

WORK REGULATIONS AT THE UNIVERSITY OF RZESZOW

Based on art 126 paragraph 1 of the Regulation of 20th July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2021 item 478 as amended) in connection to art 104 paragraph 1 of the Regulation of 26th June 1974 of the Labor Code (i.e. Journal of Laws of 2020 item 1320, as amended) and paragraph 22 item 5 point (1)(a) of the Statute of the University of Rzeszow.

I. Preliminary provisions

§ 1

Work Regulations sets organization rules applying to the course of work at the University of Rzeszow and its employees, and their rights and duties connected with it.

§ 2

Provisions of the Work Regulations apply to all employees no matter the character of the contract they are employed under.

§ 3

Before employees begin performing their work duties they are acknowledge with the Work Regulations document. Employees sign a proper statement that they have reviewed the Regulations. The statement is then included into their personal file.

II.EMPLOYEES' DUTIES

§ 5

1. Basic employees' duties include:

- 1) obeying the Statute of the University of Rzeszow and the provisions of Work Regulations,
- 2) complying with supervisor's orders, which apply to work tasks, unless they are in conflict with the provisions of law, employment contract and the scope of activities.
- 3) complying with the defined time of work,
- 4) performing work in a diligent and attentive manner,
- 5) obeying the rules of work safety and hygiene and the fire regulations,
- 6) improving their professional qualifications,
- 7) maintaining the well-being of their workplace and its assets,
- 8) keeping secrecy of workplace technical, technological and organizational information, which, if disclosed, may cause damage to the employer's interest,
- 9) protecting state and professional secrets determined in separate provisions,
- 10) obeying the non-compete clause resulting from a separate contract drawn between the employer and the employee,
- 11) obeying the rules set in the regulation on copyright and related rights, if the employee's job description, completely or partially, involves performing intellectual tasks.
- 12) obeying the rules of social conduct at the workplace,
- 13) maintaining cleanliness and order at the workplace,
- 14) proper protection of tools, devices and work space after the work is completed,
- 15) not disclosing information covered by personal data protection for the purpose of which the employee was entitled to in line with the provision of the regulation of the European Parliament and Council (EU) 2016/679 of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Journal of Laws UE L 119/1 of 4.5.2016) and Regulation of 10th May 2018 on personal data protection (Journal of Laws of 2019 item 1781) and complying with internal safety policy rules in that matter.

2. Academic teachers, who are employed at the University as their primary (main) place of work may, with Rector's consent, take on or continue additional employment under a work contract at one place conducting didactic or scientific work.
3. An academic teacher conducting business activity notifies the Rector of the university, which is his or her primary place of work, about it.
4. An academic teacher is obliged to read and observe the Code of Ethics for academic teachers of the University of Rzeszow.

§ 6

5. Serious breaches of basic employee duties include:
 - 1) deliberately bad or careless work exposing the employer to serious damage,
 - 2) leaving work without excuses and supervisor's consent,
 - 3) returning to work under the influence of alcohol or drugs, bringing them to the area of the university or consuming them during working hours,
 - 4) taking additional employments under an employment contract without obtaining Rector's consent (Art 125 of the Act on Higher Education and Science)
 - 5) flagrant or repeated violation of the provisions of the fire regulations,
 - 6) flagrant or repeated violation of internal rules and regulations in terms of personal data protection,
 - 7) non-compliance with the rules of professional secrecy ,
 - 8) property theft,
 - 9) persistent refusal to follow supervisor's orders that result from the contract and are not in conflict with legal regulations,
 - 10) action or behavior directed against another employee involving persistent and long-term harassment or intimidation of an employee, causing him/her to feel decreased self-esteem in professional terms or aiming at humiliating or ridiculing an employee, isolating him, resulting in being eliminated from the team of employees,
 - 11) violation of professional ethics.
2. Employees are not allowed to:
 - 1) operate machinery and equipment not related directly to performing commissioned duties and activities,
 - 2) dismantle parts of machines, devices, tools arbitrarily, and to repair them without special authorization,

- 3) remove covers and protections of machines and devices arbitrarily, clean and repair machines, and cameras being electrically-live,
- 4) use hardware and devices inconsistently with their purpose,
- 5) move machines, devices and equipment from the original place they are used at.

§7

It is forbidden to smoke tobacco products, including smoking innovative tobacco products and smoking electronic cigarettes on the premises of the University, with the exception of the designated places.

§8

Consuming alcohol or taking intoxicants during work and the employee's stay on the premises of the University after consuming alcohol or intoxicating substances is strictly forbidden and is treated as a serious violation of basic employee duties.

§9

Due to the termination or expiry of the employment relationship, the employee is obliged to settle accounts with the workplace and obtain appropriate entries in the circulation card.

III. EMPLOYER'S OBLIGATIONS

§ 10

1. The employer is obliged in particular to:
 - 1) familiarize the employee undertaking work with the scope of his/her duties, responsibility, the way of performing work and its basic permissions,
 - 2) organize work in a way that ensures both full use of working time and achieving adequate quality of work by employees, taking into account their talents and qualifications, work efficiency and,
 - 3) ensure safe and hygienic working conditions and conduct systematic work training in the field of occupational health and safety,
 - 4) pay the remuneration in a timely and correct manner,
 - 5) counteract any discrimination in employment, direct or indirect, in particular due to sex, age, disability, race, religion, nationality, political beliefs, trade union membership,

ethnic origin, religion, sexual orientation, temporary employment specified or indefinite, full-time or part-time employment,

- 6) counteract mobbing, i.e. action or behavior directed against another employee involving persistent and long-term harassment or intimidation of an employee, causing him/her to feel decreased self-esteem in professional terms or aiming at humiliating or ridiculing an employee, isolating him, or being eliminated from the team of employees,
 - 7) organize work in a way that reduces the nuisance of work, especially in monotonous work and work at a predetermined pace,
 - 8) provide conditions for securing the entrusted property,
 - 9) provide the employee with the necessary materials and work tools,
 - 10) apply objective and fair criteria for the evaluation of employees and their work results
 - 11) keep documentation in matters related to the employment relationship and personal files,
 - 12) respect employee's copyright arising from the act on copyright and related rights,
 - 13) satisfy employee's living, social and cultural needs as far as it is possible,
 - 14) respect employees dignity and personal rights,
 - 15) send employees to preventive examinations,
 - 16) allow work to employees whose health condition guarantees safe performance of entrusted work,
 - 17) inform employees about any occupational risk associated with the performance of entrusted work.
2. The employer may introduce monitoring if it is necessary to ensure employees safety or property protection, confidentiality of information which when disclosed may cause harm to the employer.
 3. The employer, as the administrator of employees' personal data, is obliged to comply with the provision of the regulation of the European Parliament and Council (EU) 2016/679 of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Journal of Laws UE L 119/1 of 4.5.2016) and Regulation of 10th May 2018 on

personal data protection (Journal of Laws of 2019 item 1781) and complying with internal safety policy rules in that matter.to

4. The obligations of the employer in matters related to labor law are performed by the Rector.
5. Rector may, within the scope referred to in sec. 3 grant power of attorney to other people.

§ 11

1. Due to the termination or expiry of the employment relationship, the employer is obliged to immediately issue an employment certificate to the employer, if there is no intention to establish another work relationship with the employee within 7 days from the date of the termination or expiry of the employment contract.

REMUNERATION

§30

1. An employee is entitled to remuneration for work performed in line with his/her qualifications required for the work, as well as the amount of it.
2. An employee may waive the right to remuneration.
3. Employee's gross salary for full monthly working time may not be lower than the minimum wage established on the basis of separate regulations.
4. The remuneration referred to in sec. 3 does not include:
 - a) remuneration and overtime bonus,
 - b) additional remuneration for working at night,
 - c) jubilee award,
 - d) retirement and disability benefits.

§31

1. Detailed rules concerning remuneration, granting allowances and bonuses are specified in *Regulations for Remunerating Employees of the University of Rzeszow*.
2. Payment of salaries is made:
 - 1) for academic teachers, in advance, on the 1st day of the month. In case of newly hired e academic teachers, after completing all employment related formalities.

- 2) For employees who are not academic teachers:
 - a) administration, engineering and technical employees, research technical, UR Library and UR Publishing House – on the 28th day of the month,
 - b) University Bilingual High School – in arrears on the 10th day of the following month, whereby the employer is entitled to earlier payouts,
 - c) service employees – on the 10th day of the following month.
3. The employer, at employee's request, is obliged to grant the employee access to the documents on which basis the remuneration has been calculated.
4. In the EOD system, the employee has access to the pay slip containing all salary components.

§32

1. Payment of the remuneration is made onto the bank account indicated by the employee, unless the employee has submitted a paper or an electronic application for the payment of the remuneration to be done in person.
2. The remuneration shall be paid in cash. If approved by the employee the remuneration may be transferred onto a bank account in time allowing the employee to withdraw the amount transferred on the date specified as the date of payment.
3. Remuneration for overtime work for employees, not being academic teachers is paid in accordance with the timesheets at the date of the following salary payment.
4. The terms of payments for overtime for academic teachers shall be determined by the Rector.
5. All documents relating to remuneration should be submitted to the Human Resources and Payroll Department within the deadline:
 - for payments made on the 1st and 28th day – by the 20th day of the month,
 - for payments made on the 10th day of the month – by the 3rd day of a given month,
6. Other salaries related to the employment relationship are paid on time determined by the Rector.
7. If the pay day is a holiday, the remuneration shall be paid:
 - for academic teachers, on the day following the day of the holiday,
 - for other employees, on the day preceding the day of the holiday.

§33

1. Work remuneration – after deducting social and healthcare security contributions and income tax advances – is subject to deduction of the following charges:

- 1) sums enforced under titles for execution of alimony payments,
 - 2) sums enforced under titles for covering payments other than maintenance,
 - 3) cash advances granted to the employee,
 - 4) financial penalties provided for in art 108 of the Labor Code.
2. The amount of remuneration for work that is not subject to deductions is:
- 1) a minimum remuneration determined on the basis of separate regulations concerning full-time employees, after deducting social and healthcare security contributions and income tax advances, and payments to employee's capital plan – if the employee has not opted out of it – along with the deduction of sums enforced under titles for covering payments other than alimony,
 - 2) 75% of the remuneration determined in pt.1 – with the deduction of advances granted to the employee,
 - 3) 90% of the remuneration determined in pt.2 – with the deduction of financial penalties provided for in art 108 of the labor Code.
3. Other payments may be deducted from employee's remuneration only with his/her written consent. In such case the amount that is not subject to deductions is set in sec. 2 pt.1.

ACADEMIC TEACHERS

General provisions

§42

1. Academic teachers include employees of the University of Rzeszow meeting the criteria set in the Act and the Statute, hired in groups of:
 - 1) research employees;
 - 2) research-didactic employees;
 - 3) didactic employees.
2. Positions, at which academic teachers are hired at the UR in the groups mentioned in sec.1 are set out in the Statute.

Task-based working time of the academic teachers

§43

1. Academic teachers work according to a task-based working system.
2. Task-based working system is understood as determining the teacher's working time by indicating the tasks that he / she is obliged to perform in the billing period, with the proviso

that the execution of assigned tasks cannot exceed the norms of working time, i.e. 8 hours a day and an average of 40 hours in an average five-day working week.

3. There are no timesheets kept for academic teachers.
4. The billing period for academic teachers is the academic year, i.e. October 1st through September 30th of the following year.

§44

1. Working time set for academic teachers in the billing period:
 - 1) employees in the research group:
 - a) work associated with scientific activity or teaching at doctoral school – 90%,
 - b) university organizational work – 10%.
 - 2) Employees in the research-didactic group:
 - a) tasks associated with teaching student groups or teaching at the doctoral school (didactic tasks) – 45%
 - b) work associated with scientific activity, including improving professional qualifications (scientific tasks) – 45%
 - c) university organizational work – 10%.
 - 3) Employees in the didactic group:
 - a) tasks associated with teaching student groups or teaching at the doctoral school (didactic tasks) – 70%
 - b) work associated with improving professional qualifications – 20%
 - c) university organizational work – 10%.

§45

1. Scientific tasks include:
 - 1) conducting research necessary to the development of the institute and improving individual scientific qualifications;
 - 2) developing scientific creativity;
 - 3) conducting and participating in scientific and doctoral seminars;
 - 4) educating scientific faculty;
 - 5) organizational tasks concerning scientific research;
 - 6) mentoring doctoral dissertations, in case of academic teachers holding the title of a professor or a academic degree of habilitated doctor;

7) other tasks resulting from the studies conducted in the College.

2. Didactic tasks include:

- 1) obligatory yearly didactic load;
- 2) conducting examination and tests;
- 3) mentoring students' Master and Bachelor thesis and reviewing, them;
- 4) monitoring scientific clubs;
- 5) serving as student groups counselor, member and chair of examination committees for Master and Bachelor diplomas as well as committees for doctoral examination for the participants of doctoral studies/doctoral school;
- 6) monitoring papers prepared by the students and reviewing them;
- 7) consulting students (didactic duty hours) during the didactic semester and during the examination period, at least 2 hours a week;
- 8) preparing study books, scripts and other didactic tools;
- 9) preparing and updating syllabi in the Wirtualna Uczelnia system;
- 10) other duties ordered by the supervisor, necessary for proper functioning of the didactic process;

3. Organizational tasks include:

- 1) organizational duty hours – 4 hours per week;
- 2) participating in committees/ university and collegiate teams;
- 3) organizing scientific and didactic meetings;
- 4) organizing exhibitions, concerts;
- 5) scientific and didactic reporting;
- 6) guiding student and doctoral organizations;
- 7) guiding curricular internships for students and doctoral student;
- 8) participating in students admission process;
- 9) organizing post-graduate courses and other forms of education;
- 10) participating in applying for grants for scientific and didactic activity;
- 11) promoting study courses;
- 12) participating in the process of approving learning effects;
- 13) entering grades into the Wirtualna Uczelnia system according to the rules determined by the Rector;
- 14) cooperating with UR administration;
- 15) other tasks ordered by the supervisor associated with a proper functioning of a given unit.

Rules for determining the scope of duties of academic teachers

§46

1. Detailed description of the scope of duties of academic teachers, including their yearly didactic load for a given academic year is determined by the Rector in a form of a the assignment of duties.
2. Application to the Rector for determining the scope of duties for an academic teacher for a given year is prepared by the director of the institute, taking into account the faculty's didactic staff which is recommended by the faculty's curricular team in terms of providing proper quality of education, primarily approved by the Dean of the College.
3. Detailed rules for determining the scope of duties of academic teachers are set by Rector's regulations.

Didactic load

§47

1. A yearly didactic load of an academic teacher, further called didactic load, is the obligatory number of didactic hours resulting from the position held in a given employee group.
2. The didactic load for academic teachers employed full-time at the University of Rzeszow is, as follows:
 - 1) Employees in the research-didactic group:
 - a) professors – 180 didactic hours;
 - b) UR professors – 210 didactic hours;
 - c) assisting professors – 240 didactic hours;
 - d) assistants - 240 didactic hours;
 - 2) Employees at didactic group:
 - a) professors - 240 didactic hours;
 - b) UR professors – 300 didactic hours;
 - c) assisting professors – 360 didactic hours;
 - d) assistants – 360 didactic hours;
 - e) foreign language teacher – 540 didactic hours;
 - f) instructors – 540 didactic hours;
3. One didactic hour lasts 45 minutes;

4. The scope of didactic load is reduced proportionally to the scope of working hours assigned under the employment contract.
5. The scope of didactic load is proportionally reduced in case of:
 - 1) Academic teachers employed after the academic year commences;
 - 2) Academic teachers, whose contract expires before the academic year ends.
6. If an academic teacher changes work positions or employee groups, to which he/she is assigned, in the middle of an academic year the didactic load is determined proportionally to the given work position or the employee group.

§ 48

1. Academic teacher may apply for reducing didactic load, mentioned in § 47 sec. 2 , up to 50 % of it.
2. Academic teachers who hold the position of the Rector, Vice-Rector, Dean, Vice-Dean, the Director of the UR Doctoral School, the director of the institute may have their didactic load reduced up to 50%. Academic teacher cannot have their didactic load reduced if they receive additional remuneration for assigned additional duties.
3. The decision of reducing didactic load for academic teacher holding particular positions are taken by, as follows:
 - 1) Rector – UR Counsel
 - 2) other academic teachers – the Rector.
4. The application for reducing the didactic loads, signed by the Dean of the College and the director of the institute, an academic teacher files before the didactic staff at the faculty is determined, at the unit he/she is employed at.
5. Reduction in the didactic load can be obtained by an academic teacher who is employed full-time.
6. Reducing the didactic load is allowed only if the entire didactic load is realized in full-time studies.
7. Academic teachers who perform additional employment or run a business with the Rector's consent are not entitled to reduction of the didactic load.
8. The basis for granting a reduction in the didactic load may be:
 - 1) performance other than that indicated in sec. 2 functions (at the university or outside the university), if it is essential for the University of Rzeszow and requires a significant amount of work,

- 2) participation of an academic teacher in the implementation of a project of significant importance to the University of Rzeszow; the amount of the reduction in the number of didactic hours should reflect the level of involvement in the project implementation, as well as take into account the possible lack of additional remuneration on this account;
 - 3) in other special cases justified by the interest of the University or the College, specified in a separate Rector's order.
9. When granting the reduction in the didactic load, the Rector takes into account the financial situation of the College.
 10. An academic teacher is entitled to a reduction in the didactic load only for one title referred to in sec. 8.
 11. People who use the reduced didactic load are not entitled to remuneration for overtime hours and cannot perform other activities of didactic nature (in particular during postgraduate studies and other forms of education).

§ 49

12. The didactic classes include in particular: lectures, monographic lectures, auditorium exercises, seminar exercises, laboratory classes, visitation classes, workshop classes, field classes, optional classes, project classes, practical classes, pro-seminars, seminars, foreign language classes and physical education classes.
13. Apprenticeships are not included in the teaching load and are settled on the basis of separate regulations.
14. Classes in the form of lectures are entrusted to academic teachers employed in research, teaching and teaching positions, holding at least a doctoral degree. In justified cases, the institute council may consent to lectures by specialists in a given subject with the professional title of Master or equivalent.
15. Master's seminars are entrusted to academic teachers with the academic title of habilitated doctor.
16. In justified cases, the teaching council of the college may entrust the conducting of master's seminars also to academic teachers with a doctoral degree.
17. Bachelor's and engineering seminars as well as pro-seminars are entrusted to academic teachers holding at least a doctoral degree.
18. An academic teacher may conduct remote didactic classes in the amount not exceeding 60% of the teaching load determined in accordance with § 47 it. 2 8. The Dean may commission an academic teacher to conduct classes in a University organizational unit other than the

home institution and another university or school referred to in the Act of 7 September 1991 on the education system, under the agreement concluded with that school.

§ 50

1. The didactic load includes classes in the full-time study program and the time devoted to educating doctoral students, and, in exceptional cases justified by the lack of hours, in full-time studies, also classes included in the extramural study program, provided that it is included in the costs of these studies.
2. The time devoted to the education of doctoral students, referred to in sec. 1 includes:
 - 1) classes resulting from the plan of full-time third-cycle (doctoral) studies excluding the doctoral seminar;
 - 2) classes resulting from the curriculum at the doctoral school, with the exception of the doctoral seminar;
 - 3) doctoral seminar conducted by an academic teacher, with the proviso that the teaching load includes:
 - a) 10 hours a year (open seminars - for a seminar participant – a doctoral student),
 - b) 20 hours a year (seminars as part of third-cycle studies - for a participant in the seminar - a doctoral student),
 - c) no more than 60 hours a year (seminar at the Doctoral School).
3. The total number of students for the seminars referred to in sec. 2, pt. 3, shall not exceed 60 hours a year.
4. In justified cases, the Rector may consent to include in the didactic load classes other than those specified in sec. 1, in particular:
 - 1) taking care of:
 - a) a student studying under the individual organization of studies granted due to the conducted research - up to 5 hours per semester;
 - b) research club - up to 30 hours per year, depending on the documented activity of the club, after the report has been approved by the Rector;
 - c) a student, trainee or scholarship holder undergoing education under national or international programs - up to 5 hours per semester.
 - 2) Conducting classes in a foreign language:
 - a) for classes resulting from study schedules (study plans) conducted in a foreign language in groups of more than 15 people, the conversion factor of 1-2 per one

didactic hour may be used; the decision in this matter is made by the Dean and approved by the Vice-Rector for Student Affairs and Education, taking into account the finances of the College;

- b) the number of hours for the settlement of classes conducted in a foreign language according to the individual organization of studies, including for foreigners participating in a foreign exchange (e.g. under the Erasmus program) or in the form of individual classes, is determined depending on the number of participants in the classes, the decision on this the matter is taken by the Vice-Rector for Student Affairs and Education, taking into account the finances of the College:
 - for groups of less than 15 people, classes should be conducted as part of consultations - the teacher is credited with: 5 hours if the group consists of up to 3 people, or 10 hours if the group consists of at least 3 people and not more than 10 people, and 15 hours if the group consists of a minimum of 10 people and not more than 15 people,
 - in case of groups of more than 15 people, the rate of 1-2 may be used for one teaching hour,

- 3) an academic teacher conducting classes, the number of which has not been specified in the study schedule (study plan), in particular, field exercises, sports and outdoor camps, shall have them counted as working hours for the following number of hours:
 - a) in the case of a full-day (more than 8 hours) stay of an academic teacher outside the University - no more than 8 hours per day per one student group,
 - b) in the case of classes that do not require a full-day stay outside the university, no more than 3 hours a day per one student group, regardless of the period in which they are held (also on Saturdays and Sundays).

§ 51

1. If, for reasons beyond the control of an academic teacher, it is not possible to entrust him/her with teaching in the number corresponding to the number of teaching hours referred to in § 47 sec. 2, taking into account the hours referred to in § 50, the Rector, at the request of the Dean of the College, may entrust, as part of this teacher's didactic load, less than the teaching hours specified in § 47 sec. 2. In this case, the percentage distribution of the academic teacher's working time with regard to research and organizational duties referred to in § 44 shall be proportionally increased.

2. Entrusting and settlement of fewer teaching hours than determined in the didactic load in a given academic year specified in sec. 1 is allowed only in exceptional cases, justified in particular by the decreasing number of students, with the equal burden on all academic teachers employed at the institute.
3. The reduced number of teaching hours in the didactic load referred to in sec.. 1-2 must not exceed 30 hours.
4. If the full didactic load referred to in sec. 1 – 3 is not planned for an academic teacher the Dean is obliged to take the following actions:
 - 1) commissioning classes in other organizational units of the University of Rzeszow, or
 - 2) in the case of short-term underloads lasting no more than two consecutive years - entrusting tasks supporting the teaching process, or
 - 3) in the case of underloads lasting longer than two consecutive settlement periods - submitting an application to the Rector for a reduction in the employment rate of an academic teacher or termination of the employment contract with effect at the end of the semester.

§ 52

1. Academic teacher for whom the didactic load has not been planned due to the anticipated absence from work related in particular to:
 - 1) with a study leave,
 - 2) long-term illness,
 - 3) health leave,
 - 4) unpaid leave or other leave from work,
 - 5) military service,
 - 6) maternity leave, leave on the terms of maternity leave, paternity leave, parental leave – the working hours of classes are counted as one-thirtieth of the yearly didactic load determined for a given position for each week of absence for the period in which classes are conducted at the University.
2. During illness or other unforeseen, justified absence of an academic teacher, the hours of classes resulting from the didactic load determined for a given position, which according to the schedule of classes would be held during the absence, are counted as hours worked for the purpose of determining the number of hours, become hours of classes done in line with the schedule.

§ 53

1. In the case of a justified absence of an academic teacher lasting no more than 14 calendar days, the Dean, in consultation with the director of the institute, may provide a replacement, unless the academic teacher decides to conduct teaching hours on a different date; in such a case, the hours worked in this mode are added to the hours actually worked in the settlement of the didactic load.
2. In the event of an excused absence of an academic teacher lasting more than 14 calendar days, the Dean, in consultation with the director of the institute, is obliged to provide a replacement; in such a case, the replacing academic teacher is assigned hours according to the absent teacher's schedule.
3. The academic teacher is obliged to inform about the absence immediately, but not later than on the day of the classes.
4. Classes falling on public holidays should be carried out on a different date set by the Dean in consultation with the director of the institute / extra-collegiate unit.
5. Classes falling within the time of conferences and training courses for an academic teacher should be carried out on a different date.
6. Classes falling on the Rector's hours and days introduced by the Rector's decision as days without the obligation to make-up are considered as actually carried out.

§ 54

1. The settlement of the didactic load is the determination of the number of teaching hours performed by an academic teacher in a given period, taking into account:
 - 1) the number of teaching hours determined in accordance with § 47, taking into account § 51;
 - 2) the conversion factors referred to in § 50,
 - 3) reduction of the didactic load referred to in § 48,
 - 4) the rules for determining and accounting for hours during the period of justified absence from work.
2. In the event of failing to complete the didactic load in a given academic year, the academic teacher is obliged to complete the missing teaching hours in the next academic year. These hours are not billed as overtime hours.

Overtime hours

§ 55

1. Subject to § 56 sec. 3, overtime hours are hours actually carried out, constituting the excess of teaching hours over the agreed working hours referred to in § 47 in a given academic year.
2. In special cases, justified by the necessity to implement the study program, an academic teacher may be obliged to conduct overtime classes, in the amount not exceeding:
 - 1) 1/4 of the annual number of classes - for a research and teaching employee;
 - 2) 1/2 of the annual number of classes - for a teaching employee.
3. An academic teacher, with his consent, may be entrusted with teaching overtime classes in the amount not exceeding twice the annual number of classes.
4. A academic teacher who is pregnant or bringing up a child until the age of 4 may not be employed overtime without his/her consent.

§ 56

1. Overtime hours are carried out only in part-time studies, and in the case of postgraduate studies and other forms of education at the University of Rzeszow only if separate regulations provide for it, subject to sec. 2.
2. Overtime hours may be realized in full-time studies only if all academic teachers at the College have been provided with the didactic load in the amount referred to in § 47 sec. 2 and it is justified by the necessity to implement the study program taking into account the principles referred to in § 51 sec. 4 point 1.
3. The number of overtime hours is determined on the basis of the actual hours carried out by the academic teacher.
4. Subject to § 53 sec. 1 and 6, hours credited for absences referred to in § 52, do not constitute hours actually performed and cannot be the basis for determining the number of overtime hours.

Civil law contracts for didactic classes

§ 57

Concluding civil law contracts for teaching classes is allowed only if academic teachers employed in the organizational unit of the University of Rzeszow have been provided with full-time classes.

XII. WORK SAFETY AND HYGIENE

§ 59

1. The employer and employees are obliged to strictly follow the safety rules and hygiene work and regulations concerning fire protection.
2. The employer carries out periodic occupational risk assessments and informs employees about professional risk and rules for protection against threats.
3. Manager of UR organizational units orders appropriate institutions conducting research and measurements of health harming factors occurring at UR, and the results of the research and measurements are shared among employees.

§ 60

1. The employer is obligated to:
 - 1) organize work in way providing safe and hygienic work conditions;
 - 2) ensure compliance with the provisions and rules of occupational health and safety in the workplace, issue orders to remedy deficiencies in this respect and control execution of these commands;
 - 3) react to needs in terms of assuring safety and hygiene work and adapt measures taken to improve the existing level of protecting health and life of the employees, taking into account changing character of work conditions;
 - 4) ensure the development of coherent policy preventing accidents at work and occupational diseases taking into account technical issues, work organization, working conditions, social relations and the influence of work environment factors;
 - 5) take into account the health protection of the adolescents and pregnant or breastfeeding employees, the disabled in the framework of prophylactic actions taken;
 - 6) ensure the execution of orders, statements, decisions and orders issued by the authorities supervising work conditions;
 - 7) provide execution of the recommendations of social work inspector;
 - 8) ensure means necessary to provide first aid in emergencies, combating fires and evacuation of the employees;
 - 9) appoint employees to:
 - a) provide first aid,

- b) perform activities in terms of combating fires and evacuating employees;
- 10) ensure communication with external services specializing, in particular, in the field of first aid in emergencies, medical rescue and fire protection.

§ 6 1

1. Employees' duties include:
 - 1) knowing regulations and rules of work safety and hygiene, participating in training and instruction in the field and undergoing required examinations,
 - 2) performing work in a manner consistent with the provisions and principles of work safety and hygiene, following the instructions issued in this regard by the supervisors,
 - 3) immediately notifying the supervisor about the noticed work accident or threat to human life or health,
 - 4) cooperating with the employer and supervisors in terms of fulfilling the obligations related to work safety and hygiene;
 - 5) undergoing initial, periodic, check-up and other recommended medical examinations and use follow medical recommendations.
2. A person managing the employees is obligated to:
 - 1) organize workstations in accordance with the provisions and principles of work safety and hygiene,
 - 2) enforce observance of the regulations and work safety and hygiene rules by the employees,
 - 3) take care of the safe and hygienic conditions of work spaces and technical equipment, and of the efficiency of collective protection means and their intended use,
 - 4) manager of the didactic units shall not allow to conduct classes with students without the supervision of an employee or other person without adequate preparation, ensuring that classes will be conducted in accordance with regulations and work safety and hygiene rules.
3. Person conducting classes is responsible for the security of the students during classes.
4. Before starting classes, the person conducting the classes is obliged to check whether the condition of the laboratory, specialist workshop and gym does not pose any threats to students' life and health.
5. Person conducting classes acquaints the participants with the rules governing the use of

technical devices and equipment which are in line with rules and methods providing work safety when performing activities as part of the classes.

6. The person conducting the classes acquaints the participants with the dangerous substance and dangerous mixtures safety data sheets and with information about their dangerous or harmful effect on health and about taking any necessary precautions.

§ 62

7. A person recruited to work is subject to initial medical examination including employees who are being moved from one position to another, which involve factors harmful for health or burdensome conditions.
8. Employee is subject to periodic medical examination.
9. If, due to an illness, the employee is unable to work for a period longer than 30 the employee is subject to control medical examination in order to establish his/her capability to work on a current position.

§ 63

1. Before commencing the work every employee is subject to initial training which includes:
 - 1) general instruction (conducted by employees of the OHS service) familiarizing the employee with basic regulations of work safety and hygiene and regulations concerning fire protection and rules of providing first aid, as well as familiarizing the employee with the occupational risk associated with performed job on the occupied position,
 - 2) on-the-job training (conducted by the immediate supervisor) at the workplace, including familiarization with the documented risk assessment of a given workplace, practical methods of safe work performance and protection against hazards occurring at this position.
2. Training and periodic improvement applies to :
 - 1) employees on blue-collar positions - once in three years
 - 2) the rest employees - once in five years.
3. Employees trained in the field of occupational health and safety, occupational risk and fire regulations, receive appropriate certificates, which should be stored in their personal files.
4. The employer is responsible for allowing the employee to commence work without training in terms of

work safety and hygiene and fire regulations, necessary medical examinations, as well as without the allocation of appropriate protective clothing, personal protective equipment and work uniform.

§ 64

1. Principles of free allocation of work clothing, work and protective footwear are determined in Rector's ordinance based on current applicable regulations.
2. Washing, maintenance, repair, dust removal, decontamination and replacement of worn protective clothing is carried out by the employer.
3. Employees use personal hygiene products in public sanitary facilities located at the premises of the University.

§ 65

1. If work conditions do not correspond with the regulations of work safety and hygiene and create direct danger for employee's health or life or when his/her work poses such a danger to others, employee has the right to cease work, with an immediate notification to the supervisor.
2. If refraining from performing work does not remove the threat referred to in sec. 1, the employee has the right to move away from the place of danger, notifying the supervisor immediately.
3. For the time of refraining from work or moving away from the place of danger, in the cases referred to in sec. 1 and 2, the employee retains the right to remuneration.