive calendar days, starting from the first day of the settlement period.
4. Night time is from 11:00 p.m. to 7:00 a.m.
5. The employee working time is regulated by the Act and the Code. The Rector, upon request of the Vice-Rector for the Branch in Płock, the Chancellor, a basic or university-wide OU Head or on the Rector's own initiative, in agreement with industrial trade union organisations, by way of introducing amendments to the Regulations, may establish separate regulations concerning:
 - 1) shift system;
 - 2) working time schedule;
 - 3) settlement periods;
 - 4) establishing hours defining Sundays and holidays for cleaning staff employees and drivers at the WUT Branch in Płock;
 - 5) establishing night work hours for employees of the WUT Branch in Płock.
6. Separate regulations referred to in section 5 are announced in the form of the Rector's Regulation and constitute an integral part of the Regulations, as an annex.

REMOTE WORK

§ 11a

1. Warsaw University of Technology employees, i.e., academic teachers and non-academic staff, perform work in working time systems laid down herein.
2. The University shall not introduce a remote work system for employees referred to in section 1.
3. Remote work may be done on an occasional basis, at the employee's request, to the extent of no more than 24 days in the calendar year.
4. Regulations on occasional remote work are included in Annex no. 1a hereto.

WORKING TIME OF ACADEMIC TEACHERS

§ 12

1. Academic teachers shall be subject to the task-based working time system, in which the working time, determined by the employer after consultation with the employee as necessary

to perform the given tasks, may not exceed eight hours per day and an average of forty hours in an average five-day working week in the adopted settlement period.

2. The reference period for the working time of academic teachers shall be twelve months, covering the period from 1 October of a given year to 30 September of the following calendar year.

RULES FOR DEFINING THE SCOPE OF DUTIES OF ACADEMIC TEACHERS

§ 13

1. The detailed scope of duties of academic teachers shall be determined by the Rector.
2. Specific duties shall be fulfilled by performing the tasks defined in accordance with § 14 as part of the task-based work system for academic teachers. The tasks shall be determined in proportion to the teacher's working time. The academic teacher is obliged to fully perform the teaching load determined for them.
3. The duties and tasks of basic and university-wide OU Heads shall be defined by the Rector.
4. The Rector may assign to academic teachers organisational duties and tasks for the benefit of the university, and shall notify the basic and university-wide OU Head for the unit in which the academic teacher is employed thereof.
5. When defining the tasks of an academic teacher, any basic or university-wide OU Head shall take into account in particular:
 - 1) the needs of the organisational unit resulting from its teaching, research and organisational tasks set for a given academic year/semester;
 - 2) staffing and organisational capacities and material resources of the organizational unit;
 - 3) current and planned teaching, research and organisational workload of the academic teacher.
6. In determining the needs referred to in section 5 point 1, account shall be taken of:
 - 1) type, size and distribution of planned teaching loads;
 - 2) scope of research work resulting from the plans and programmes in force for the unit and from the contracts concluded;
 - 3) scope of organisational work connected with the performance of the unit's tasks.
7. In determining the workload referred to in section 5 point 3, account shall be taken of:
 - 1) work related to improving skills;
 - 2) programmes and projects carried out at WUT outside the unit (in particular as part of tasks assigned by the Rector);
 - 3) degree of difficulty in completing teaching tasks;
 - 4) quality assurance of education.
8. An academic teacher may also teach courses outside the university in units with which the university has concluded an agreement under the task-based working time system, within that teacher's normal teaching load, pursuant to the rules laid down in Annex No. 10 to the Regulations.

§ 13a

1. Over-contract hours of an academic teacher are the hours the number of which results from the difference between the number of teaching hours finally assigned to them and taught, and the number of hours of the teaching load determined for them.
2. An academic teacher may not be assigned over-contract hours, subject to sections 3-6.
3. In special cases justified by the need to implement the curriculum of a degree programme, an academic teacher may be obliged to teach over-contract hours, up to a maximum of:
 - 1) 1/4 of the teaching load for a research and teaching staff employee;
 - 2) 1/2 of the teaching load for a teaching staff employee.Tasks may be assigned only pursuant to § 14.
4. Upon their written consent, an academic teacher may be assigned to teach over-contract hours

not exceeding two times their teaching load.

5. An academic teacher who is pregnant or raising a child up to the age of four may not be assigned over-contract hours without their consent.
6. An academic teacher whose teaching load was reduced under the provisions of § 23 may not be assigned over-contract hours, except for special, unforeseeable situations related to the need to implement the curriculum (such as the need for a substitution).
7. When calculating the over-contract hours for academic teachers for whom teaching load was determined according to the final assignment of teaching hours, the hours of excused absences are taken into account. Each hour of justified absence is included in calculation of over-contract hours in the proportion equal to the relation of the determined teaching load to the number of regular planned teaching hours.
8. If the number of regular teaching hours planned for an academic teacher is not greater than the determined teaching load, the proportion referred to in section 7 is equal to one.
9. In special justified cases, at the request of the academic teacher evaluated by the OU head, the Vice-Rector for General Affairs may take the decision to count over-contract hours.

§ 14

1. In consultation with the academic teacher, the basic or university-wide OU Head for the unit in which the academic teacher is employed shall specify in writing or in the electronic form the tasks to be performed by the employee and the time necessary for performance thereof, taking into account the standards and hours of work laid down in Art. 129 of the Labour Code for individual tasks. At the same time:
 - 1) teaching assignments are set for the semester;
 - 2) research and organisational tasks are defined for the duration of the task.
2. Templates of forms for tasks specification referred to in section 1 shall be included in annexes 4-6 hereto.

§ 15

1. Within two weeks before the beginning the semester, the basic or university-wide OU Head assigns the academic teacher employed in the unit preparation for conducting courses and completing other teaching duties in a given semester.
2. Preparation for conducting a new course, as a new teaching task, shall be assigned no later than in the first month of the semester preceding the beginning of the course.
3. The basic or university-wide OU head finally assigns:
 - 1) conducting courses and completing other teaching duties – at the latest up to one month after the beginning of the semester;
 - 2) completion of organisational and research tasks – at the latest two weeks before the beginning of the tasks performance.

§ 16

1. An academic teacher who has objections to the nature or extent of their assignments may, pursuant to § 15 sections 1-3, within three working days of the date of receipt of the assignment of tasks, submit a request for their reassignment by the head of their basic or university-wide organisational unit.
2. Reassignment of tasks shall be made within seven working days of the request.
3. After the tasks have been reassigned by the basic or university-wide OU Head, the academic teacher may apply to the Rector for the final assignment of tasks. When considering such a request, the Rector may consult with trade unions.

§ 17

(repealed)

§ 18

1. Duties in the teaching staff group include, in particular:
 - 1) educating students or participating in the education of doctoral students;
 - 2) improvement of the teaching process;
 - 3) constant improvement of professional competences;
 - 4) participating in the organisational work of the University.
2. At the request of an employee employed in the teaching staff group and to the extent consulted with them, the assignment of tasks in the task-based working time may include conducting research and development work.

§ 19

Duties in the research and teaching staff group include, in particular:

- 1) educating students;
- 2) educating doctoral students and taking care of their scientific development;
- 3) improving the teaching process;
- 4) conducting research and development work;
- 5) participating in the exchange of scientific information including the preparation of scientific publications and conference proceedings;
- 6) applying for funds for scientific research;
- 7) constant improvement of professional competences;
- 8) participating in the organisational work of the university.

§ 20

Duties in the research staff group include, in particular:

- 1) conducting research and development work;
- 2) participating in the exchange of scientific information including the preparation of scientific publications and conference proceedings;
- 3) applying for funds for scientific research;
- 4) educating doctoral students and taking care of their scientific development;
- 5) constantly improving professional competences;
- 6) participating in the organisational work of the university.

§ 21

The duties of academic teachers holding the academic title of *profesor* or the academic degree of *doktor habilitowany* shall also include the training of research staff, including acting as advisors, reviewers in PhD proceedings, members of the *habilitacja* committee and reviewers in title proceedings.

TYPES OF CLASSES TAUGHT INCLUDED IN THE DUTIES OF ACADEMIC TEACHERS

§ 22

1. (*repealed*)
2. (*repealed*)
3. Detailed rules for assignment and settlement of teaching duties are set out in Annex

- No. 7 to the Regulations.
4. *(repealed)*

ANNUAL TEACHING LOAD IN GROUPS OF EMPLOYEES BY POSITIONS

§ 23

1. One teaching hour is 45 minutes.
2. The teaching load of academic teachers in the group of research and teaching staff employees by positions, calculated in teaching hours per academic year, is as follows:
 - 1) professor 180;
 - 2) university professor 210;
 - 3) assistant professor 240;
 - 4) assistant 240;
 - 5) certified custodian, senior certified custodian 100.
3. The teaching load of academic teachers in the group of teaching staff employees by positions, calculated in teaching hours per academic year, is as follows:
 - 1) professor 300;
 - 2) university professor 330;
 - 3) associate professor 360;
 - 4) assistant professor 360;
 - 5) teaching assistant 360;
 - 5a) senior teaching assistant 360;
 - 6) *(repealed)*
 - 7) *(repealed)*
 - 8) qualified custodian, senior qualified custodian 100;
 - 9) teacher, instructor 540.
4. The teaching load of academic teachers employed as visiting professors shall be determined by the Rector.

§ 24 *(repealed)*

§ 25 *(repealed)*

WORKING TIME OF NON-ACADEMIC STAFF

§ 26

1. Subject to section 3, a monthly settlement period shall apply at WUT.
2. The Warsaw University of Technology has a five-day work week, from Monday to Friday. Changes in working days shall be implemented pursuant to § 11 sections 5 and 6 of the Regulations.
3. The Warsaw University of Technology shall apply settlement periods introduced pursuant to § 11, sections 5 and 6 of the Regulations, taking into account the specific nature of the work organisation of a basic or university-level organisational unit.
4. The following working time systems shall apply at WUT:
 - 4) basic;
 - 5) equivalent;

- 6) task-based;
 - 7) weekend work;
 - 8) shortened working week.
5. The basic working time for non-academic staff in a monthly pay period is:
 - 1) an average of 40 hours in an average five-day working week and no more than 8 hours per day for employees in the following areas: scientific and technical, scientific and research, engineering and technical, administrative and economic, artistic, information technology, publishing and printing, library and scientific documentation and information;
 - 2) an average of 40 hours in an average five-day working week and no more than 8 hours per day for employees at staff and service positions.
 6. The basic working time schedule for the employees referred to in section 5 point 1 is as follows: start of work at 8:00 a.m., end at 4:00 p.m., subject to section 8.
 7. The basic working time schedule for the employees referred to in section 5 point 2 is as follows: start of work at 7:00 a.m., end at 3:00 p.m., subject to section 8.
 8. The basic working time schedule for employees of the WUT Branch in Płock is as follows: start of work at 7:15 a.m., end at 3:15 p.m.
 9. The basic working time schedule of part-time employees shall be determined by their supervisors on an individual basis, in accordance with the principles set out in sections 4-6.
 10. At the written request of an employee, the relevant OU Head may establish an individual working time schedule within the working time system to which the employee is subject (individual working time).

§ 27

1. At the written request of an employee, a shortened work week system may be applied to that employee. In this system, it is permissible for the employee to perform work for less than 5 days during the week, with the simultaneous extension of the working time, not more than 12 hours, subject to Art. 148 of the Code, in the settlement period not exceeding one month (shortened work week). Application of this system takes place on the basis of an employment contract.
2. At the written request of an employee, a working time system may be applied to that employee, in which work is performed only on Fridays, Saturdays, Sundays and holidays. In this system, it is permissible to extend the daily working time, not more than 12 hours, subject to Art. 148 of the Code, in the settlement period not exceeding one month. The application of this system takes place on the basis of an employment contract.

§ 28

1. In organisational units, in which it is justified by the type of work or its organisation or the place of work, the task-based working time system may be used. The superior, in consultation with the employee, determines the time necessary to perform specific tasks, taking into account the size of the working time resulting from the standards specified in Art. 129 of the Code. Task-based working time shall be introduced each time in the procedure specified in § 11, sections 5 and 6 of the Regulations or in the employment contract.
2. In organisational units where there is such a need, shift work may be introduced in accordance with the procedure set forth in § 11 sections 5 and 6 of these Regulations. Shift work means work according to an established working time schedule that provides for a change in the time at which individual employees work after a specified number of hours, days or weeks. Each hour of work during the second shift entitles to additional pay in the amount specified in the provisions on remuneration. Shift work is permissible irrespective of the working time system in use.
3. In organisational units, if it depends on the type of work or its organisation, the equivalent

working time system may be used, in which it is permissible to extend the daily working time, however, no more than to 12 hours, subject to Art. 148 of the Code, in the settlement period not exceeding one month (equivalent working time). The extended daily working time is balanced by a shorter daily working time on certain days or days off, taking into account Art. 129 § 1, Art. 130-133 of the Code.

4. The employees hired for guarding property or protecting people may be subject to the equivalent working time system, in which it is permissible to extend the daily working time to 24 hours, subject to Art. 148 of the Code, in the settlement period not exceeding one month. Immediately after each period of work in the extended daily working hours, any employee shall have the right to rest for a period of time corresponding to at least the number of hours worked, irrespective of the rest provided for in Art. 133 of the Code.
5. In the organisational units that protect equipment or work on partial standby duty, the equivalent working time system may be used, in which it is permissible to extend the daily working time to no more than 16 hours, subject to Art. 148 of the Code, in the settlement period not exceeding one month (protection of equipment). Immediately after each period of performing work in the extended daily working hours, any employee shall have the right to rest for a period of time of at least the number of hours worked, irrespective of the rest provided for in Art. 133 of the Code.
6. The introduction of the working time system referred to in sections 3, 4, 5, and the extension in particularly justified cases of the settlement period, but not more than three months, and in the case of work dependent on the season or weather conditions up to four months, requires each time compliance with the procedure specified in § 11, sections 5 and 6 of the Regulations.
7. An extension of the settlement period in any working time system applied at WUT, if justified by objective or technical reasons or reasons related to work organisation, not exceeding twelve months, while observing the general principles concerning the protection of safety and health of employees, shall each time require observance of the procedure specified in § 11 sections 5 and 6 of the Regulations.

§ 29

1. Each OU Head may require an employee to remain on standby duty outside normal working hours in order to perform work under that employee's employment contract, at WUT or in another designated place, subject to Art. 132 and 133 of the Code (on-call duty).
2. On-call time shall not be included in working time if the employee does not perform work during on-call time.
3. For the time of on-call duty, with the exception of on-call duty at home, the employee shall have the right to time off work corresponding to the length of on-call duty, and in case it is not possible to grant time off work - remuneration resulting from the employee's personal classification, specified at an hourly or monthly rate, and if such a remuneration component has not been specified when establishing the conditions of remuneration - 60% of remuneration.

§ 30

1. For each hour worked at night (from 11:00 p.m. to 7:00 a.m.), additional remuneration shall be paid in the amount determined by the Remuneration Regulations, taking into account the provisions of Chapter VI of the Code and the Remuneration Regulations.
2. Public holidays shall be Sundays and public holidays specified in the regulations on public holidays. Work on Sundays and public holidays is allowed under the rules set out in the Code.
3. Work on Sundays or public holidays is considered to be work performed between 7:00 a.m. day and 7:00 a.m. on the following day.
4. The employer shall provide another day off work to an employee working on Sundays and

public holidays, according to the rules set out in the Code.

5. An employee who works on Sundays must have at least one Sunday off in four weeks. This does not apply to employees who only work on Fridays, Saturdays, Sundays and public holidays.
6. In every working time system, if it provides for working time schedules that include Sunday and holiday work, employees shall be provided with a total number of days off in the adopted settlement period corresponding to at least the number of Sundays, holidays and days off in an average five-day working week falling in this period.

§ 31

1. Cleaning of tools and tidying of employee workstations may take place within the working time, but not earlier than 15 minutes before the end of work.
2. If the daily working time of an employee is at least 6 hours, the employee is entitled to a break of at least 15 minutes, included in the working time. Breaks are determined by the OU Head and are announced to employees on the bulletin board of the organizational unit.

§ 32

Overtime work may be performed only at the express direction of the employer or with their knowledge and consent.

LEAVES

§ 33

1. Employees raising at least one child up to the age of 14 are entitled to take 2 days or 16 hours of time off work per calendar year, keeping their entitlement to remuneration. If both parents or custodians of the child are employed, only one of them may use this entitlement.
 - 1a. Employees are entitled to take 2 days or 16 hours of time off work due to force majeure in urgent family matters caused by illness or accident if immediate presence of the employee is required, whereas:
 - 1) the leave is granted upon the employee's request on the basis of the declaration submitted by the employee that the abovementioned conditions are met;
 - 2) during the leave time the employee keeps their entitlement to 50% of their remuneration.
 2. The employer is obliged to grant an employee time off work, with the right to remuneration:
 - 1) for 2 days - in the event of the employee's marriage or birth of their child, or death and funeral of the employee's spouse or child, father, mother, stepfather or stepmother;
 - 2) for 1 day - in case of marriage of a child of the employee or death and funeral of their sister, brother, mother-in-law, father-in-law, grandmother, grandfather, as well as another person dependent on the employee or under their direct care.
 3. The employer is obliged to release an employee from work in order to teach at a school or university, in a scientific institution or in a research and development unit; the total amount of such leave may not exceed 6 hours per week or 24 hours per month, with retention of the right to remuneration. The provision applies accordingly to an employee delivering training in vocational courses.
 4. An employee shall be entitled to time off with remuneration for the time necessary to perform an ad-hoc activity arising out of their union function if the activity cannot be performed during work-free time.
 5. The remaining catalogue of obligatory special leaves without retaining the entitlement to remuneration is regulated by an ordinance of the Minister of Labour and Social Policy.
 6. Special leaves are granted by the OU Head; the Heads are granted such leaves by the Rector and, based on a written authorisation, by the Chancellor in accordance with the

CARER'S LEAVE

§ 33a

1. In the calendar year, employees are entitled to a carer's leave of 5 days in order to provide personal care or support to a person who is their family member or who lives with them in one household, who needs care or support for serious medical reasons.
2. A family member is understood to be a son, a daughter, a mother, a father or a spouse.
3. The abovementioned leave shall be granted on day which are working days of the employee, in accordance with the relevant work schedule. During a carer's leave, employees are not entitled to remuneration.
4. The leave shall be granted upon the employee's request in paper or electronic form no later than one day before the start of the leave.
5. The request shall include the name and surname of the person who needs care or support for serious medical reasons, the reason why the employee's personal care or support is needed or in case of a family member – the degree of kinship with the employee or in case of a person who is not a family member – the residence address of the person.
6. A carer's leave is granted by the OU Head in which the employee is employed.

HOLIDAY LEAVES OF ACADEMIC TEACHERS

§ 34

Procedure and rules for granting holiday leaves to academic teachers

1. An academic teacher shall become entitled to their first holiday leave during the first inter-semester break following the date of their employment, in the amount laid down in the Code, and to their second and subsequent leaves at the beginning of each subsequent calendar year.
2. An academic teacher may not waive their right to leave.
3. While on leave, an academic teacher may not perform any assigned tasks.
4. An academic teacher shall be entitled to holiday leave in proportion to their period of employment in the following cases:
 - 1) employment during the calendar year;
 - 2) termination of employment during the calendar year;
 - 3) taking up work after returning from unpaid leave, child care leave or health leave.
5. A part-time academic teacher shall be entitled to leave in proportion to their employment.
6. The employer shall grant an academic teacher holiday leave during the calendar year in which they become eligible for such leave in the amount and pursuant to the rules laid down in Art. 129 of the Act.
7. Leave is granted by the relevant OU Head in accordance with the leave schedule, during the time off from teaching, subject to section 9.
8. Time off from teaching is:
 - 1) summer, winter and spring holiday periods;
 - 2) inter-semester break period;
 - 3) for academic teachers not participating in an examination session - the examination period.
9. At the request of the academic teacher, leave shall be granted immediately following maternity leave, paternity leave or parental leave.
10. At the request of the employee and at the time indicated by that employee, the employer is obliged to grant no more than 4 days of leave per calendar year. The employee is obliged to submit the request for such leave at the latest on the day of commencement of the leave before the commencement of classes.
11. An academic teacher may be granted leave during the teaching period, provided that this

- does not disrupt the teaching process.
12. In the cases referred to in section 11, leave may be granted upon the consent of the basic or university-wide OU Head.
 13. The leave schedule shall be established by the OU Head, taking into account requests of academic teachers and the need to ensure proper course of work. The OU Head shall communicate the leave schedule to academic teachers by 31 March each year in the manner adopted in the given unit.
 14. An academic teacher shall, within the time limit set by the OU Head, submit a proposal to use all their annual leave (outstanding and current leave) in the leave plan to be prepared. At the request of the academic teacher, leave may be divided into parts. In such a case, at least one part of leave should last not less than 14 consecutive calendar days.
 15. If an academic teacher fails to submit a request to use the leave accrued in the previous year (outstanding leave) within the time limit laid down in Art. 168 of the Code, the OU Head shall propose to the academic teacher a date for taking the full amount of leave due. If the proposal is not accepted, the OU Head shall designate the date of such leave. In such a case, if the number of days of outstanding leave exceeds five days, at least one part of the proposed leave should last no less than seven consecutive calendar days.
 16. Leave may be postponed at the justified request of an academic teacher, or due to special needs of the employer if the absence of the academic teacher would cause a serious disturbance in the course of work.
 17. Leave not taken in accordance with the leave schedule shall be granted within the time agreed on with a given academic teacher, but no later than by 30 September of the following calendar year. Leave may be not granted within that time limit only for justified reasons, e.g. due to the illness of the academic teacher, their business trip abroad or the need to participate in work that strictly requires their presence. In such cases, unused leave should be granted within the time agreed on with the academic teacher.
 18. An academic teacher holding a management function shall be required to name a person who will replace them during their leave.
 19. The Vice-Rectors and basic and university-wide OU Heads are granted leave by the Rector, whereas Institute Directors and OU Heads of units not belonging to an institute are granted leave by the basic OU Head.
 20. The OU Head shall be responsible for the correct and timely use of leave by an academic teacher in a given calendar year.
 21. By 31 January each year, basic and university-wide OU Heads shall submit to the Personnel Office, and in the case of the WUT Branch in Płock - to the HR Department, a report on the use of leave in the previous year.
 22. A record of leave granted to academic teachers shall be kept by the organisational unit in which the academic teacher is employed. The manner of keeping records shall be determined by the Rector in a regulation.
 23. A record of leaves granted to Vice-Rectors and basic and university-wide OU Heads are kept by the Rector's Office.

HOLIDAY LEAVE OF NON-ACADEMIC STAFF

§ 35

1. The employer is obliged to grant the employee leave in the calendar year in which the employee became entitled to it.
2. An employee may not waive the right to leave.
3. The holiday leave of employees is determined by the Code, and the right to additional holiday leave is regulated by separate regulations.

§ 36

1. Leave is granted on days which are working days for the employee according to their working time schedule, at the hourly rate corresponding to the daily working time of the employee on a given day.
2. When granting leave, one day of leave corresponds to 8 hours of work.
3. The provisions of sections 1 and 2 shall apply respectively to the employee whose daily working time standard, resulting from separate provisions, is lower than 8 hours.
4. The granting of leave to an employee on a workday for hours equal to part of the employee's daily working hours shall be permitted only if the portion of the leave remaining to be taken is less than the employee's full daily working hours on the day for which the leave is to be granted.

§ 37

1. During the notice period of the employment contract, the employee is obliged to take the leave to which they are entitled if the employer grants them leave during that period.
2. At the request of the employee and within the time indicated by that employee, the employer is obliged to grant no more than 4 days of leave per calendar year. The employee notifies the employer of the request for leave no later than on the day on which the leave begins.
3. At the request of the employee, leave shall be granted immediately after maternity leave, paternity leave, parental leave.
4. At the request of the employee, leave may be divided into parts. At least one part of the leave should last not less than 14 consecutive calendar days.

§ 38

1. Leave as per the leave plan established in accordance with the Code is granted by the relevant OU Head. The Head shall issue a leave card at the request of the employee. The leave plan is determined by the relevant OU Head, taking into consideration employees' requests and the need to ensure normal course of work and completion of tasks of individual teams. The leave plan does not include the leave referred to in § 37 section 2.
2. The relevant OU Head shall, by 31 March each year, communicate to the employees the draft leave plan in the manner adopted in the unit.
3. The date of leave may be postponed at the request of the employee if motivated by serious reasons.
4. Postponement of leave is also permissible due to special needs of the employer if the absence of the employee could cause a serious disruption of the course of work.
5. Leave not taken in accordance with the leave plan must be granted to the employee by 30 September of the following calendar year at the latest.

§ 39

1. The central administration unit heads reporting to the Rector and employees working in independent positions reporting directly to the Rector are granted leave by the Rector.
2. The persons referred to in section 1 are obliged to indicate in the request for a leave a person who will replace them during that time.

§ 40

1. OU Heads are responsible for the proper and timely use of leave by each employee during the calendar year.
2. By the end of January of the following calendar year, OU Heads shall submit a report on the use of leave to the Personnel Office, and in the case of the WUT Branch in Płock - to the HR Department.

OTHER LEAVES OF ACADEMIC TEACHERS

§ 41

Health leave

1. Paid health leave referred to in Art. 131 of the Act shall be granted to a full-time academic teacher who has not reached the age of 65 after 10 years of employment as an academic teacher.
2. Paid health leave shall be granted by the Rector at the request of an academic teacher, submitted in writing to the service, based on a medical certificate issued by an authorised physician.
3. At the request of the academic teacher, the Rector issues a referral to a physician authorised to perform preventive examinations in order to issue a medical certificate stating that the state of health requires abstaining from work, and specifying the recommended treatment and the time needed to carry it out.

§ 42

Paid research leave

1. During their seven years of employment at WUT, the Rector may grant an academic teacher holding at least the academic degree of *doktor* paid research leave, the total amount of which may not exceed one year, in order to conduct research.
2. An academic teacher shall submit a request for paid research leave together with justification, specifying in particular the purpose and method of taking such leave, and an opinion of their supervisor in writing to the basic or university-wide OU Head in which they are employed.
3. The basic or university-wide OU Head shall, after obtaining the opinion of the council of that unit, give their opinion on the application referred to in section 1 and forward it to the Rector.
4. Within one month following the end of the leave referred to in section 1, the academic teacher shall submit a written report on the research results achieved to the OU Head in which they are employed. The Head shall evaluate the report.

§ 43

Doctoral dissertation leave

1. Having received an opinion from the council of the unit in which the teacher is employed, the Rector may grant the academic teacher preparing a doctoral dissertation paid leave of up to three months.
2. A request for leave referred to in section 1, including an opinion of the thesis advisor on the degree of preparation of the doctoral dissertation and an opinion of the supervisor, shall be submitted by an academic teacher to the basic or university-wide OU Head in which they are employed.
3. After giving their opinion, the basic or university-wide OU Head sends the request to the Rector for a decision.

§ 44

Paid leave for a stay abroad

1. Subject to section 4, the Rector may grant paid leave to an academic teacher in order to complete a training period, a research or teaching placement abroad, to attend a conference or to participate in joint research with a foreign institution on the basis of a scientific cooperation agreement.

2. An academic teacher shall submit a request for leave of absence together with justification to the basic or university-wide OU Head in which they are employed.
3. Based on the authorisation of the Rector, the leave referred to in section 1 may be granted by the basic or university-wide OU Head in which the academic teacher is employed.
4. The granting of leave for a period longer than 30 days requires the opinion of the organisational unit council if such council exists.
5. Upon the end of the leave referred to in section 1, the academic teacher shall be required to submit a report on the stay.

§ 45

Paid leave to participate in research conducted with the Łukasiewicz Centre or a Łukasiewicz Network Institute

1. The Rector may grant an academic teacher paid leave to participate in joint scientific research conducted with the Łukasiewicz Centre or a Łukasiewicz Network Institute.
2. The leave referred to in section 1 shall be granted at a time for a period not exceeding one year, with the possibility of its extension.
3. An academic teacher shall submit a request for paid leave together with justification, specifying in particular the date, purpose and method of taking such leave and an opinion of their supervisor in writing to the basic or university-wide OU Head in which they are employed.
4. The basic or university-wide OU Head shall, after obtaining the opinion of the council of that unit, give their opinion on the request referred to in section 1 and forward it to the Rector.
5. Following the end of the leave referred to in section 1, the academic teacher shall submit, within one month, a written report on the research results achieved to the OU Head in which they are employed. The head shall evaluate the report.

§ 46

Unpaid leave

1. The Rector may grant an academic teacher unpaid leave in accordance with Art. 174, § 1 of the Code.
2. Upon consent of the Rector, an academic teacher may be granted unpaid leave for research purposes pursuant to the rules laid down in Art. 174, § 1 of the Labour Code and these regulations.
3. An academic teacher shall submit a request for leave referred to in section 2, containing an opinion from their immediate supervisor, to the basic or university-wide OU Head in which they are employed.
4. Having expressed an opinion, the Dean or the university-wide OU Head shall forward the request referred to in section 3 to the Rector for a decision.
5. The leave referred to in section 2 shall be recognized as a period of service constituting the length of service, on which employee entitlements at WUT depend.
6. The leave referred to in paragraph 2 shall be granted for a maximum of one year at a time, which may be extended.

OTHER LEAVES OF NON-ACADEMIC STAFF

§ 47

Non-teaching staff who are sent abroad for training, a research or teaching placement, participation in a conference, or participation in joint research with a foreign institution pursuant to a cooperation agreement shall be granted unpaid leave or reduced workload pursuant to the rules laid down in the Code.

§ 48

1. Non-academic staff shall be entitled to paid leave to prepare their doctoral dissertation or to prepare for its defence.
2. The leave referred to in section 1 shall be granted at the employee's request at the time agreed upon with the employer and shall amount to 28 working days.
3. Each employee referred to in section 1 shall be entitled to time off from work to defend their doctoral dissertation with entitlement to remuneration.

§ 49

1. A non-academic staff member at the request of whom proceedings for the conferment of the degree of *doktor habilitowany* have been initiated shall be entitled to time off work to attend the habilitacja colloquium.
2. Time off work shall be granted at a justified request of the employee.
3. The employee shall retain their right to remuneration for the time off.

REMUNERATION

§ 50

1. The payment of remuneration shall be made once a month in accordance with the payment schedule constituting Annex No. 1 to the Regulations.
2. If a public holiday falls on a pay day, payment shall, subject to paragraph 3, be made on the preceding day.
3. Remuneration for academic teachers shall be paid on the first day of the month. If the first day of the month is a public holiday, salaries shall be paid on the following first working day.
4. An employee may submit a request for payment of remuneration directly to that employee or, in special cases, directly to an authorised person. A written authorisation should contain a confirmation of the authenticity of the authorising person's signature made by the OU Head for the unit employing the employee, an employee of the Personnel Office, the HR Department of the WUT Branch in Płock or, in the case of a person staying in an inpatient medical facility, by the head of that facility.
5. Payments of the monthly remuneration directly to the employee shall be made at the locations specified in Annex No. 1 to the Regulations.

OCCUPATIONAL HEALTH AND SAFETY

§ 51

1. The employer is obliged to protect the health and life of employees by ensuring safe and hygienic working conditions with appropriate use of scientific and technical achievements. In particular, the employer is obliged to procure that the following are implemented:
 - 1) observing the regulations and rules of health and safety at work at the workplace, issuing orders to remove deficiencies in this respect and controlling the execution of these orders;
 - 2) making a documented assessment of the occupational risks associated with work performed on individual positions;
 - 3) implementing orders, enforcement notices, decisions and dispositions issued by the supervisory authorities for working conditions;
 - 4) implementing recommendations of the social labour inspector.
2. The OHS service at WUT, hereinafter referred to as the "LHS Service", which performs advisory and supervisory functions with respect to occupational health and safety, shall be the Labour Health and Safety Inspectorate.

3. The person representing the employer in accordance with §1 section 2 shall consult with representatives of the university trade union organisations on all activities relating to labour health and safety.
4. The Rector shall appoint a LHS committee as their advisory body. The LHS committee shall be composed of equal numbers of representatives of the employer, including employees of the LHS Service and a physician providing preventive health care for employees, as well as representatives of the university trade union organisations and the university social labour inspector.

§ 52

1. Each person representing the employer, in accordance with § 1 section 2, and WUT OU Heads are obliged to be familiar, within the scope necessary to perform their duties, with labour protection regulations, including occupational health and safety regulations and rules.
2. Each person representing the employer, in accordance with § 1 section 2 is obliged to receive training in occupational health and safety to the extent necessary to perform their duties. This training must be repeated periodically.
3. WUT OU Heads are obliged to provide safe and healthy working conditions in their units. This obligation arises from the responsibility of a supervisor for the fulfilment of the employer's duties towards employees. In particular, Heads are obliged to:
 - 1) ensure that the building structures in which the work premises are located meet the requirements for occupational safety and health;
 - 2) fit workstations with machines and other technical devices which meet the requirements for conformity assessment specified in separate regulations;
 - 3) use materials and technological processes only in relation to which the degree of their harmfulness to the health of employees has been established and take appropriate preventive measures;
 - 4) provide for enhanced safety precautions when researching, piloting and experimenting with hitherto unknown technological processes and materials under laboratory conditions by introducing specific instructions containing provisions to prevent risks to human health and life;
 - 5) ensure that work where there is a possibility of a particular risk to the health or life of employees, and in particular the risk of fire, explosion, electrocution, the release of poisonous and noxious gases, is carried out by at least two persons, to ensure personal protection;
 - 6) use only hazardous substances and their mixtures that are visibly labelled for identification;
 - 7) use hazardous substances and their mixtures only under the condition that measures are taken to protect the life and health of employees, that an up-to-date inventory of these substances and preparations and safety data sheets are available, as well as packaging protecting against their harmful effects, fire or explosion;
 - 8) protect employees against ionizing radiation from artificial and natural sources in the working environment;
 - 9) assess and document occupational risk connected with the performed work according to the principles specified in the Rector's regulation and applying the necessary preventive measures reducing the risk;
 - 10) apply measures to prevent occupational diseases and other work-related diseases, and in particular to maintain equipment that reduces or eliminates factors that are harmful to health in the work environment, as well as to conduct, at their own expense, tests and measurements of factors that are harmful to health, as specified in the Rector's regulation, record and store the results of such tests and measurements and make them available to employees;
 - 11) ensure preliminary, periodical and check-up medical examinations as well as any other medical examinations, obligatory for the University's employees, in accordance with the applicable internal regulations;

- 12) ensure obligatory occupational LHS training - workstation instruction and periodic training - in accordance with the Rector's regulation, and issue detailed instructions and guidelines concerning occupational health and safety at workplaces;
- 13) provide employees free of charge with work clothing and footwear and supplying them with personal protective equipment against hazardous and health-damaging factors occurring in the work environment, in accordance with Annex No. 8 to these Regulations;
- 14) ensure that, in case of an accident at work, the injured person is provided with assistance, that actions are taken to eliminate or reduce the danger and that the circumstances and causes of the accident are determined in accordance with the procedure specified by the Rector's regulation and that measures are taken to prevent similar accidents;
- 15) ensure that the competent body of the State Sanitary Inspectorate and the competent labour inspector are notified of each case of recognised or suspected occupational disease;
- 16) comply with the specific requirements set out in the Code when hiring:
 - a) pregnant women and breastfeeding women to perform work that is particularly arduous, hazardous or detrimental to health, as specified in the appendix to the Regulation of the Council of Ministers. The list of works at WUT is included in Annex No. 2 to the Regulations;
 - b) young people, for work that is forbidden to young people, specified in the Regulation of the Council of Ministers. The list of works is included in Annex No. 3 to the Regulations;
- 17) comply with the requirements set out in the Code when admitting employees to work or assigning them to specific types of work with regard to:
 - a) enforcement of medical certificates confirming lack of health contraindications to work on a given position;
 - b) enforcement of certificates of general induction training;
 - c) conducting on-the-job training;
 - d) acquainting the employee with the occupational risk assessment for the specific workstation;
- 18) provide first aid equipment in accordance with applicable regulations.
- 19) in the event of a possible health or life hazard:
 - a) immediately inform employees of these hazards and take steps to ensure that they are adequately protected;
 - b) immediately provide employees with instructions enabling them, in the event of imminent danger, to stop work and move away from the place of danger to a safe place;
 - c) enable employees to take action to avoid the danger - even without consulting their supervisor - to the best of their knowledge and the technical means available.
4. In order to fulfil their duties with regard to the provision of safe and healthy working and study conditions, WUT basic or university-wide OU Heads shall appoint LHS representatives in accordance with the rules laid down in the Rector's regulation.

§ 53

1. Due to the protection of health and life, each employee has the right to safe and hygienic working conditions.
2. Each employee has the right to refrain from work with retention of the right to remuneration, immediately notifying their supervisor in case when the work conditions do not comply with the provisions of safety and hygiene at work and pose a direct threat to health or life of the employee, or when the work performed by them threatens such a danger to other people.
3. Each employee is obliged to comply with the LHS regulations and rules, in particular:
 - 1) to be familiar with LHS regulations and rules, to participate in training and instruction in this field and to undergo the required verifying examinations;

- 2) to work in a manner compliant with LHS regulations and rules and comply with the orders and instructions given in this respect by their supervisors;
- 3) to be familiar with the occupational risk assessment sheet and follow the specified rules of protection against hazards;
- 4) to take care of proper condition of machines, devices, tools and equipment as well as order in the work place;
- 5) to apply collective protection measures and use assigned individual protection measures, as well as work clothing and footwear, in accordance with their intended use;
- 6) to be subject to initial, periodic and check-up medical examinations and other medical examinations which are obligatory for the given position;
- 7) to immediately notify their superior of any accident or hazard to human life or health which has been spotted at WUT and warn their colleagues as well as other persons present in the area of risk of such a danger;
- 8) to co-operate with the employer and supervisors in the fulfilment of their obligations concerning health and safety at work.

§ 54

1. Persons in charge of employees are obliged to know, to the extent necessary for the performance of their duties, the regulations on labour protection, including the LHS regulations and rules.
2. Persons in charge of employees are obliged to:
 - 1) organise workstations in accordance with the provisions and principles of safety and hygiene at work;
 - 2) before the beginning of the academic year, determine for each laboratory station the maximum number of students allowed to attend classes at that station and report such findings to the WUT LHS Inspector;
 - 3) before allowing employees to work, carry out on-the-job training at the workplace, inform employees about the occupational risks associated with their work and about the principles of protection against hazards;
 - 4) make employees aware of the results of the risk assessment for their workstations, after each periodic risk assessment;
 - 5) ensure that personal protective equipment is in working order and is used as intended;
 - 6) organise, prepare and conduct works, taking into account protection of employees against accidents at work, occupational diseases and other diseases related to working environment conditions;
 - 7) take care of the safe and hygienic condition of work premises and technical equipment, as well as of the efficiency of collective protection measures and their use according to their intended purpose;
 - 8) enforce compliance of employees with LHS rules and regulations;
 - 9) ensure that certain types of work are carried out in accordance with the provisions of the LHS regulations issued by the appropriate ministers;
 - 10) ensure that the recommendations of the physician providing preventive health care for employees of the higher education institution are followed;
 - 11) observe fire regulations;
 - 12) co-operate with the representative of the basic or university-wide OU Head for health and safety at work.

§ 55

1. Supervision and control of compliance with labour law, including LHS regulations and rules, is exercised by the State Labour Inspectorate.
2. The State Sanitary Inspectorate supervises and controls observance of the rules and regulations of occupational hygiene and working environment conditions.

3. The social control of the observance of the labour law, including counteracting discrimination and mobbing at work as well as the regulations and rules of the occupational safety and health, is carried out by the social labour inspection.
4. The University's trade union organisations shall monitor compliance with the labour law at the University, and in particular, the fight against discrimination and mobbing at work, as well as the rules and principles of occupational health and safety.

§ 56

1. A pregnant woman must not work overtime or at night.
2. A pregnant woman must not be posted outside her permanent place of work without her consent.
3. An employee caring for a child under 4 years of age may not be employed for overtime or night work without the employee's consent, and may not be sent away from their permanent place of work.

§ 57

Pregnant and breastfeeding women are allowed to work under the conditions specified in the Code.

§ 58

1. A breastfeeding employee has the right to two half-hourly breaks included in her working time. An employee who is breastfeeding more than one child has the right to two work breaks of 45 minutes each. Breastfeeding breaks may be granted jointly at the request of the employee.
2. Employees who work less than four hours a day are not entitled to breastfeeding breaks. If an employee works for less than 6 hours a day, she is entitled to one breastfeeding break.

AWARDS AND DISTINCTIONS

§ 59

1. Employees - regardless of the nature of their employment and position - may be honoured, awarded and distinguished for exemplary performance of their duties, showing initiative at work and improving its efficiency and quality:
 - 1) with the Medal of the Warsaw University of Technology (*Alma Mater Bene Merentibus*);
 - 2) with the Badge "Zasłużony dla Politechniki Warszawskiej" (English: "Merited for the Warsaw University of Technology");
 - 3) by a resolution of the Senate of the Warsaw University of Technology;
 - 4) with a certificate of appreciation;
 - 5) with a cash award;
 - 6) with a written praise;
 - 7) with a public praise.
2. A copy of the notice of honour, award or distinction shall be included in the employee's personal file.

PENALTIES FOR VIOLATION OF WORK ORDER AND DISCIPLINE

§ 60

1. A violation of work order and discipline is, for example:
 - 1) intentionally poor or negligent performance of work and culpable destruction of

- materials, tools, machinery and equipment during work;
- 2) performance of activities in the workplace that are not related to the employment-related tasks;
 - 3) failure to arrive at work, being late or leaving work arbitrarily during the workday, without justifiable reason;
 - 4) coming to work under the influence of alcohol, or consuming alcohol or drugs while working on the WUT premises;
 - 5) coming to work under the influence of intoxicants or their possession or distribution on the WUT premises;
 - 6) disturbance of order at the University;
 - 7) failure to carry out the orders of the supervisor and reprehensible attitude towards the supervisor and colleagues;
 - 8) failure to comply with the applicable labour safety and health and fire protection regulations.
2. The employer may apply one of the following penalties for the employee's failure to observe the established organisation and order in the work process, LHS regulations, fire safety regulations, the adopted method of confirming the timely arrival and presence at work and excusing the absence from work:
 - 1) warning penalty;
 - 2) reprimand penalty.
 3. The employer may also impose a cash penalty for non-compliance with labour safety and hygiene regulations or fire safety regulations, leaving work without an excuse, coming to work under the influence of alcohol or consuming alcohol during work and on the premises of the University.
 4. Each academic teacher shall be subject to disciplinary measures pursuant to the rules laid down in the Act.

§ 61

1. The cash penalty for one transgression as well as for each day of unexcused absence from work must not exceed one day's remuneration of the employee, and the total of cash penalties must not exceed a tenth part of the remuneration due to the employee after making legally permissible deductions. Proceeds from cash penalties shall be used to improve LHS conditions.
2. When applying the penalty, the type of the breach of the employee's duties, the degree of the employee's fault and their hitherto attitude to work shall be taken into account in particular.
3. The penalty shall not be imposed more than two weeks after the violation of the employee's duty has become known, nor more than three months after the violation has been committed.

§ 62

1. The penalties referred to in § 60 sections 2 and 3 are inflicted by the Rector at the request of the employee's supervisor and by the Chancellor based on a written authorisation.
2. The penalty may be applied only after a hearing with the employee.
3. The employee shall be notified of the punishment in writing, specifying the type of the violation of the employee's duties, the date of the violation, and shall be informed of the right to make an objection and the time limit for lodging such an objection. A copy of the notice shall be included in the employee's personal file.

§ 63

1. The employee shall have the right to lodge an objection within seven days of being notified of the penalty.
2. The decision on accepting or rejecting an objection shall be made by the Rector or by the

Chancellor on the basis of a written authorisation, after considering the opinion of the trade union organisation representing the employee. Failure to reject an objection within fourteen days from the date of its submission is equivalent to accepting it.

3. An employee who has lodged an objection may, within fourteen days of being notified of the rejection of the objection, apply to the labour court to have the penalty applied to them annulled.

§ 64

1. The penalty applied to the employee - after a year of irreproachable work - shall be erased, and the notice of penalty shall be removed from the employee's personal file.
2. The Rector and, based on a written authorisation, the Chancellor, taking into account the employee's performance and irreproachable behaviour after the punishment, may - at an earlier date, on their own initiative or upon the motion of a trade union organisation representing the employee - pronounce the penalty null and void.
3. The penalty shall also be erased if the objection is upheld or the court decides to annul the penalty.

Schedule of payouts

| No. | Date | Group of employees – type of remuneration |
|-----|--|--|
| I. | Remuneration based on job contracts – all organisational units | |
| 1. | First working day of the month | Academic teachers – remuneration for the current month |
| 2. | Tenth day of the month | 1) workers and service staff – remuneration for the previous month; 2) employees of the WUT Academic Guards – remuneration for the previous month; 3) academic teacher and other employees – project allowance calculated on the hourly basis for the previous month |
| 3. | Last day of the month | 1) academic teachers – project allowance paid as a lump sum; 2) other employees – remuneration for the current month |
| II. | Remuneration from the impersonal wage fund and fee fund – all organisational units | |
| 4. | Fifteenth day of the month | Persons performing work under civil-law contracts |

1. Adjustments of remuneration and other amounts under the job relation are done at the dates of remuneration payout.
2. Remuneration for the employee in person is paid out in the following locations:
 - 1) for WUT employees in Warsaw and in Płock – in all branches of Bank Pekao S.A. that have cash service;
 - 2) for employees employed in WUT holiday resorts, in the teller windows of these resorts:
 - a) Training and Holiday Resort in Grybów: 33-330 Grybów, ul. Chłodna 16,
 - b) Holiday Resort in Sarbinowo: 76-034 Sarbinowo, ul. Nadmorska 15,
 - c) Holiday Resort in Ublik: 12-250 Orzysz, Ublik 10,
 - d) Holiday Resort in Wilga: 08-470 Wilga, ul. Wiewiórek 6.

RULES OF OCCASIONAL REMOTE WORK

I. General provisions

1. The terms used in the Rules of occasional remote work, hereinafter referred to as the "Rules", shall mean:
 - 1) head of the organisational unit – supervisor granting a holiday leave;
 - 2) employee – person doing work on the basis of a job contract;
 - 3) occasional remote work – work done by an employee fully or partly in a venue designated by the employee and each time agreed on with the employer, including at the residence address of the employee, in particular with the use of direct remote communications tools;
 - 4) venue of performance of remote work – place where the work is done away from the venue of its regular performance laid down in the job contract on the territory of the Republic of Poland, designated by the employee and then consulted and accepted by the head of the organisational unit;
 - 5) privileged employee – employee referred to art. 67¹⁹ § 6 of the Labour Code.

II. Groups of employees entitled to occasional remote work

1. All employees are entitled to perform occasional remote work as long as they can do their work remotely without any loss of the quality of the work done.
2. Occasional remote work may be performed by an employee who meets jointly the following conditions:
 - 1) Work done by them, due to its character, type and organisation, may be performed away from the place of its regular performance laid down in the job contract;
 - 2) They have submitted an application for occasional remote work and the application was accepted by the head of the organisational unit;
 - 3) They have technical means and premises to do the assigned tasks in the venue of occasional remote work designated in the application;
 - 4) The work station in the venue of occasional remote work designated in the application ensures safe and hygienic working conditions;
 - 5) They have read, understood and confirmed their familiarity with the occupational risk assessment and information on the rules of safe and hygienic performance of occasional remote work, as well as the procedure of personal data protection, prepared by the employer, laid down in the Rector's decisions on templates of documents used when doing occasional remote work at the Warsaw University of Technology.

III. Occasional remote work

1. Occasional remote work may be done on business days to the extent of no more than 24 days in a calendar year.
2. If an employee intends to do occasional remote work, they shall submit to the OU head an application for occasional remote work, a template of which is included in Annex no. 1 hereto. With the application, the employee submits the declarations referred to in part II point 2 subsection 5.
3. The application referred to in point 2 should be submitted no later than one day before the

- day covered in the application for occasional remote work. Occasional remote work is possible only upon the acceptance of the application of the OU head.
4. The OU head may refuse the consent to occasional remote work. The refusal does not require a substantiation.
 5. The OU head may refuse the consent to occasional remote work also in case of a privileged employee.
 6. In case of occasional remote work, the employee is not entitled to the rights referred to in Art. 67²⁴ of the Labour Code.
 7. *(repealed)*.

IV. Rules on monitoring employees during occasional remote work

1. The employer is entitled to check the occasional remote work done by the employee, in the venue of performance of occasional remote work and within the working hours:
 - 1) with regard to performance of work;
 - 2) with regard to safe and hygienic conditions of work;
 - 3) with regard to observance by the employee of the requirements related to information security and protection, including personal data protection.
2. Labour health and safety is controlled by a person authorised by the OU head, in consultation with the employee, within the working hours, in the presence of the employee through direct remote communication tools or directly in the place of occasional remote work.
3. After the conducted check, the person performing it shall draw up a report the template of which is included in the Rector's decision on templates of documents used when doing occasional remote work at the Warsaw University of Technology. The report should be presented to the employee.
4. Reports on the conducted labour health and safety check are kept at the WUT organisational unit in which the checked employee is employed.
5. If in the course of occasional remote work check faults are determined related to the LHS rules and regulations, the OU head shall oblige the employee to remove the determined faults within the specified deadline.
6. If the faults determined during the check are a serious threat that occasional remote work done by the employee in the venue designated by them does not meet the LHS requirements, the OU head, at the request of the person checking that, withdraws their consent to occasional remote work for the employee and informs them thereof on the document included in annex no. 2 hereto.
7. If consent to occasional remote work is withdrawn, the employee continues work in the current workplace within the deadline specified by the OU head in the document included in annex no. 2 hereto.

.....
(place, date)

.....
Employee's name and surname

.....
Position, organisational unit

EMPLOYEE'S APPLICATION FOR OCCASIONAL REMOTE WORK

I hereby apply for the consent to occasional remote work to the extent of days in the period from to (up to 24 days in a calendar year).

Place of occasional remote work:

.....
contact phone number:

I last performed occasional remote work on:

.....
at the address:
.....

1. I declare that I have the technical means and premises to perform occasional remote work in the venue designated in the application.
2. I declare that I have read and understood the occupational risk assessment prepared by the Employer and I shall follow it.
Occupational risk assessment sheet **no. AB-PZ/PW/2023; D-PZ/PW/2023; NA-PZ/PW/2023***.
3. I declare that I have read and understood the information on LHS rules including the rules of safe and hygienic performance of occasional remote work prepared by the employer and I shall follow it.
4. I declare that in the workstation for occasional remote work in the venue of occasional remote work designated above I have safe and hygienic working conditions and the venue meets the LHS requirements laid down in the LHS information prepared by the employer.
5. I declare that I have read and understood the Rules of personal data protection processed in relation to performance of occasional remote work and I shall follow it.

.....
(employee's signature)

*delete as applicable

DECISION OF THE HEAD OF THE ORGANISATIONAL UNIT

I consent/ I do not consent*

.....
(date and signature of the OU head)

* delete as applicable

complete upon granting the consent:

In the period of performance of occasional remote work, in the working hours pursuant to your working time, i.e., from to

- 1) keep contact with the supervisor through IT tools withing the working hours;
- 2) perform tasks included in the scope of tasks and in line with your job description, in particular:

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

.....
(date and signature of the OU head)

.....
(place, date)

.....
Employee's name and surname

.....
Position, organisational unit

Withdrawal of consent to occasional remote work

Pursuant to Art. 67²⁸ § 3 of the Labour Code, having stated faults in observance of the LHS rules and regulations, during the check of occasional remote work conditions conducted on by Ms/Mr*, as of I withdraw my consent to occasional remote work in the venue you designated for occasional remote work.

From on, you continue your work in

.....
(date and signature of the OU head)

List of work that are arduous, hazardous or damaging to the health of pregnant and breastfeeding women

1. Work involving excessive physical exertion, including manual handling of loads:
 - 1) for pregnant women:
 - a) all work for which the highest values of the physical workload, measured by the net energy expenditure in performing the work, exceeds 2,900 kJ per shift, and in the case of casual work (performed up to 4 times per hour, if the total duration of such work does not exceed 4 hours per day) – 7.5 kJ/min; note: 1 kJ = 0.24 kcal;
 - b) manual lifting and carrying of objects weighing more than 3 kg;
 - c) manual uphill carrying of:
 1. objects in permanent operation;
 2. objects of more than 1 kg in casual work as defined in point (a);
 - d) manual handling of liquid materials – hot, corrosive or with health hazardous properties;
 - e) transport of loads on a single-wheel trolley (wheelbarrow) and a manually-operated multi-wheel trolley;
 - f) work in a standing position for a total of more than 3 hours during a work shift, the time spent standing must not exceed 15 minutes at a time, followed by a 15-minute break;
 - g) work at positions with screen monitors – for a total time exceeding 8 hours per day, where the time spent working with a screen monitor cannot exceed 50 minutes at a time, followed by a break of at least 10 minutes included in the working time;
 - 2) for women who are breastfeeding their baby:
 - a) all work for which the highest value of the physical workload, measured by the net energy expenditure in performing the work, exceeds 4200 kJ per shift, and in the case of occasional work as defined in point 1(a) – 12.5 kJ/min;
 - b) manual lifting and carrying of objects heavier than:
 - 6 kg – in permanent operation;
 - 10 kg – for occasional work, as defined in point 1(a);
 - c) manual handling of objects weighing more than 6 kg – at a height exceeding 4 m or a distance exceeding 25 m;
 - d) manual handling uphill – on uneven surfaces, ramps, stairs with a maximum slope angle of 30°, and a height of 4 m – of objects weighing more than 6 kg;

- e) manual handling uphill – on uneven surfaces, ramps, stairs with a maximum angle of inclination exceeding 30°, and a height of 4 m – of objects weighing more than:
 - 4 kg – in permanent operation;
 - 6 kg – for occasional work, as defined in point 1(a);
- f) participating in team movement of objects;
- g) manual handling of liquid materials – hot, corrosive or with health hazardous properties;
- h) carrying loads of a mass exceeding:
 - 20 kg – when transported in a wheelbarrow on terrain with a slope not exceeding 5% or 15 kg – on terrain with a slope exceeding 5%;
 - 70 kg – when transported on a two-wheel cart on terrain with an incline not exceeding 5% or 50 kg – on terrain with an incline exceeding 5%;
 - 90 kg – when transported on a three or more-wheel trolley on terrain with an incline not exceeding 5% or 70 kg – on terrain with an incline exceeding 5%.

The permissible load weights given above also include the weight of the carrier and apply when the load is transported on a flat, hard, smooth surface. When transporting on uneven or unpaved surfaces, the weight of the cargo together with the weight of the carrier must not exceed 60% of the given values;

- i) carrying loads:
 - on a wheelbarrow or multi-wheel trolley on terrain with a slope of more than 8%;
 - on a wheelbarrow or multi-wheel trolley for a distance exceeding 200 m.

2. Work with exposure to noise or vibration – for pregnant women:

- 1) work in conditions of exposure to noise of which:
 - 1) the exposure level related to the 8-hour daily or weekly average working time, as defined by the Labour Code, exceeds 65 dB;
 - 2) the peak sound level C exceeds 130 dB;
 - 3) the maximum sound level A shall exceed 110 dB;
- 2) work in conditions of exposure to infrasound noise, where the equivalent sound pressure level corrected by the frequency characteristics G, related to an 8-hour daily or average weekly working time, as specified in the Labour Code, exceeds 86 dB;
- 3) work in conditions of exposure to ultrasonic noise of which:
 - a) equivalent sound pressure levels in third bands with centre frequencies from 10 kHz to 40 kHz, related to 8-hour daily or weekly average working time, as specified in the provisions of the Labour Code;
 - b) maximum sound pressure levels in thirds band centre frequencies from 10 kHz to 40 kHz:

- exceed the following values:

| 1/3 octave band centre frequency (kHz) | Equivalent sound pressure level in relation to a daily 8-hour or weekly average working time, as defined by the Labour Code (dB) | Maximum sound pressure level (dB) |
|--|--|-----------------------------------|
| 10; 12.5; 16 | 75 | 95 |
| 20 | 85 | 105 |
| 25 | 100 | 120 |
| 31.5; 40 | 105 | 125 |

- 4) work in conditions of exposure to vibrations acting on the body through the upper limbs, whose:
 - a) daily exposure value, expressed in terms of the 8-hour equivalent energy of the vector sum of the effective, frequency-corrected vibration accelerations, determined for the three directional components (a_{hw_x} , a_{hw_y} , a_{hw_z}), exceeds 1 m/s^2 ,
 - b) exposure value of 30 minutes and less, expressed as a vector sum of the effective, frequency-corrected vibration accelerations determined for the three directional components (a_{hw_x} , a_{hw_y} , a_{hw_z}), exceeds 4 m/s^2 ;
 - 5) all work involving exposure to vibrations with a general effect on the human body.
3. Work involving exposure to electromagnetic fields with frequencies from 0 Hz to 300 GHz and ionizing radiation:
- 1) for pregnant women:
 - a) work within the range of electromagnetic fields exceeding the values for the safe zone, specified in the regulations on the maximum permissible concentrations and intensities of factors harmful to health in the work environment;
 - b) work in conditions of exposure to ionizing radiation as defined in the Atomic Law;
 - 2) for breastfeeding women – work in conditions of exposure to ionizing radiation as defined in the Atomic Law.
4. Work under increased or decreased pressure:
For pregnant women and breastfeeding women – diving work, work in pressurized tanks and all work under elevated or reduced pressure.
5. Work in contact with harmful biological agents:

- 1) for pregnant and breastfeeding women – work that poses a risk of infection: hepatitis B virus, chickenpox and herpes virus, rubella virus, HIV, cytomegalovirus, listeriosis, toxoplasma;
 - 2) for pregnant women – work involving exposure to other biological agents classified as group 2-4 hazardous, in accordance with the provisions on biological agents harmful to health in the workplace and health protection of workers professionally exposed to such agents – if the results of the occupational risk assessment, taking into account therapeutic measures necessitated by specific biological agents, indicate an adverse effect on the health of the pregnant woman or the course of pregnancy, including the development of the foetus.
6. Work with exposure to harmful chemicals – for pregnant women and breastfeeding women:
- 1) Exposure to substances and mixtures meeting the criteria for classification in accordance with Regulation (EC) No. 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No. 1907/2006 (Official Journal of the European Union L 353 of 31.12.2008, p. 1, as amended) in one or more of the following hazard classes or categories together with one or more of the following hazard statements:
 - a) germ cell mutagenicity category 1A, 1B or 2 (H340, H341);
 - b) carcinogenicity, category 1A, 1B or 2 (H350, H350i, H351);
 - c) reproductive toxicity category 1A, 1B or 2 or the additional category of harm to lactation or to breastfed babies (H360, H360D, H360FD, H360Fd, H360Df, H361, H361d, H361fd, H362);
 - d) toxic effects on target organs – single exposure, category 1 or 2 (H370, H371) – regardless of their concentration in the working environment;
 - 2) work in exposure to the chemical substances listed below, regardless of their concentration in the work environment:
 - a) chemical agents with known and hazardous absorption through the skin;
 - b) cytostatic drugs;
 - c) manganese;
 - d) synthetic oestrogens and progesterone;
 - e) carbon monoxide;
 - f) lead and its organic and inorganic compounds;
 - g) mercury and its organic and inorganic compounds;
 - 3) work with exposure to organic solvents, if their concentrations in the work environment exceed 1/3 of the maximum permissible concentrations set out in the provisions on the maximum permissible concentrations and intensities of factors harmful to health in the work environment;
 - 4) work or technological processes involving the release of chemical substances, their mixtures or agents with a carcinogenic or mutagenic effect, listed in the provisions on chemical substances, their mixtures, agents or technological processes with a carcinogenic or

mutagenic effect in the work environment.

7. Work that threatens severe physical or mental injury:

- 1) for pregnant women and breastfeeding women – other work involving a risk of serious physical or mental injury, including work with explosives;
- 2) for pregnant women – work at height – outside fixed galleries, platforms, landings and other fixed elevations with full fall protection (no need for personal fall protection equipment), and climbing and descending ladders and braces.

**DETERMINATION OF RESEARCH TASKS OF AN ACADEMIC TEACHER
IN THE ACADEMIC YEAR**

Name of the organisational unit

.....

Title/degree name and surname

.....

Position at the Warsaw University of Technology

.....

I assign the research tasks to be performed*:

.....

.....

Date and signature of the
director of the institute/head of the
division/chair

**scope of research tasks to be performed by the academic teacher may be proposed by the institute
director/head of the division/chair*

.....

.....

Date and signature of the person authorised to assign tasks

I accept the tasks to be performed**

Date and signature of the academic teacher

.....

***the scope of tasks was determined in line with the standard and scope of working time applicable to the
employee*

Comments of the institute director/head of division/chair on the completion of research tasks by the academic teacher

.....

The tasks were completed/not completed

COMMENTS on the tasks completion

.....

.....

date and signature of the person authorised to assign tasks

.....

I have read the assessment on tasks completion

date and signature of the academic teacher

.....

**DETERMINATION OF ORGANISATIONAL TASKS OF AN ACADEMIC TEACHER
IN THE ACADEMIC YEAR**

Name of the organisational unit

.....

Title/degree name and surname

.....

Position at the Warsaw University of Technology

.....

**I assign the organisational tasks to be performed in the field of
education*:**

.....

research*:

.....

university management*:

.....

.....

date and signature of the
director of the institute/head of the
division/chair

**scope of organisational tasks to be performed by the academic teacher may be proposed by the institute
director/head of the division/chair*

.....

.....

.....

date and signature of the person authorised to assign tasks

I accept the tasks to be performed**

date and signature of the academic teacher

.....

***the scope of tasks was determined in line with the standard and scope of working time applicable to the
employee*

Comments of the institute director/head of division/chair on the completion of organisational tasks by the academic teacher

.....

The tasks were completed/not completed

COMMENTS on the tasks completion

.....

.....

date and signature of the person authorised to assign tasks

.....

I have read the assessment on tasks completion

date and signature of the academic teacher

.....

DETAILED RULES OF ASSIGNMENT AND SETTLEMENT OF TEACHING DUTIES

§ 1

1. The teaching load of an academic teacher is the regular teaching duties, i.e., measurable part of the academic teacher's working time related to conducting classes and teaching obligations in full-time and part-time programmes, first-cycle, second-cycle, long-cycle Master's programmes and at the WUT Doctoral School.
2. The academic teacher's working time comprises:
 - 1) regular teaching obligations determined as the sum of:
 - a) basic teaching load (lectures, auditorium classes, laboratory classes, project classes, computer classes, seminars, language courses) resulting from the curriculum and the organisation of these classes at the faculty (class schedule, group size), or in the WUT Doctoral School, also using distance learning techniques,
 - b) basic teaching load (diploma thesis, mid-term work, thesis reviews, examinations) resulting from the study plan and regulations,
 - c) additional workload resulting from teaching under special conditions;
 - 2) irregular teaching duties - part of an academic teacher's working time that is related to teaching activities that are not the performance of regular duties in full-time and part-time degree programmes, first-, second- and third-cycle programmes and in the WUT Doctoral School, including:
 - a) developing new teaching activities included in the curriculum;
 - b) changing the course teaching methods, e.g. preparing e-learning classes;
 - c) introducing innovative education methods;
 - d) conducting classes as part of national and international educational programmes;
 - e) acting as:
 - academic supervisor of a student pursuing an individual study plan;
 - mentor of an international exchange student;
 - f) conducting research work with students concluded with joint publications in journals from the JCR list,
 - g) organising the teaching process, such as coordinating the delivery of classes, participating in examination commissions, etc;
 - h) classes conducted with the use of distance-learning methods and techniques which do not require the presence of an academic teacher and are conducted in an automated way;
 - i) other teaching activities determined by the head of the basic organisational unit after consultation with the relevant council;
 - j) preparation for conducting classes by first-time employed academic teachers referred to in § 5 section 2.
3. In especially justified situations, the Rector may consent to include in the academic teacher's teaching load courses conducted in post-graduate study programmes.

§ 2

1. The following numbers of teaching hours assigned for completing teaching duties are laid down:
 - 1) supervising a positively assessed by the Diploma Examination Board:
 - a) Master's thesis 18 h,
 - b) BSc thesis 12 h,
 - c) BA thesis 12 h;
 - 2) supervising a passed mid-term paper 6 h;

- 3) preparation of a review of a diploma paper 1 h;
 - 4) participation in a diploma examination as a member of the diploma examination board who is not the thesis supervisor or reviewer up to 1 h;
 - 5) conducting a course examination resulting from the study plan 2 h.
2. For participation in a diploma examination, the head of the basic organisational unit assigns a member of the diploma examination board who is not the thesis supervisor or reviewer up to 1 teaching hour, while the number of hours may not be greater than the real duration of diploma examinations.
 3. For completion of irregular teaching duties referred to in § 1 section 2 point 2, the academic teacher receives hours in the number of at least 2 h.
 4. The following student group numbers are recommended in classes, depending on their type, conducted by one academic teacher:
 - 1) lectures 15-100 students;
 - 2) tutorials 12-24 students;
 - 3) project classes 8-12 students;
 - 4) computer classes 10-20 students,
whereas one computer station should be used by one student;
 - 5) language courses 10-14 students;
 - 6) seminars 10-16 students;
 - 7) laboratory classes 8-10 students,
whereas the number of students in the laboratory classes should not exceed the number laid down in LHS regulations, pursuant to § 54 section 2 point 2 of the Regulations and fire protection regulations.
 5. Decisions on the student group numbers referred to in section 4 are taken by the relevant head of the basic or university-wide organisational unit – individually for each course.
 6. Student group numbers are equal to the number of students and persons with a valid resumption card, including secondary school pupils participating in classes pursuant to § 39 of the Academic Regulations at the Warsaw University of Technology.
 7. The total number of teaching hours allocated for conducting courses may not be smaller than the number of hours resulting from the curriculum.

§ 3

1. Additional workload of an academic teacher for teaching on Saturdays and public holidays, for giving lectures in groups of over 30 persons, and for teaching classes in a foreign language, excluding language courses, shall constitute the basis for granting additional teaching hours.
2. For each teaching hour worked on Saturday, an academic teacher shall receive an additional 0.3 hour.
3. For each teaching hour worked on Sunday, an academic teacher shall receive an additional 0.5 hour.
4. For classes taught as lectures, the calculated number of teaching hours is equal to the number of lecture hours in the study plan plus one hour for every 12 students in a group of over 30.
5. For each teaching hour under foreign language classes, excluding language courses, an academic teacher may earn no more than one additional hour. The number of hours for each course shall be determined by the basic OU Head after consultation with the relevant collegiate consultative body.

§ 4

Classes with the use of distance-learning techniques or other innovative teaching methods that require contact of the teacher with students in class constitute regular teaching duties and are treated as teaching tasks to be performed according to the number of hours of the classes laid down in the curriculum.

§ 5

1. The head of the basic or university-wide organisational unit calculates to the teaching load in a given academic year the hours completed as irregular teaching duties.
2. The number of teaching hours calculated to irregular teaching duties assigned to an academic teacher to be performed in a given academic year may not exceed $\frac{1}{2}$ of the teaching load.
3. In case of academic teachers employed for the first time in full working time at the position of teaching assistant or assistant professor in the group of research and teaching, or teaching staff, to the number of hours completed within irregular teaching hours are calculated hours for preparation for classes, to the extent:
 - 1) in the first year of work – 120 hours;
 - 2) in the second year of work – 60 hours;
 - 3) in the third year of work – 30 hours.

§ 6

1. Academic teachers holding managerial positions of Vice-Rector, Dean, university-wide organisational unit Director and College Director, shall have their annual teaching load determined by the Rector.
2. The annual teaching load of the Rector is determined for the term of office by the Chairperson of the University Council.
3. Academic teachers performing functions and important tasks at the university or in research and higher education institutions may, at their request, have their individualised teaching load determined by the Rector. The Rector shall notify the basic or university-wide OU Head for the unit in which an academic teacher is employed of the determination made.
4. In particularly justified cases involving considerable involvement in the performance of research and organisational tasks, the basic or university-wide OU Head may determine a reduced level of the teaching load for an academic teacher.
5. The teaching load of an academic teacher to whom teaching was not assigned due to:
 - 1) employment after the beginning of the academic year;
 - 2) planned absence at work related to, in particular, research leave, long-term illness, health leave, unpaid leave or another leave off work, performance of military service, maternity leave, leave on the conditions of maternity leave, paternity leave, parental leave;
 - 3) termination of employment before the end of the academic yearis decreased proportionally to the period of the absence.