**ORDINANCE NO. 29
of the Rector of Tadeusz Kościuszko University of Technology in Cracow
dated 30 March 2022
ref. no. R.0201.37.2022**

**regarding the amendments to the Work Bylaws and Remuneration Bylaws of the employees of the Tadeusz Kościuszko University of Technology in Cracow**

Pursuant to Article 23, paragraphs 1 and 2, subparagraph 5 and Article 126, paragraph 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended) and pursuant to Article 104-1043 of the Labour Code of the Act of 26 June 1974 (Journal of Laws of 2020, item 1320, as amended), it is ordered as follows:

**§ 1**

The following amendments are made to the Work Bylaws of the Tadeusz Kościuszko University of Technology in Cracow constituting an Appendix to the Ordinance No. 51 of the PK Rector of 11 September 2019 as amended:

1) § 35, paragraph 3 shall read as follows:

"3. Leave shall be granted upon written request submitted by an academic teacher (according to Appendix No. 25 to these Regulations) addressed to the Rector through the Vice-President for Research, approved by the head of the organizational unit, supervisor and dean or in the case of non-faculty units, the relevant Vice-Rector. The application referred to, together with the decision on granting paid sabbatical leave, is provided by the Scientific Research Department to the Department of Personal and Social Affairs, for inclusion in the employee's personal file",

2) § 36, paragraph 8 shall read as follows:

"8. The provisions of paragraph 1 to 6 shall apply accordingly to employees who are not academic teachers”,

3) in § 46, paragraph 3a shall be added:

"3a. The provision of paragraph 3 shall not apply to employees employed as drivers and employees referred to in § 62 of these Regulations”, 4) § 51 shall read as follows:

"1. The weekly working time of a driver, including overtime, may not exceed an average of 48 hours in the adopted pay period.

2. The weekly working time referred to in paragraph 1 may be extended to 60 hours if the average weekly working time does not exceed 48 hours in the adopted reference period.

3. The number of overtime hours worked by the driver with regard to the specific needs of the employer may not exceed 416 in a calendar year.

4, The working hours specified in paragraphs 1 and 2 shall also apply to a driver employed by more than one employer.

5. The driver shall provide the immediate supervisor with a written statement of the extent of employment or non-employment with another employer. Copies of the above of the aforementioned statement shall be forwarded by the immediate supervisor to the Social Affairs Department.

6. The Law on Working Time of Drivers shall apply to employees employed as drivers (Journal of Laws of 2019, item 1412, as amended)”,

5) in § 56, paragraph 6 is replaced by the following:

"6. For academic teachers taking advantage of the allowances referred to in paragraph 2, remuneration for performed overtime hours shall be paid only if the overtime hours relate to the realization of teaching activities within the subject leading to the preparation of the diploma thesis, settled according to the regulations specified in § 57, paragraph 3. In any other case, remuneration for overtime hours may be paid after the basic teaching load is exceeded, moreover; the number of overtime hours is determined in relation to this dimension",

6) in § 57, paragraph 1, point 3 is repealed;

7) in § 59, point 5 is repealed;

8) in § 73, paragraph 1, point 2 is replaced by the following:

"2 Remuneration for overtime hours of academic teachers shall be paid after settlement of hours realized in the academic year once a year, by November 30 of a given year. In the case of earlier complete settlement of hours realized by employees of a given organizational unit, which should be pursued, remuneration shall be paid at the earliest possible date”.

2. in the regulations for the Remuneration of Employees of Tadeusz Kosciuszko Cracow University of Technology, constituting an appendix to Ordinance no. 19 of the Rector PK dated 4 March 2020 as amended, § 6 Paragraph 1 point 2 shall be replaced by the wording as amended in paragraph 1 point 8 of § 73 paragraph 1 point 2 of the Labour Regulations.

**§ 2**

1. The consolidated text of the work regulations of the Tadeusz Kosciuszko Cracow University of Technology, including changes referred to in § 1 paragraph 1, constitutes attachment no. 1 to this Ordinance. 2. The consolidated text of the Regulations on Remuneration of Employees of Tadeusz Kosciuszko Krakow University of Technology, taking into account the amendment referred to in § 1 paragraph 2, constitutes Appendix No. 2 to this Ordinance.

2. The Ordinance and its appendices are published in the PK Public Information Bulletin.

**§3**

The Ordinance shall come into force within 14 days from the date of its publication in the Public Information Bulletin of the Cracow University of Technology, with the reservation that the changes referred to in § 1, paragraph,1, point 5 shall apply to the determination and settlement of teaching loads for the academic year 2021/2022 and subsequent years.

*Rector*

*prof. dr hab. ing arch. Andrzej Białkiewicz*

Appendix no. 1

Appendix no. 2

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