Excerpt from the Employee Compensation Policy of Gdańsk University of Technology

COMPENSATION COMPONENTS

§ 4

1. The University provides the following types of compensation:
   1) fixed compensation:
      a) base salary,
      b) seniority pay;
   2) variable compensation (may be awarded):
      a) additional duty pay,
      b) task-based pay,
      c) compensation for hours exceeding the standard workload,
      d) overtime pay
      e) hazardous or burdensome working conditions pay,
      f) bonus for non-academic staff,
      g) research allowance,
      h) teaching bonus,
      i) project implementation bonus,
      j) project completion bonus,
      k) organizational duties pay,
      l) incentive pay.

§ 5

1. Employees are also entitled to the following benefits:
   1) long-service award;
   2) retirement or disability severance pay;
   3) severance pay in cases of employer-initiated termination;
   4) payment in lieu of unused vacation leave;
   5) laundry allowance for work clothing;
   6) reimbursement for the use of personal clothing for work purposes;
   7) car allowance for the business use of a personal vehicle;
   8) reimbursement of business travel expenses;
   9) remote work equipment allowance.
2. An employee may be granted a Rector's Award.
3. Employees are entitled to an additional annual payment (commonly referred to as a "13th-month salary") in the amount and under the terms specified in the applicable regulations governing additional annual compensation for public sector employees.
4. Employees are entitled to pay during annual leave and to benefits during periods of temporary inability to work, as provided under applicable law.
5. In the event of an employee's death during the term of employment, or while receiving sickness benefits following termination of employment, the employee's family is entitled to a death benefit.
6. Eligible persons may receive benefits from the Company Social Benefits Fund in accordance with separate regulations.

SALARY PAYMENT DATE

§ 6

1. The salary referred to in § 4(1)(1) and § 4(1)(2)(a–b) of the Rules is paid to academic staff monthly in advance on the first business day of the month. The right to payment expires on the last day of the month in which the employment relationship ends; however, the employee retains the salary already paid for that month.
2. Except as otherwise provided in these Rules, compensation components other than those specified in paragraph 1 are paid monthly in arrears on the 10th day of each month.
3. Except as otherwise provided in these Rules, the salaries of non-academic staff are paid in arrears once per month as follows:
   1) engineering and technical staff, research and technical staff, technical staff, administrative and financial staff, and library staff receive their salary on the last day of each month;
   2) support staff and manual workers are paid on the 10th day of each month, after working hours for the preceding month have been settled.

   If the payday falls on a non-working day, the salary shall be paid on the preceding business day.

BASE SALARY

§ 8

1. Base salary is determined primarily by the type of work performed, the qualifications required for the position, the employee's education, professional experience, skills, and practical expertise, as well as the level of responsibility, effort, and significance of the work.
2. Base salary is a fixed amount specified in the employment contract and may not be lower than the minimum pay grade rate established for the given position and set out in the Annexes to these Rules.
3. The hourly base salary rate is calculated by dividing the employee's contractual base salary (or the salary specified in the appointment act) by the number of working hours scheduled for the relevant month. For academic staff, the divisor is 168 hours, unless the number of working hours in the month is lower.

SENIORITY PAY

§ 12

1. Seniority pay amounts to 1% of base salary for each year of employment. It is paid monthly starting from the fourth year of employment, provided that the total amount does not exceed 20% of base salary.
2. If an employee acquires the right to seniority pay or to a higher seniority pay rate on the first day of a month, the allowance is payable for that month.
3. If an employee acquires the right to seniority pay or to a higher seniority pay rate during a month, the allowance is granted starting from the first day of the month following the month in which the employee acquired that right.
4. Seniority pay is granted for days for which the employee receives salary. In cases of absence from work due to illness or the need to provide care for a child or a sick family member, during which the employee receives salary or social insurance benefits, the allowance is reduced proportionally by 1/30 for each day of justified absence.

§ 13

1. Periods of employment included in the calculation of seniority pay shall comprise:
   1) completed periods of employment, subject to paragraph 3 of this section;
   2) other periods recognised under separate regulations as periods that determine employee entitlements;
   3) periods of assistant preparatory studies completed in accordance with regulations governing such studies in higher education institutions;
   4) periods spent abroad under official assignment for research, teaching, or training purposes.

2. If an employee is employed under more than one employment contract with Gdańsk University of Technology, the entire length of service at the University shall be taken into account when determining seniority pay eligibility.
3. Periods referred to in paragraph 1(1) of this section shall be credited based on a certificate of employment, while periods referred to in paragraph 1(2–4) shall be documented by other records confirming their occurrence.
4. When calculating seniority pay eligibility, periods of concurrent employment with another employer shall not be taken into account.
5. Other documents referred to in paragraph 3 confirming employment history must include at least the following information:
    1) the full legal name of the employer, including its legal form of business;
    2) the employer's registered office and full address;
    3) the employment period, including start and end dates;
    4) periods of unpaid leave or other breaks in employment;
    5) identification details of the person who issued the document.
6. Documents referred to in paragraph 3 that are prepared in a foreign language must be submitted to the University together with a Polish translation certified by a sworn translator.

LONG-SERVICE AWARD

§ 48

1. Employees of the University are entitled to a long-service award for years of employment as follows:
    1) 75% of monthly salary — after 20 years of service;
    2) 100% of monthly salary — after 25 years of service;
    3) 150% of monthly salary — after 30 years of service;
    4) 200% of monthly salary — after 35 years of service;
    5) 300% of monthly salary — after 40 years of service;
    6) 400% of monthly salary — after 45 years of service.
2. Employment periods qualifying for the award include all completed periods of employment and any other periods recognized under applicable regulations as contributing to service-based employee entitlements.
3. An employee becomes eligible for the award at the University upon completing the required length of service.
4. deleted
5. When calculating service for the long-service award, overlapping employment periods with another employer during simultaneous employment shall not be counted toward service at the University.
6. If employment is terminated due to retirement or disability, the award is granted if the employee is less than 12 months short of meeting the required service period specified in paragraph 2 of this section.

§ 49

1. The long-service award is calculated based on the employee's salary on the payment date. If it is more favorable to the employee, the award may be calculated based on the salary applicable on the date the employee became eligible for the award. The calculation takes into account salary components and other employment-related benefits used in determining the cash equivalent for unused vacation leave.
2. If an employee became eligible for the award while working under a different working time arrangement than on the payment date, the award is calculated based on the salary applicable on the date the employee became eligible for the award.