Appendix to Ordinance No. 74 of PK Rector

from 13 November 2018

## Principles specifying the requirements placed before academic teachers in the scope of undertaking and continuing additional employment outside of the Cracow University of Technology and the obligation of informing of conduct of economic activity

§ 1

1. Prior to conclusion of employment contract each academic teacher is obliged to submit a written statement the template of which constitutes Appendix no. 1 to the hereby principles.
2. Each academic teacher is obliged to immediately notify the PK Rector of any change to the primary working position in the written form.
3. An academic teacher for whom the Cracow University of Technology is the primary workplace may, upon consent of the PK Rector, undertake or continue additional employment solely for one employer who conducts didactic or scientific activity. Template of the application for obtaining PK Rector's consent constitutes Appendix no. 2 to the hereby principles.
4. Provision of par. 3 shall not be applicable in case of academic teachers undertaking employment:
	1. for entities with which the university has established cooperation on the basis of an agreement or understanding or for which it is a leading organ, founder or shareholder,
	2. For institutions specified in Art. 1 par. 1 and par. 2 point 1, 2 and 4a of the Act of 16 September 1982 on employees of state institutions (Journal of Laws from 2017, item 2142 and 2203 and from 2018 item 106, 650 and 1000),
	3. in institutions of culture,
	4. in units specified in Art. 2 of the Act of 14 December 2016 on Educational Law (Journal of Laws from 2018, item 996, 1000 and 1290).
5. The Rector expresses consent specified in par. 3 or denies its granting within the term of two months from the date of applying for it. Denial to express consent requires justification.
6. Undertaking or conducting additional employment without the consent of the PK Rector constitutes the basis for terminating employment relationship upon prior notice, in the mode specified in Art. 123 of the Act on Higher Education and Science.
7. Should an academic teacher for whom the Cracow University of Technology constitutes the primary workplace conduct economic activity, he or she must notify the PK Rector of this fact. Template of such information constitutes Appendix no. 3 to the hereby principles.
8. Documents specified in the hereby ordinance are stored in personnel files of an academic teacher located in the Department of Personnel and Social Affairs of the Cracow University of Technology.

Appendix no. 1

Cracow, on………………….

# ……………………………….

# first name and surname

……………………………….

position

……………………………….

organizational unit

**STATEMENT**

I hereby declare that the Cracow University of Technology **is/is not\*** my primary workplace in the meaning of Act of 20 July 2018 on Higher Education and Science (Journal of Laws from 2018, item 1668).

………………………………………

(date and signature of employee)

\* delete as appropriate

Appendix no. 2

Cracow, on………………….

# ……………………………….

# first name and surname

……………………………….

position

……………………………….

organizational unit

# **JM Rector**

# **OF THE CRACOW UNIVERSITY OF TECHNOLOGY**

**Application**

**concerning granting consent for additional employment for employer who conducts didactic or scientific activity**

Pursuant to Art. 125 par. 1 of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws from 2018, item 1668), I request for the consent to be granted for my undertaking/continuing\* additional employment as part of the labour relationship for the employer who conducts didactic or scientific activity.

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

(Name and address of employer)

on the position of ……………………………………………………………………….………………...………………….

for a definite period of time from...................................to........................ /for an indefinite period of time\*,

in the dimension of ………………. time/hours\*.

At the same time, I undertake to notify on an ongoing basis of any changes concerning my additional employment. I declare that this is my additional employment as part of the employment relationship for the employer who conducts didactic or scientific activity.

……………………………………

date and signature of the employee

I ENDORSE THE REQUEST/ I DO NOT ENDORSE THE REQUEST\* – justification in enclosure\*.

………………………………………..……………….. date and signature of the organizational unit head OPINION OF DEAN/VICE-DEAN

…………………………………………………………….……………………………………………………………

…………………………………………...

date and signature of dean/vice-dean

I GRANT CONSENT / I DO NOT GRANT CONSENT**\***

…….…………………………………………

date and signature of PK Rector

\* delete as appropriate

Appendix no. 3

Cracow, on………………….

# ……………………………….

# first name and surname

……………………………….

position

……………………………….

organizational unit

# **JM Rector**

# **OF THE CRACOW UNIVERSITY OF TECHNOLOGY**

## INFORMATION

**concerning conduct of economic activity**

Pursuant to Art. 125 par. 7 of the Act of 20 July 2018 on Higher Education Law (Journal from 2018, item 1668 as amended) I notify that I conduct economic activity in the scope of:

……………………………………………………………………………………………………………………

……….….…………………………………...............................................................................................

from: …………………………………………………………………………………………………………….

At the same time, I undertake to notify on an ongoing basis of any changes concerning the conduct of economic activity.

….....................................................

date and signature of the employee

.

I acknowledge

…………………………………

date and signature of PK Rector

For the attention of:

Head of basic organizational unit