

APPROVED BY
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of the Council of Vilnius University

PROCEDURE FOR WORK REMUNERATION OF VILNIUS UNIVERSITY EMPLOYEES

CHAPTER I GENERAL PROVISIONS

1. The Procedure for work remuneration of Vilnius University employees (hereinafter referred to as the Procedure) establishes the principles and structure of the work remuneration system of Vilnius University (hereinafter referred to as the University) employees. The purpose of the procedure is to ensure a transparent, motivating employee remuneration system linked to the value created by the employee.

2. This Procedure establishes the procedure for awarding salaries, bonuses and other remuneration and incentives for work and merits of top management, academic and non-academic employees of the University.

3. The employee remuneration system is based on the following principles:

3.1. The principle of external competitiveness is aimed at attracting and retaining highly qualified employees by paying them wages that are competitive with respect to the market.

3.2. The principle of internal competitiveness ensures a fair and value-creating relationship between different positions of the University and positions creating similar value in different departments of the University.

3.3. The principle of individual competitiveness ensures differentiated work remuneration, which is determined according to the level of development of an employee's competence and work experience.

4. Terms used in the Procedure:

4.1. **Academic staff** – University lecturers and research (art) employees, including employees working as lecturers and part of researchers at the same time.

4.2. **Top managers** are the Rector of the University (hereinafter referred to as the Rector), Vice-Rectors of the University, the Chancellor of the University (hereinafter referred to as the Chancellor), heads of core academic units (hereinafter referred to as CAU), their deputies and heads of branch academic units (hereinafter referred to as BAU).

4.3. **Basic monthly salary** (hereinafter referred to as the BS) is the minimum salary of a professor in euros, used to determine the salaries of other academic positions, CAU managers, their deputies and BAU managers, and the estimation of the CAU basic monthly salary. The size of the BS is determined by the University Council (hereinafter referred to as the Council) on the proposal of the Rector.

4.4. **Wages and salaries** – the remuneration for work under an employment contract determined and paid under this Procedure, comprising the employee's official salary, bonuses, premiums and hourly wages.

4.5. **Lecturers** – members of the University academic community working under an employment contract and holding the following positions: professor, associate professor, assistant, junior assistant, lecturer, invited and visiting lecturer, partnership professor, partnership associate professor and part-time lecturer.

4.6. **Post** is the equivalent of employees working time, which is used to determine the 36-hour (6-working-day) working week for lecturers and the 40-hour (5-working-day) working week for researchers and non-academic staff at the University.

4.7. **CAU basic monthly salary** is the salary of a CAU professor in euros, which is used to determine the salaries of other CAU academic positions, heads of CAUs, their deputies and heads of BAUs. CAU basic monthly salary cannot be less and can be up to 40 percent higher than the BS of the University's academic staff. The amount of the CAU basic monthly salary is established by the Council on the proposal of the Rector. When changing the amount of the BS provided for in sub-

paragraph 4.3 of this Procedure, the amount of the CAU basic monthly salary must also be reconsidered.

4.8. **Competence level** – the level of BAU knowledge, abilities, skills and work experience as a whole (from the lowest basic level to the highest expert level) determined for each non-academic employee.

4.9. **Non-academic staff** – members of the University's non-academic community working at the University under employment contracts.

4.10. **Researchers** – members of the University academic community working under an employment contract and holding the following positions: chief researcher, senior researcher, researcher or junior researcher, researcher, trainee and part-time researcher.

4.11. **Position** is the employee's labour rights and job responsibilities in the performance of the job function and the related responsibilities as a whole.

4.12. **Position matrix** – non-academic staff positions grouped into levels and groups.

4.13. **Position evaluation** – assigning a non-academic employee position to one of the 17 position levels, performed according to the University position evaluation methodology.

4.14. **Premium** is a part of the work remuneration, which is paid to an employee to encourage him/her for the work results in cases specified in this Procedure.

4.15. **Bonus** is a part of work remuneration paid to an employee for additional work in cases specified in this Procedure.

4.16. **Projects** - state planning and tender projects implemented by the University.

4.17. **Standard teaching time** is part of the teaching time of students and non-classified students, which is uniformly monitored in the whole University and according to which the number of teaching posts is determined and competitions for teaching positions are based. The minimum and maximum duration of the standard training time of teachers for each position is determined by the Rector after considering the opinion of the Senate of the University (hereinafter referred to as the Senate).

4.18. **Total post** is the working time equivalent of several part-time staff.

4.19. **Official salary** is the main component of work remuneration paid to an employee for work at the University under an employment contract in accordance with the procedure established in this Procedure.

4.20. **Official salary range** - the amount of salary determined for the position level of a non-academic employee, expressed in euros from the minimum to the maximum.

4.21. **The size of the official salary range** is the amount of the salary of a non-academic employee, expressed in euros and determined according to the salary range and the level of competence established for the position.

4.22. **Official salary coefficients** are multipliers that determine the ratio between the salaries of academic positions and top managers (excluding the Rector, Vice-Rector and Chancellor) and the basic monthly salary of the CAU. The official salary coefficients are set by the Council on the recommendation of the Rector.

4.23. **Outsourced works** – scientific and artistic research, consulting and other services, as well as experimental, social, cultural and technological development works.

4.24. **Hourly wages** – work remuneration paid under an employment contract or under a separate agreement on additional work with an employee for the time actually worked. The hourly wage may not be lower than the minimum hourly wage set by the Government of the Republic of Lithuania.

4.25. **Piecework wage** - the remuneration for work calculated on the basis of the confirmed rates of output.

5. Increased wages are paid for work on rest days, which are not determined according to the work schedule, public holidays, night work, overtime work in accordance with the procedure provided for in the Labour Code of the Republic of Lithuania and legal acts implementing it.

6. The remuneration is paid from the funds provided for in the estimates of income and expenses of the University for the current year (state budget appropriations, own funds, including funds intended for the direct performance of outsourced work, and commission funds).

7. In the estimates of projects, outsourced works, non-formal education programs or other short-term trainings, the funds for work remuneration are calculated in accordance with the procedure established by the project financing institution, or, if there is no such an institution, by taking into account the hourly rates set by the Rector.

CHAPTER II WORK REMUNERATION OF TOP MANAGERS

SECTION ONE COMPOSITION OF WORK REMUNERATION OF TOP MANAGERS

8. The work remuneration of the top managers. i.e. the Rector, the Vice-Rectors and the Chancellor consists of:
 - 8.1. official salary;
 - 8.2. bonuses;
 - 8.3. premiums.
9. The work remuneration of the top managers. i.e. the heads of CAUs and BAUs and deputy heads of BAUs consists of:
 - 9.1. official salary;
 - 9.2. bonuses;
 - 9.3. premiums.

10. Official salaries, bonuses and premiums of top managers, except for heads and deputy heads of CAUs and BAUs are paid from the funds intended for the work remuneration of top managers, and official salaries, bonus and premiums for CAUs and BAUs are paid from the respective unit's funds intended for work remuneration.

SECTION TWO OFFICIAL SALARY OF TOP MANAGERS

11. The amount of the Rector's official salary is determined by the Council. The amount of the Rector's official salary is specified in the employment contract signed by the Chairman of the Council with the elected Rector on behalf of the University. Official salaries of the Vice-Rectors and the Chancellor are determined by the Rector. The official salary of the Chancellor may not exceed 90% of the Rector's official salary, and the official salary of the Vice-Rector may not exceed 85% of the Rector's official salary.

12. The official salary of the heads and deputy heads of CAUs is calculated by multiplying the BS by the official salary coefficient specified in the Annex to the Procedure. If the Council, on the proposal of the Rector, sets a higher CAU basic monthly salary, the amounts of the official salary of the head, deputy head of this CAU and the heads of the BAU are recalculated.

13. The amounts of the official salaries referred to in this section are determined for the full-time top manager. Top managers may hold positions in as part-time employees as specified in the Annex to the Procedure. If a person holds a top management position on a part-time basis, his or her salary is reduced in proportion to the size of the top management position held.

SECTION THREE BONUSES FOR TOP MANAGERS

14. Bonuses for heads of CAUs and BAUs and deputy heads of CAUs for the current year are granted by specifying the specific term for the bonus payment, but not longer than by the end of the calendar year. The premiums are set taking into account the coefficients established in the Annex to the Procedure:

14.1. Until 15 January of the current year the Rector determines the amount of the bonus for each CAU head, which is calculated according to the number of employee posts (D) and the number of students (S) as on 1 October of the previous years. The amount of the bonus set for the head of the CAU is calculated according to the formula $(D + S) \times 0,00022 \times BS$, but not more than $0.74 \times BS$.

14.2. The amount of the bonus of the deputy head of the CAU is established by the Rector's order on the proposal of the head of the CAU, taking into account the delegated responsibilities and the scope of work, with the bonus not exceeding $0.37 \times BS$.

14.3. The amount of the bonus for the head of the BAU is determined by the Rector's order on the proposal of the head of the BAU, taking into account the delegated responsibility and the scope of work, and with the bonus not exceeding $0.15 \times BS$.

SECTION FOUR PREMIUMS FOR TOP MANAGERS

15. By the decision of the Council, the Rector may be awarded a premium of up to one month's official salary for good results of the year. By the decision of the Rector, the Vice-Rectors and the Chancellor may be awarded a premium of up to one month's salary for good results of the year.

16. The Rector may award a premium of up to two months' salary to the head of the CAU once a year for the achievements in the implementation of the University's strategic activity plan and the CAU's activity plan, taking into account the results of achieving the goals agreed during the annual (and interim) activity management interviews. Depending on the achievements of the results agreed during the annual (and interim) performance management interviews, the head of the CAU may award a premium of up to two months' salary to deputy heads of the CAU and heads of the BAU once a year.

17. If a person holds a top management position on a part-time basis, his or her maximum annual premium is reduced in proportion to the size of the top management position held.

CHAPTER III WORK REMUNERATION OF ACADEMIC STAFF

SECTION ONE COMPOSITION OF WORK REMUNERATION OF ACADEMIC STAFF

18. The remuneration of the academic staff consists of:

- 18.1. official salary;
- 18.2. bonuses;
- 18.3. premiums;
- 18.4. hourly wage.

SECTION TWO OFFICIAL SALARY OF THE ACADEMIC STAFF

19. The official salary of the University's academic employee is the basic monthly salary (or the CAU basic monthly salary, if it is determined) multiplied by the official salary coefficient. The official salary of an academic employee may also be paid in accordance with the procedure established in paragraph 21 of the Procedure.

20. The official salary of the University's academic staff employee (except for professors with the category of a distinguished professor's official salary, partnership professors and partnership associate professors, invited or visiting lecturers or researchers, trainees and part-time lecturers or researchers) from the state budget of the University for the current year part of the appropriations for science and studies and the own funds available to the CAU (except for own funds intended for the direct performance of outsourced work) is paid only for one (total) post in an academic position.

21. The official salary of an academic staff member can be paid from the own funds of the CAU intended for the direct execution of outsourced works, as well as from the assignment funds for the direct execution of projects, and is determined taking into account the project and outsourced work budget and the project or outsourced work execution term.

22. Members of the academic staff can be additionally recruited to non-academic positions up to one total non-academic staff post. The respective salary can be paid from the part of the state budget appropriations provided for in the estimate of the University's income and expenses allocated to the CAU, the own funds available to the CAU and the funds of transfers.

23. The working time of an academic employee in all his / her positions at the University may not exceed 1.5 full-time positions.

24. The coefficient of the official salary of a distinguished professor within the limits set by the Council is determined individually by the Rector or a person authorised by the Rector on the proposal of the head of the CAU.

25. The ratio of the official salary of a partnership professor and associate professor, as well as an invited and visiting lecturer or researcher and trainee is determined individually by the Rector or a person authorised by the Rector on the proposal of the head of the CAU.

SECTION THREE BONUS FOR THE ACADEMIC STAFF

26. Bonus to an academic staff member are paid:

26.1. for heading an academic unit without the rights of an academic structure (scientific thematic group, department, centre, etc.);

26.2. for heading the study program and study program group committee, doctoral committee or doctoral school;

26.3. for the performance of non-academic duties, the list of which is approved by the Rector;

26.4. for teaching in a foreign language (except for teaching foreign language study subjects to non-foreign students);

26.5. for the implementation of projects and outsourced work, non-formal education programs or other short-term trainings;

26.6. when the teaching time exceeds the maximum standard teaching time norms;

26.7. when the academic employee is a member of the collegial governing bodies of the University and participates in the activities of the collegial governing bodies of the University and committees, commissions and work groups formed by the Senate and the Rector.

27. Bonuses to the official salary of an academic staff member are determined under the following procedure:

27.1. for heading an academic unit without the rights of an academic structure (except for professors with the category of a distinguished professor's salary) – in accordance with the procedure established by the CAU council, taking into account the scope of activities of the headed academic structure and not exceeding 20% of the BS;

27.2. for heading one study program committee or doctoral committee – from 10 to 15 % of the BS. for heading a study program group committee or a school of doctoral studies – from 15 to 20 % of the BS under the procedure established the council of the CAU.

27.3. for performance non-academic duties, the list of which is approved by the Rector and in accordance with the procedure established by the council of the CAU – not exceeding 25% of the BS.

27.4. for teaching in a foreign language (except for professors with the category of a distinguished professor's salary and lecturers teaching foreign language study subjects to non-foreign students) – in accordance with the procedure established by the CAU Council, taking into account the proportion of hours taught in foreign language and Lithuanian and not exceeding 50% of the employee's official salary;

27.5. for the implementation of projects and outsourced work, non-formal education programs or non-formal education programs or other short-term training – taking into account the funds provided for work remuneration in the estimate of projects, outsourced work, non-formal education programs or other short-term training;

27.6. when the teaching time exceeds the maximum standard teaching time norm, 2.27% of the respective official salary for each hour exceeding the standard teaching time norm (for one post; for a staff member holding the position of a professor with a distinguished professor official salary category, this percentage is calculated from the basic monthly salary of the CAU). When teaching in a foreign language, except for teachers teaching foreign language study subjects to non-foreign students, up to 3.41% of the official salary of the respective position is paid in accordance with the procedure established by the CAU Council;

27.7. when an academic employee is a member of the collegial governing bodies of the University and participates in the activities of collegial governing bodies of the University and committees, commissions and working groups formed by the Senate and the Rector – in accordance with the University's legal acts.

28. Bonuses are granted by the order of the Rector or the person authorised by the Rector on the proposal of the head of the CAU, indicating a specific term, but not longer than the end of the current calendar year, the type of funds and the paragraph of this Procedure according to which the bonus is granted.

29. The bonus may be changed or cancelled by the order of the Rector or the person authorised by him on the on the of the head of the CAU, if the conditions for which the bonus is granted change.

FORTH SECTION PREMIUMS TO THE ACADEMIC STAFF

30. An academic employee may be paid a premium:

30.1. for scientific achievements;

30.2. for the achievements in the implementation of the University's strategic activity plan and the CAU's activity plan, taking into account the results of the achievement of the goals agreed during the annual (and intermediate) employee activity management interviews;

30.3. annual Rector's premium for outstanding academic achievements and implementation of the University's strategic action plan.

31. Premiums for an academic employee are determined under the following procedure:

31.1. for scientific achievements – in accordance with the procedure for encouragement of scientific achievements established by the Rector with the approval of the Council. This procedure is based on bibliometric data from publications and external evaluation of the overall research activity. Councils of CAU, when submitting to the Rector for approval the procedures for the encouragement of subdivisions for scientific achievements, follow this procedure;

31.2. for the achievements in the implementation of the University's strategic activity plan and the CAU's activity plan, taking into account the results of achievement of the goals agreed during the annual (and interim) staff management interviews – not exceeding two official salaries of the academic staff member;

31.3. for outstanding academic achievements and implementation of the University's strategic activity plan, the annual Rector's premium is awarded in accordance with the procedure established by the University's legal acts from the funds provided for the implementation of the University's strategy in the University's current annual income and expenditure estimates.

32. The premiums provided for in sub-paragraph 30.1 of the procedure are granted not more than once a quarter.

The premiums provided for in sub-paragraph 30.2 and the annual Rector's premium provided for in Sub-paragraph 30.3 are awarded no more than once a year, indicating the type of the funds and the number of the paragraph of the Procedure under which the premium is awarded.

SECTION FIVE HOURLY WAGES OF THE ACADEMIC STAFF

33. Hourly wages may be paid to the academic staff of the following categories:

33.1. academic employees who are hired for a specific job and do not have another employment contract of indefinite or fixed term with the University;

- 33.2. academic employees directly involved in projects, outsourcing, non-formal education programs or other short-term trainings;
- 33.3. partnership professors and associate professors;
- 33.4. invited and visiting lecturers or researchers, trainees;
34. Hourly rates are calculated in the following way:
- 34.1. for academic employees hired for a specific teaching job – 2.27% of the official salary of the respective position for each working hour (for one post; for a staff member holding the position of a professor with a distinguished professor salary category, this percentage is calculated from the CAU basic monthly salary);
- 34.2. for academic employees hired for a specific research work – 0.68% of the salary of the relevant employee's position for each working hour (for one post);
- 34.3. for academic employees directly implementing projects, outsourced work, non-formal education programs or other short-term trainings – according to the estimates of projects, outsourced work, non-formal education programs or other short-term trainings approved by the Rector or the person authorised by the Rector, taking into account the funds provided for work remuneration;
- 34.4. the hourly rate for partnership professors and associate professors (except for cases when a partnership professor or associate professor participates in the academic activities of the University on a voluntary basis free of charge) is determined individually in the employment contract, taking into account the teaching load provided for in the employment contract; the positions of a partnership professor and partnership associate professor are not subject to the rules for calculating the standard teaching time;
- 34.5. for invited and visiting lecturers or researchers and trainees – under the decision of the Rector or the person authorised by the Rector on the proposal of the head of the CAU.

SECTION SIX

CORE ACADEMIC UNIT'S ACADEMIC STAFF WORK REMUNERATION FUND

35. The basis for the formation of the work remuneration of the CAU academic staff:
- 35.1. The part of the state budget assignments in the University's income and expenditure estimate intended for research and studies, the CAU's own funds (except own funds for direct outsourcing) and funds from other sources that can be used to form the academic staff salary fund under the decision of the CAU's council;
- 35.2. the number of teaching posts corresponding to the standard teaching time provided in the study programs (calculated in accordance with the legal acts of the University) and the number of research posts;
- 35.3. the CAU basic monthly salary.
36. The work remuneration fund of the academic staff consists of:
- 36.1. official salaries of the academic staff (except partnership professors, associate professors, invited and visiting lecturers or researchers and trainees), determined according to the number of the academic staff posts and coefficients set by the Council on the basis of the Rector's proposal for each salary category;
- 36.2. official salaries of partnership professors, associate professors, invited and visiting lecturers or researchers and trainees, are determined according to the number of respective positions and the respective official salary coefficients set by the Rector;
- 36.3. the hourly wage, determined on the basis of hourly rates calculated in accordance with the procedure established in paragraph 34 of the Procedure, and the envisaged scope of work;
- 36.4. bonuses:
- 36.4.1. for heading academic units without the rights of an administrative unit, not exceeding 3% from the amount of official salaries and hourly wages of the CAU academic staff;
- 36.4.2. for heading the study program and study program group committees, doctoral committees or schools of doctoral studies – according to the number of study programs and study program group committees, doctoral committees and schools of doctoral studies in the CAU;
- 36.4.3. for performance of non-academic duties, the list of which is approved by the Rector – according to the need for work, but not exceeding 1% of the amount of the official salaries and hourly wages of the CAU academic staff (this 1% does not include the amount of remuneration for the

performance of services ordered by the University, which are paid for from centrally managed funds to the University's community and society);

36.4.4. for teaching in a foreign language (except for teaching foreign language study subjects to non-foreign students);

36.5. premiums:

36.5.1. for scientific achievements – not less than 5% and not exceeding 15% from the amount of official salaries, hourly wages and bonuses to the official salaries of the academic staff of the CAUs or BAUs (if they have their own budget). The funds provided for in this sub-paragraph are also used to pay the bonuses specified in sub-paragraph 51.2 of the Procedure for non-academic employees;

36.5.2. for the achievements in the implementation of the University's strategic activity plan and the CAU's activity plan, taking into account the results of achievement of the goals agreed during the annual (and interim) staff management interviews – not less than 2% and not exceeding 8% of the official salaries, hourly wages and bonuses to the official salaries of the academic staff members of CAUs and BAUs.

CHAPTER IV WORK REMUNERATION OF THE NON - ACADEMIC STAFF

SECTION ONE WORK REMUNERATION AND POSITION EVALUATION OF THE NON-ACADEMIC STAFF

37. The work remuneration of the non-academic staff consists of:

37.1. official salary (including hourly wages and payments for piecework);

37.2. bonuses;

37.3. premiums.

38. Based on the results of the evaluation of the non-academic staff positions and the organisational structure of the University, the non-academic staff positions are grouped into levels (1 – the lowest level, 17 – the highest level) and groups and a position matrix are formed. It may be supplemented with new positions by assigning them to one of the levels of the position matrix, or removing them as irrelevant after having coordinated it with the Vice-Rectors and the Chancellor not often than twice a year by the order of the Rector. The evaluation of positions is performed and the position matrix is compiled by the Human Resources Division of the Central Administration of the University (hereinafter referred to as the Human Resources Division).

39. The list of positions assigned to the position matrix is changed when a new position is created, the organizational structure changes or the content and functions of the position change.

40. The University's non-academic positions are divided into the following groups:

40.1. Position group A – managers and experts (position levels 11-17);

40.2. Position group B – managing specialists and specialists (position levels 5-10);

40.3. Function group C – administrative support staff (position levels 3 and 4);

40.4. Position group D – administrative workers (position levels 1-4).

41. The official salary ranges are determined according to the position levels and groups assigned to non-academic staff positions. The sizes of the official salary range can be specified for each level of the non-academic staff position.

42. The provisions of Chapter IV do not apply to the University's top managers.

SECTION TWO

OFFICIAL SALARY OF THE NON - ACADEMIC STAFF

43. The official salary of a non-academic employee is determined according to his / her position level and competence level:

43.1. the first amount of the official salary range is determined for a non-academic employee whose level of competence meets the minimum requirements for the position;

43.2. the second amount of the official salary range is determined for a non-academic employee whose level of competence fully meets the requirements for the position;

43.3. the third amount of the official salary range is determined for a non-academic employee whose level of competence exceeds the requirements for the position;

43.4. the fourth amount of the official salary range is determined for a non-academic employee who has reached the expert level of competence in accordance with the requirements set for the position. The amount of the official salary range provided for in this subparagraph applies only to Position group A.

44. The amounts of the official salary ranges are determined taking into account the median remuneration of the respective levels of positions in the Lithuanian labour market and the amount of the University's work remuneration fund. They are approved by the Council on the recommendation of the Rector. The amounts of the official salary ranges for positions are revised at least once every two years. The Human Resources Division drafts a proposal for the amount of the official salary ranges and is responsible for the revision of these amounts.

45. The official salary of non-academic employees is established in the employment contract concluded with the employee. The official salary is determined by the Rector or a person authorised by the Rector on the recommendation of the head of the unit, with the approval of the Human Resources Division regarding the compliance of the amount of the official salary with the work remuneration policy.

46. The revision of the official salaries of non-academic employees at the University may be performed once a year (except in cases when the employee's position or position level is changed) by evaluating the work remuneration fund approved by the University for the current year, the level of competence and performance of a particular non-academic employee.

47. The hourly wages for non-academic employees are determined as the ratio of the annual official salary of a non-academic employee, determined according to the amount of the individual official salary range, to the equivalent of the current year's working hours approved by the order of the Minister of Social Security and Labour, or according to the estimates of projects, outsourcing, non-formal education programs and other short-term training established by the Rector or a person authorised by the Rector.

48. Remuneration for work on projects:

48.1. the remuneration (full-time or hourly) for the implementation and administration of projects and outsourced work, non-formal education programs or other short-term trainings is determined taking into account the funds provided for work remuneration in the project and outsourced work estimate:

48.1.1. to non-academic staff employed to work in the said projects;

48.1.2. to non-academic employees who, on the basis of an agreement on additional work, carry out or administer the said projects, performing additional functions that are not included in the employment contract of his / her current duties at the University;

48.2. non-academic employees who carry out or administer projects in the course of their direct work functions (or part thereof) are paid the official salary corresponding to the level of the position, regardless of the salary and budget provided for in the project and outsourced work estimates. The work remuneration and related mandatory fees, calculated for the project work hours, are considered as a monetary contribution of the University to the project;

48.3. non-academic employees who, in the course of their direct work, serve projects, are paid a salary corresponding to the level of the position, irrespective of the salary resources provided for in the project and outsourced work estimates.

SECTION THREE BONUSES TO THE NON - ACADEMIC STAFF

49. A non-academic employee may be paid a bonus:

49.1. for the replacement of a non-academic employee (except for the employees specified in Sub-paragraph 49.3) in case of illness – from the third day of the replacement, the replacing non-academic employees are paid up to 30% of the official salaries of the replacing staff member, but not exceeding 60% of the official salary of the replaced staff member.

49.2. for temporary additional work or performance of additional tasks – a non-academic employee is paid up to 20% of the amount of his official salary, but not exceeding two of his salaries per year. This paragraph does not apply to non-academic staff referred to in subparagraph 48.1.2 of the Procedure;

49.3. for the replacement of a staff member to non-academic employees in position groups C and D whose physical workload increases as a result of the replacement – for additional time actually worked, but not exceeding 50% of the amount of the official salary.

50. The bonus is granted by the order of the Rector or the person authorised by the Rector on the proposal of the head of the University Central Administration unit or the head of the core unit, in coordination with the Human Resources Division, specifying a specific term, which may not be longer than the end of the current calendar year.

SECTION FOUR PREMIUMS TO THE NON - ACADEMIC STAFF

51. A premium may be paid to a non-academic employee:

51.1. for individual work results, and if the evaluation of the activities of a non-academic employee is carried out in accordance with the legal acts of the University – for achievements in implementing the University strategic plan and the unit's plan, taking into account the results of annual (and intermediate) non-academic staff performance management interviews;

51.2. for scientific achievements;

51.3. for outstanding results in implementing the University's strategic business plan – the Rector's annual premium.

52. The procedure for payment of premiums referred to in sub-paragraph 51.1:

52.1. Premiums can only be paid to non-academic employees who have met or exceeded individual annual targets and have not violated employment duties set out in the employment law or an employment contract in the last six months and have worked at the University for at least six months.

52.2. The amount of the premium is established based on the performance of the non-academic employee:

52.2.1. for a non-academic employee who has achieved individual annual goals, 8% initial premium coefficient (ci) is set.

52.2.2. for a non-academic employee who has exceeded individual annual goals, 15% initial premium coefficient (ci) is set.

52.2.3. The bonus is calculated:

52.2.3.1. According to the established initial bonus coefficient (ci) and the individual official annual salary (OAS) of the non-academic employee for the reporting period, the share of the premium calculated for the non-academic employee (A_i - the calculated share of the i -th non-academic employee): $A_i = OAS \times ci$.

52.2.3.2. The weights of the premium share of all non-academic employees (t_i - the weight of the premium share of the i -th non-academic employee) are calculated according to the formula: $t_i = A_i / \sum A_i$.

52.2.3.3. The non-academic employee premium fund (F) is divided between non-academic employees who meet the premium criteria (K_i - the amount of the final premium of the i -th employee) according to the formula: $K_i = t_i \times F$.

52.3. Premiums for non-academic employees in position groups A and B may not exceed two official salaries of non-academic employees, and premiums for non-academic employees in position groups C and D may not exceed one annual official salary of a non-academic employee.

52.4. The premium is awarded by the order of the Rector or his / her authorized person to the non-academic staff of position groups A, B and C – once a year, and to the non-academic staff of position group D – no more than once a quarter, but the amount of the premiums may not exceed the maximum amount of the premium specified in sub-paragraph 52.3 of the Procedure.

52.5. The work remuneration fund for premiums of non-academic employees of the Central Administration units, core non-academic units and core academic units of the University is established and approved together with the estimated income and expenses of the University for the current year and is an integral part thereof.

53. The premium specified in sub-paragraph 51.2 of the Procedure is paid in accordance with the procedure established in sub-paragraphs 31.1, 32 and 36.5.1 of the Procedure.

54. The premium specified in sub-paragraph 51.3 of the Procedure is awarded not more than once a year and is paid from the funds provided for in the current annual income and expenditure estimate of the University for the implementation of the University's strategy.

CHAPTER V ADDITIONAL PAYMENTS AND BENEFITS

55. The additional payments and benefits referred to in this Chapter may be granted to any employee of the University, regardless of his or her current duties, and are based on transparency, equality and fairness.

56. An employee may receive the following additional cash benefits:

56.1. death benefit for an employee, a member of the employee's family (spouse, child, adopted child, parents, adoptive parents);

56.2. benefit for loss of housing and property due to floods, fire, etc.;

56.3. benefit to compensate for the costs of treating a serious illness in the event of a difficult financial situation or a deterioration in the health of an employee or a member of his family;

56.4. benefit for each child born is granted to an employee who has worked at the University for at least one year.

57. In accordance with the procedure established by the University's Senate, employees may be subject to special (up to 70% lower) prices for integrated, first, second, third cycle and professional studies at the University selected by the employee.

58. The procedure and amounts of payment of additional benefits specified in paragraph 56 of the Procedure shall be determined by the order of the Rector or his authorised person.

Annex to the Procedure for work remuneration of Vilnius University employees

COEFFICIENTS OF OFFICIAL SALARY BONUSES OF TOP MANAGERS OF THE UNIVERSITY

| Position | Part of the post | Official salary coefficient | Bonus coefficient |
|------------------------|-------------------------|------------------------------------|--|
| Head of the CAU | 1.00 | 1.78 | $(D+S) \times 0.00022$, but not higher than 0.74 |
| Deputy head of the CAU | 0.5–1.00 | 1.41 | Awarded on the basis of delegated responsibilities and scope of work, but not exceeding 0.37 |
| Head of the BAU | 0.5–1.00 | 1.26 | Awarded on the basis of delegated responsibilities and scope of work, but not exceeding 0.15 |

*D – number of employee posts, S – number of students