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APPROVED
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of the Council of Vilnius University

THE DESCRIPTION OF THE REMUNERATION PROCEDURE FOR VILNIUS UNIVERSITY EMPLOYEES

CHAPTER I
GENERAL PROVISIONS

1. The Description of the Remuneration Procedure for Vilnius University Employees (hereinafter the 'Description') establishes the principles and structure of the remuneration system for Vilnius University (hereinafter the 'University') employees. The purpose of the Description is to ensure a transparent and motivating employee remuneration system linked to the value created by the employee.

2. This Description establishes the procedure for awarding official salaries, allowances, and other remuneration and incentives for work and merits for the highest-level heads, academic and non-academic staff members of the University.

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

3.1. The principle of external competitiveness, aimed at attracting and retaining highly qualified employees by paying them remuneration that is competitive with respect to the market and taking full advantage of the opportunities to motivate employees through the advantages of working at the University.

3.2. The principle of internal competitiveness, ensuring a relationship – that is fair and corresponding to the created value of each position – between different level positions at the University and between positions creating similar value at different units of the University.

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

4. Terms used in the Description:

4.1. **Academic staff** – University teaching staff and researchers (in either science or arts), including employees working as teaching staff and/or researchers part-time only.

4.2. **Remuneration Committee** – a committee, formed by an order of the Rector of the University (hereinafter the 'Rector') that, on behalf of the Rector, decides on the staff management and remuneration issues related to the implementation of the Description.

4.3. **Highest-level heads** – the Rector, Pro-Rectors of the University, the Chancellor of the University, heads of the core academic units (hereinafter the 'CAU'), their deputies and heads of the branch academic units (hereinafter the 'BAU').

4.4. **Remuneration** – the salary for work under an employment contract determined and paid under this Description, comprising the employee's official salary, allowances, bonuses and hourly wages.

4.5. **Teaching staff** – members of the academic community of the University, working under an employment contract and holding the following positions: professor, associate professor, assistant professor, teaching assistant, senior lecturer, lecturer, invited and visiting lecturer, partnership professor and partnership associate professor, lecturer practitioner.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

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

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

academic staff member.

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

4.9. **Researchers (in either science or arts)** – members of the academic community of the University, working under an employment contract and holding the following positions: research professor, senior researcher, researcher, research assistant, invited and visiting researcher, research trainee.

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

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

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

4.13. **Bonus** – a part of remuneration, which is paid to an employee to provide an incentive to them for their work results in cases specified in this Description.

4.14. **Allowance** – a part of remuneration which is paid to an employee for additional work in cases specified in this Description.

4.15. **Projects** – state planning and tender projects implemented by the University.

4.16. **Special official salary coefficient** – a coefficient applied to salary indexation of non-academic staff in exceptional cases, upon a decision of the Rector.

4.17. **Standard teaching time** – part of the teaching time of students and unclassified students, which is uniformly accounted 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 teaching time for each teaching position is determined by the Rector after considering the opinion of the Senate of the University.

4.18. **Total post** – the working time equivalent consisting of one or several parts of the post.

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

4.20. **Official salary range** – the size of an official salary determined for the position level of a non-academic staff member, expressed in Euro from the minimum to the maximum.

4.21. **Size of the official salary range** – the size of an official salary of a non-academic staff member, expressed in Euro and determined according to the official salary range established for the position and the competency level.

4.22. **Official salary coefficients** – multipliers that determine the ratio between the salaries of academic positions and highest-level heads (excluding the Rector, Pro-Rectors and the Chancellor) and the basic monthly salary at the University. The official salary coefficients are set by the Council of the University (hereinafter the 'Council') upon submission by the Rector.

4.23. **Basic monthly salary at the University** (hereinafter the 'BMS') – the minimum salary of a professor in Euro, used to determine the salaries of other academic positions, the heads of the CAUs, their deputies, and the heads of the BAUs. The size of the BMS is determined by the Council upon submission by the Rector.

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

4.25. **Hourly wage** – 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.

4.26. **Piecework wage** – the remuneration for work calculated on the basis of the

output norms and rates approved by the Rector.

5. Increased remuneration is paid for work on days off where the working time was not scheduled, public holidays, night work, or overtime work in accordance with the procedure provided for in the Labour Code of the Republic of Lithuania and the legal acts implementing it.

6. The remuneration is paid from the funds provided for in the revenue and expenditure estimates of the University for the current year (appropriations from the State budget, own funds, including funds intended for the direct performance of commissioned work, and endowment funds).

7. In the estimates of projects, remuneration is calculated in accordance with the remuneration procedure for project work established by the Rector, taking into account the requirements of the institution funding the project. The remuneration for commissioned works, non-formal education programmes or other short-term training is calculated in accordance with their estimates.

CHAPTER II
REMUNERATION OF HIGHEST-LEVEL HEADS

SECTION ONE
COMPOSITION OF THE REMUNERATION OF HIGHEST-LEVEL HEADS

8. The remuneration of the highest-level heads, i.e. the Rector, the Pro-Rectors and the Chancellor, consists of:

8.1. official salary;

8.2. bonuses.

9. The remuneration of the highest-level heads, i.e. the heads of the CAUs and the BAUs and the deputy heads of the CAUs consists of:

9.1. official salary;

9.2. allowances;

9.3. bonuses.

10. Official salaries, allowances, and bonuses of the highest-level heads, except for the deputy heads of the CAUs and the heads of the BAUs, are paid from the funds intended for the remuneration of the highest-level heads, and the official salaries, allowances, and bonuses for the deputy heads of the CAUs and the heads of the BAUs are paid from the respective unit’s funds for remuneration.

SECTION TWO
OFFICIAL SALARY OF HIGHEST-LEVEL HEADS

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 elected Rector and the Chairperson of the Council on behalf of the University. Official salaries of the Pro-Rectors and the Chancellor are determined by the Rector. The official salary of the Chancellor may not exceed 90 per cent of the Rector’s official salary, and a Pro-Rector’s may not exceed 85 per cent.

12. The official salary of the heads of the CAUs and the BAUs and the deputy heads of the CAUs is calculated by multiplying the BMS by the official salary coefficient specified in the Annex to the Description.

13. The amounts of the official salaries referred to in this section are determined for the highest-level heads in full-time posts. Highest-level heads may hold positions as part-time employees as specified in the Annex to the Description. If a person holds a highest-level head position on a part-time basis, their official salary is reduced in proportion to the size of the position held by the highest-level head.

SECTION THREE
ALLOWANCES FOR HIGHEST-LEVEL HEADS

14. Allowances for the heads of the CAUs and the BAUs and the deputy heads of the CAUs for the current year are granted by indicating a specific term for the allowance payment, but no longer than by the end of the calendar year. If the head of the BAU or the deputy head of the CAU hold their position on a part-time basis, their allowance is reduced in proportion to the size of the post held. The allowances, taking into account the coefficients established in the Annex to the Description, are determined as follows:

14.1. until 15 January of the current year, the Rector determines the amount of the allowance for each head of the CAU, which is calculated according to the number of employee posts (E) and the number of students (S) as on 1 October of the previous year. The amount of the allowance determined for the head of the CAU is calculated according to the formula (E + S)x0.00022xBMS, but no more than 0.74xBMS.

14.2. The amount of the allowance determined for the deputy head of the CAU is established by a decision of the Rector upon submission by the head of the CAU, taking into account the delegated responsibilities and the scope of work, with the allowance not exceeding 0.37xBMS.

14.3. The amount of the allowance for the head of the BAU is determined by a decision of the Rector upon submission by the head of the CAU, taking into account the delegated responsibilities and the scope of work, with the allowance not exceeding 0.15xBMS.

SECTION FOUR
BONUSES FOR HIGHEST-LEVEL HEADS

15. Upon a decision of the Rector, the Pro-Rectors and the Chancellor may be awarded a bonus of up to two months' official salary for good performance during the year.

16. The Rector may award a bonus of up to two months' official salary to the head of the CAU once a year for the achievements in the implementation of the University's Strategic Plan and the CAU's Action Plan, taking into account the results of achieving the goals agreed upon during the annual (and interim) performance management interviews. Depending on the achievements of the results agreed upon during the annual (and interim) performance management interviews, the head of the CAU may award a bonus of up to two months' official salary to the deputy heads of the CAU and the heads of the BAUs once a year.

17. If a person holds a highest-level head position on a part-time basis, their maximum annual bonus is reduced in proportion to the size of the post held.

CHAPTER III
REMUNERATION OF THE ACADEMIC STAFF

SECTION ONE
COMPOSITION OF THE REMUNERATION OF THE ACADEMIC STAFF

18. The remuneration of the academic staff consists of the following:

18.1. official salary;

18.2. allowances;

18.3. bonuses;

18.4. hourly wage.

SECTION TWO
OFFICIAL SALARY OF THE ACADEMIC STAFF

19. The official salary of the University's academic staff member (except for professors with the official salary category of a distinguished professor, partnership professors and partnership associate professors, invited or visiting lecturers or researchers, lecturer practitioners, research trainees) is the BMS multiplied by the official salary coefficient.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

20. The official salary of the University's academic staff member from the part of appropriations from the State budget intended for research and studies allocated to the CAU, set out in the revenue and expenditure estimate of the University for the current year, and the own funds available to the CAU (except for own funds intended for the direct performance of commissioned works) 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 appropriations from the State budget, the own funds of the CAU intended for the direct performance of commissioned works, as well as from the endowment funds for the direct execution of projects, and is determined taking into account the funds allocated for remuneration in the estimate of projects and commissioned works and the project or commissioned work execution term.

22. Members of the academic staff can be additionally recruited to non-academic positions for up to one total non-academic staff post. The respective salary is paid from the part of the appropriations from the State budget provided for in the revenue and expenditure estimate of the University allocated to the unit where they are employed, the own funds available to the unit and the endowment funds.

23. The working time of an academic staff member in all their positions at the University may not exceed 1.5 full-time positions.

24. The coefficient of the official salary of a professor with the official salary category of a distinguished professor is determined individually by the Rector upon submission by the head of the CAU, within the limits set by the Council.

25. The coefficient of the official salary of a partnership professor and partnership associate professor, as well as an invited and visiting lecturer or researcher, a lecturer practitioner, and a research trainee is determined individually by the Rector upon submission by the head of the CAU.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

SECTION THREE
ALLOWANCES FOR THE ACADEMIC STAFF

26. Allowances for an academic staff member are paid:

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

26.2. for heading a study programme and a study programme group committee, a doctoral studies committee or a school of doctoral studies;

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 course units to non-foreign students);

26.5. for the implementation of projects and commissioned work, non-formal education programmes or other short-term training;

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

26.7. in accordance with the University legal acts, allowances may be paid when the

academic staff member is a member of the collegial governing bodies of the University and/or participates in the activities of the collegial governing bodies of the University or the committees, commissions or work groups formed by the Rector, Pro-Rectors, the Chancellor, the head of the CAU, or the council of the CAU.

27. Allowances for an academic staff member are determined under the following procedure:

27.1. for heading an academic structure without the rights of an administrative unit (except for professors with the official salary category of a distinguished professor) – in accordance with the procedure established by the council of the CAU, taking into account the scope of activities of the headed academic structure, from 5 to 20 per cent of the BMS;

27.2. for heading one study programme committee or doctoral studies committee – from 10 to 20 per cent of the BMS; for heading a study programme group committee or a school of doctoral studies – from 15 to 25 per cent of the BMS under the procedure established by the council of the CAU;

27.3. for the performance of non-academic duties, the list of which is approved by the Rector – under the procedure established by the council of the CAU, not exceeding 25 per cent of the BMS;

27.4. for teaching in a foreign language (except for professors with the official salary category of a distinguished professor and teaching staff teaching foreign language course units to non-foreign students) – under the procedure established by the council of the CAU, taking into account the proportion of hours taught in a foreign language and in Lithuanian and not exceeding 50 per cent of the employee's official salary;

27.5. for the implementation of projects and commissioned work, non-formal education programmes or other short-term training – under the procedure established by the Rector, taking into account the funds provided for remuneration in the estimates of projects, commissioned work, non-formal education programmes, or other short-term training;

27.6. when the teaching time exceeds the maximum standard teaching time norms, 2.27 per cent 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 the official salary category of a distinguished professor, this percentage is calculated from the BMS). When teaching in a foreign language, except for teaching staff teaching foreign language course units to non-foreign students, up to 3.41 per cent of the official salary of the respective position is paid in accordance with the procedure established by the council of the CAU;

27.7. when the academic staff member is a member of the collegial governing bodies of the University and/or participates in the activities of the collegial governing bodies of the University or the committees, commissions or work groups formed by the Rector, Pro-Rectors, the Chancellor, the head of the CAU, or the council of the CAU – in accordance with the University legal acts.

28. Allowances are granted by the decision of the Rector or their authorised person upon submission by the head of the CAU or other person provided for in the legal acts, indicating a specific term, but not longer than the end of the current calendar year, the type of funds and the Item of this Description according to which the allowance is granted.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

29. The allowance may be changed or cancelled by the decision of the Rector or their authorised person upon submission by the head of the CAU or other person provided for in the legal acts if the conditions for which the allowance is granted change.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

SECTION FOUR
BONUSES FOR THE ACADEMIC STAFF

30. An academic staff member implementing the University's Strategic Plan and the CAU's Action Plan may be paid a bonus:

30.1. for research achievements;

30.2. for contribution to the quality of studies;

30.3. for expert activities, research and studies communication carried out in the name of the University;

30.4. annual Rector's award for outstanding academic achievements and for implementing the University's Strategic Plan.

Amendments to the first paragraph of the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

31. Bonuses for an academic staff member are determined under the following procedure:

31.1. for research achievements – in accordance with the procedure for incentives for research achievements. The councils of the CAUs, when submitting the procedures for incentives for research achievements at the unit to the Rector for approval, follow this procedure;

31.2. for contribution to the quality of studies – in accordance with the procedure for incentives for contribution to the quality of studies. The councils of the CAUs, when submitting the procedures for incentives for contribution to the quality of studies at the unit to the Rector for approval, follow this procedure;

31.3. for expert activities, research and studies communication carried out in the name of the University – in accordance with the procedure for incentives for expert activities, research and studies communication. The councils of the CAUs, when submitting the procedures for incentives for research and expert activities at the unit to the Rector for approval, follow this procedure;

31.4. for outstanding academic achievements and in implementing the University's Strategic Plan, the annual Rector's award is granted in accordance with the procedure established by the University legal acts from centrally managed funds provided for in the revenue and expenditure estimate of the University for the current year.

32. The bonuses provided for in Items 30(1) to 30(3) of the Description are granted no more than once a quarter by the decision of the Rector or their authorised person upon submission by the head of the CAU. The bonus provided for in Item 30(4) of the Description is granted once a year. The procedures provided for in Items 31(1) to 31(3) of the Description are established by the Rector upon the approval of the Council.

SECTION FIVE
HOURLY WAGE OF THE ACADEMIC STAFF

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

33.1. academic staff members who are hired for a specific job and do not have another open-ended or fixed-term employment contract with the University;

33.2. academic staff members directly involved in projects, commissioned work, non-formal education programmes or other short-term training;

33.3. partnership professors and partnership associate professors, lecturer practitioners;

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

33.4. invited and visiting lecturers or researchers, research trainees.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

34. Hourly rates are calculated in the following way:

34.1. for academic staff members hired for a specific teaching job – 2.27 per cent 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 the official salary category of a distinguished professor, this percentage is calculated from the BMS). When teaching in a foreign language, except for teaching staff teaching foreign language course units to non-foreign students, up to 3.41 per cent of the official salary of the respective position is paid in accordance with the procedure established by the council of the CAU;

34.2. for academic staff members hired for specific research work – 0.68 per cent of the official salary of the respective employee's position for each working hour (for one post);

34.3. for academic staff members directly involved in projects, commissioned work, non-formal education programmes or other short-term training – according to the estimates of projects, commissioned work, non-formal education programmes or other short-term training approved by the Rector or their authorised person, taking into account the funds provided for remuneration in these estimates, calculated in accordance with the procedure established by the Rector.

34.4. the hourly rate for lecturer practitioners, partnership professors and partnership associate professors (except for cases when a partnership professor or partnership 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 workload provided for in the employment contract; the positions of a partnership professor and partnership associate professor as well as a lecturer practitioner are not subject to the rules for calculating the standard teaching time;

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

34.5. for invited and visiting lecturers or researchers and research trainees – by the decision of the Rector or their authorised person upon submission by the head of the CAU.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

SECTION SIX
CORE ACADEMIC UNIT'S ACADEMIC STAFF REMUNERATION FUND

35. The basis for the formation of the CAU academic staff remuneration fund:

35.1. The part of the appropriations from the State budget intended for research and studies allocated to the CAU, set out in the revenue and expenditure estimate of the University, and the own funds available to the CAU (except for own funds intended for the direct performance of commissioned work) and funds from other sources that can be used to form the academic staff remuneration fund under the decision of the council of the CAU;

35.2. the number of teaching posts corresponding to the standard teaching time provided in the study programmes (calculated in accordance with the University legal acts) and the number of researcher posts;

35.3. the basic monthly salary at the University.

36. The academic staff remuneration fund consists of:

36.1. official salaries of the academic staff (except partnership professors, partnership associate professors, lecturer practitioners, invited and visiting lecturers or researchers and research trainees), determined according to the number of the academic staff posts and coefficients set by the Council upon submission by the Rector for each official salary category;

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

36.2. official salaries of partnership professors, partnership associate professors, lecturer practitioners, invited and visiting lecturers or researchers and research trainees, determined according to the number of respective positions and the respective official salary coefficients set by the Rector;

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-4 of 31 January 2024.

36.3. the hourly wage, determined on the basis of hourly rates calculated in accordance with the procedure established in Item 34 of the Description, and the envisaged scope of work;

36.4. allowances;

36.4.1. for heading academic structures without the rights of an administrative unit, not exceeding 3 per cent of the amount of official salaries and hourly wages of the CAU academic staff;

36.4.2. for heading study programme and study programme group committees, doctoral studies committee or a school of doctoral studies – according to the number of study programme and study programme group committees, doctoral committees and schools of doctoral studies at the CAU;

36.4.3. for the performance of non-academic duties, the list of which is approved by the Rector – according to the need for work, but not exceeding 1 per cent of the amount of the official salaries and hourly wages of the CAU academic staff (this 1 per cent does not include the amount of remuneration for the performance of services ordered by the University to the University community and the public, which are paid for from centrally managed funds);

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

36.5. bonuses, the percentage of which is calculated from the sum of the official salaries of the CAU academic staff, hourly wages and allowances to the official salaries:

36.5.1. for research achievements – no less than 4 per cent. The funds provided for in this sub-Item are also used to pay the bonuses for non-academic staff specified in Item 51(2) of the Description;

36.5.2. for contribution to the quality of studies – no less than 2.5 per cent;

36.5.3. for expert activities, research and study communication carried out in the name of the University – no less than 1 per cent;

36.5.4. The sum of bonuses provided for in Items 36(5)(1) to 36(5)(3) of the Description may not exceed 12 per cent of CAU academic staff official salaries, hourly wages and allowances to the official salaries.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-3 of 25 February 2026.

CHAPTER IV
REMUNERATION OF NON-ACADEMIC STAFF

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

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

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

37.2. allowances;

37.3. bonuses.

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 classified into levels (1 being the lowest level and 17 the highest) and groups and the position matrix is formed. It may be supplemented with new positions by assigning them to one of the levels of the position matrix, or some positions may be removed as irrelevant after having coordinated it with the Pro-Rectors and the Chancellor no more than twice a year by the decision 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 the ‘Human Resources Division’).

39. The list of positions assigned to the position matrix is changed when a new

position is created, the organisational structure changes or the content or functions of the position change.

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

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

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

40.3. Position group C – auxiliary administration staff (position levels 3–4);

40.4. Position group D – maintenance 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 highest-level heads.

SECTION TWO
OFFICIAL SALARY OF THE NON-ACADEMIC STAFF

43. The official salary of a non-academic staff member is determined according to their position level and competency level:

43.1. the first size of the official salary range is determined for a non-academic staff member whose competency level meets the minimum requirements for the position;

43.2. the second size of the official salary range is determined for a non-academic staff member whose competency level fully meets the requirements for the position;

43.3. the third size of the official salary range is determined for a non-academic staff member whose competency level exceeds the requirements for the position;

43.4. the fourth size of the official salary range is determined for a non-academic staff member who has reached the expert competency level in accordance with the requirements for the position. The size of the official salary range provided for in this Item applies only to position group A.

43.5. In exceptional cases, when a staff member with specific competencies is needed to fulfil specific, legitimate University needs or when the remuneration of employees of a specific position differs from the general remuneration increase in the labour market by more than 20 per cent, a special official salary coefficient may be applied by the decision of the Rector, which is then multiplied by the official salary, determined by the position level. The decision on the application of the special official salary coefficient is taken by the Rector, upon proposal from the direct supervisor and with the agreement of the Remuneration Committee.

44. The sizes 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 size of the University's remuneration fund. They are approved by the Council upon submission by the Rector. The sizes of the official salary ranges for positions are revised at least once every two years. The Human Resources Division drafts proposals for the sizes of the official salary ranges and is responsible for the revision of these sizes.

45. The official salary of non-academic staff members is established in the employment contract concluded with the employee. The official salary is determined by the Rector or their authorised person upon submission by the head of the unit, with the approval of the Human Resources Division regarding the compliance of the official salary size with the remuneration policy.

46. The revision of the official salaries of non-academic staff members at the University may be performed twice a year, but no more frequently than every three months (except in cases when the employee's position, the position level is changed or when the probationary period of the employee ends) by assessing the remuneration fund for the current year approved by the University, the competency level and the performance results of a particular non-academic staff member.

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-14 of 26 June 2024.

47. The hourly wage of non-academic staff members is determined as the ratio of the annual official salary of a non-academic staff member, 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 of the Republic of Lithuania.

48. Remuneration for work on projects:

48.1. the remuneration (full-time or hourly) for the implementation and administration of projects and commissioned work, non-formal education programmes or other short-term training is determined taking into account the funds provided for remuneration in the project and commissioned work estimates, calculated in accordance with the procedure established by the Rector:

48.1.1. to non-academic staff employed to work on the above projects;

48.1.2. to non-academic staff who, on the basis of an agreement on additional work, carry out or administer the above projects, performing additional functions that are not included in their current employment contract at the University;

48.2. to non-academic staff 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 funds for remuneration provided for in the project and commissioned work estimates. The remuneration and related mandatory fees calculated for the project work hours are considered a monetary contribution of the University to the project.

SECTION THREE
ALLOWANCES FOR THE NON-ACADEMIC STAFF

49. Allowance for a non-academic staff member may be paid:

49.1. for the substitution of a non-academic staff member (except for the staff members specified in Item 49(3)) due to an illness – the non-academic staff substitutes are paid up to 30 per cent of the official salaries of the substitutes, but not exceeding 60 per cent of the official salary of the substituted staff member;

49.2. for temporary additional work or performance of additional tasks – a non-academic staff member is paid up to 30 per cent of their official salary size;

49.3. for the substitution of a staff member to non-academic staff members in position groups C and D whose physical workload increases as a result of the substitution – for additional time actually worked, but not exceeding 50 per cent of the official salary size of the substitute.

49.4. for the implementation and administration of projects, commissioned work, non-formal education programmes or other short-term training – a non-academic staff member is paid up to 50 per cent of their official salary size.

50. The allowance is granted by the decision of the Rector or their authorised person upon submission by the head of the core academic unit or the head of the branch academic unit of the Central Administration of the University, in coordination with the Human Resources Division, indicating a specific time limit which may not be longer than the end of the current calendar year.

SECTION FOUR
BONUSES FOR THE NON-ACADEMIC STAFF

51. Bonus for a non-academic staff member may be paid:

51.1. for individual work performance, and if the evaluation of the activities of a non-academic staff member is carried out in accordance with the legal acts of the University – for achievements in implementing the University Strategic Plan and the unit's Action Plan, taking into account the results of achieving the goals agreed upon during the annual (and interim)

performance management interviews with non-academic staff;

51.2. for research achievements;

51.3. annual Rector's award for outstanding results in implementing the University's Strategic Plan.

52. The procedure for payment of bonuses referred to in Item 51(1):

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

52.2. The amount of the bonus is established based on the performance of the non-academic staff member:

52.2.1. for a non-academic staff member who has achieved individual annual goals, an 8 per cent initial bonus coefficient (c_i) is set;

52.2.2. for a non-academic staff member who has exceeded individual annual goals, a 15 per cent initial bonus coefficient (c_i) is set.

52.2.3. The bonus is calculated:

52.2.3.1. According to the established initial bonus coefficient (c_i) and the individual official annual salary (OAS) of the non-academic staff member for the reporting period, the share of the bonus calculated for the non-academic staff member (A_i – the calculated share of the i^{th} non-academic staff member bonus): $A_i = OAS \times c_i$.

52.2.3.2. The weights of the bonus share of all non-academic staff (t_i – the weight of the bonus share of the i^{th} non-academic staff member) are calculated according to the formula: $t_i = A_i / \sum A_i$.

52.2.3.3. The non-academic staff bonus fund (F) is divided between non-academic staff members who meet the bonus criteria (K_i – the amount of the final bonus of the i^{th} staff member) according to the formula: $K_i = t_i \times F$.

52.3. Bonuses for non-academic staff may not exceed two official salaries of non-academic staff per year.

52.4. The bonus is awarded by the decision of the Rector or their authorised person upon submission by the head of the Central Administration or the core academic unit of the University 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 sum of the bonuses may not exceed the maximum amount of the bonus specified in Item 52(3) of the Description.

52.5. The remuneration fund for bonuses of non-academic staff of the branch units, core non-academic units, and core academic units of the Central Administration of the University is established and approved together with the revenue and expenditure estimate of the University for the current year and is an integral part thereof.

53. The bonus specified in Item 51(2) of the Description is paid in accordance with the procedure established in Items 31(1), 32 and 36(5)(1) of the Description.

54. The bonus specified in Item 51(3) of the Description is awarded not more than once a year and is paid from the centrally managed funds provided for in the revenue and expenditure estimate of the University for the current year.

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 their position, and are based on transparency, equality and fairness.

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

56.1. benefit paid in the event of the death of an employee, a member of the employee's family (spouse, child, adopted child, foster child, parents, adoptive parents, foster

parents);

56.2. benefit for loss of housing and property due to floods, fire, or other extreme events;

56.3. financial hardship payment or benefit to compensate for the costs (part of the costs) of a serious illness or a necessary surgical or rehabilitation treatment in the event of a deterioration in the health of an employee or a member of their family, reimbursement for technical aid purchase costs to employee when a need for aforementioned aid is established but the cost is not compensated following the procedure set out in legal acts, or the established compensation does not cover the full cost of the necessary technical aid;

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

Amendments to the Item:

by Resolution of the Council of Vilnius University No. TPN-12 of 28 June 2023.

57. In accordance with the procedure established by the University's Senate, employees may be subject to special (up to 70 per cent 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 Item 56 of the Description shall be determined by the Rector.

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Annex to the Description of the Remuneration Procedure for Vilnius University Employees

COEFFICIENTS OF OFFICIAL SALARY AND ALLOWANCES OF THE HIGHEST-LEVEL HEADS OF VILNIUS UNIVERSITY

Position	**Part of the post**	**Official salary coefficient**	**Allowance coefficient**
Head of the CAU	1.00	1.78	(E+S) *x0.00022, but not higher than 0.74
Deputy head of the CAU	0.5–1.00	1.41	Allocated taking into account the delegated responsibilities and the scope of work, with the coefficient not exceeding 0.37.
Head of the BAU	0.5–1.00	1.26	Allocated taking into account the delegated responsibilities and the scope of work, with the coefficient not exceeding 0.15.

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