

APPROVED by Administrative Decree 25
of the Rector of the University of Tartu
of 1 September 2009 (effective as of 1
September 2009)

AMENDED by Administrative Decree 39
of the Rector of the University of Tartu
of 29 December 2009 (effective as of 1
January 2010)

UNIVERSITY OF TARTU SALARY RULES

Acting pursuant to points 1 and 2 of section 34 of the Statutes of the University of Tartu and taking guidance from national legislation governing the payment of remuneration to employees, I hereby approve the university's salary rules as set out below:

1. The University of Tartu (hereinafter, 'the university') Salary Rules (hereinafter 'these rules') govern the principles and procedure for the payment of remuneration to the university's employees.

I. EMPLOYEE REMUNERATION POLICIES

2. The university's employees shall be remunerated pursuant to national legislation governing the payment of remuneration to employees and pursuant to the university's bylaws.

3. An employee's remuneration shall consist of a base salary and may include additional remuneration to be paid pursuant to these rules. Additional remuneration may take the form of additional remuneration for the performance of additional duties, additional remuneration for the performance of management duties, individual performance pay, additional pay for outstanding performance in a research project, additional pay for effective supervision of a PhD student, unit-wide performance pay and a bonus.

4. The rector, vice rector, area director or dean shall conduct negotiations and conclude agreements concerning individual remuneration of employees directly subordinate to him or her and shall determine the individual remuneration of those employees in consultation with the person in charge of the source of the salary funds; the head of an institute, institution or administrative or support unit shall conduct negotiations and conclude agreements concerning individual remuneration of employees of his or her unit and shall determine the individual remuneration of those employees in consultation with the person in charge of the salary funds. Once a year, in the month of February, the rector, vice rector, area director and dean shall, together with employees who head units directly subordinate to his or hers, review the principles of remuneration of the employees in those units. In order to facilitate the implementation of the university's uniform salary policy and to make remuneration decisions, access to employees' remuneration particulars in the university's intranet shall be granted to persons entitled to determine an employee's remuneration.

5. The base salary of an employee is agreed upon in the employment contract concluded with the employee, having regard to the type of his or her position and the relevant salary grade as set out in Annex 1 to these rules, to the basic rate applicable to the relevant salary grade as specified in Annex 2 to these rules, to the employee's standard working time and other terms and conditions of employment.

6. The type of an employee's position, the title of his or her job and the employee's salary grade shall be established pursuant to Annex 1 of these rules having regard to the purpose and nature of the work, the qualifications required for the work and the responsibility arising from the work, as provided in the job description.

7. An employee may be assigned a base salary that exceeds the basic rate applicable to the salary grade of his or her position. A statement of reasons must be provided if an elevated base salary exceeds

7.1. in respect of teaching and research staff, the national average salary for the previous quarter:

7.1.1. for the positions of professor, research professor or lead research fellow – more than four times;

7.1.2. for the positions of senior lecturer or senior research fellow – more than three times;

7.1.3. for the positions of lecturer, senior assistant or research fellow – more than two times;

7.1.4. for the positions of assistant or teacher – more than 1.7 times;

7.2. in respect of non-academic positions, the basic rate applicable to the relevant salary grade by more than 50 percent.

8. During the probationary period, an employee may be assigned a base salary that is at most by 25 percent lower than the basic rate applicable to the employee's salary grade, but that in any event may not be less than the basic salary rate established by the Republic of Estonia Cabinet of Ministers, or, in the case of a reduced workload, a rate calculated as a corresponding proportion of the basic rate. In the case that a lower salary rate is used during the probationary period, the employment contract must also state the salary rate to be applied after the end of that period.

9. The rector may make exceptions to the employee remuneration policies set out in these rules on the basis of a reasoned recommendation presented by the relevant vice rector, area director or the head of the relevant unit.

10. For the payment of additional remuneration for overtime work as well as for work done at night, and for work during public holidays, the head of a unit shall present a proposal corresponding to the established form to the Finance Office by the 25th day of the month at the latest.

11. The head of a unit shall arrange for a record to be kept of the working hours of employees remunerated on the basis of an hourly salary rate and shall by the 25th day of the month present the approved timesheets of each shift to the Finance Office for the calculation of such employees' remuneration.

12. Remuneration shall be paid as provided in the University of Tartu Work Rules once monthly at the latest by the 5th day of the month following the month for which the remuneration is paid. An advance on the monthly remuneration, if such has been requested by the employee, shall be paid at the latest by the 18th day of the current calendar month.

13. Employees are entitled to have access, through the university's intranet, to details of the remuneration calculated and paid to them and of any taxes withheld, to request a monthly remuneration statement from the Finance Office and to receive explanations from the person who has determined the remuneration.

14. Once a year, in the month of March, the Personnel Office shall arrange for an analysis to be carried out in respect of the need to amend the basic rates of the base salary of each salary grade; in the case this is necessary and provided the requisite funds are available, basic monthly salary rates shall be raised starting 1 March of the following year.

15. The Personnel Office shall continue to develop the university's remuneration policies and shall monitor these for compliance with national legislation and with the university's bylaws. The Finance Office shall be responsible for accurate calculation and due payment of employees' remuneration.

II. GROUNDS FOR AND PROCEDURE OF THE PAYMENT OF ADDITIONAL REMUNERATION

16. Additional remuneration for the performance of additional duties

16.1. Additional duties means duties that exceed the workload agreed upon in the employment contract or are unrelated to the content of the work, including management duties, which are performed during the employee's standard working time or outside of it.

16.2. Additional duties performed for a period of up to six months or staggered irregularly over a longer period shall be deemed short-term additional duties and any remuneration for performing those duties shall be paid on the basis of a recommendation for additional remuneration.

16.3. Long-term additional duties performed for a period exceeding six months shall be deemed long-term additional duties and their performance and nature as well as their remuneration shall be agreed upon in the employment contract.

16.4. No services agreements stipulating remuneration for the performance of additional duties may be concluded with the university's employees.

17. Additional remuneration for the performance of management duties

17.1. Additional remuneration for the performance of management duties shall be paid to employees who, in addition to duties arising from the nature of the employee's work and agreed upon in the employment contract, perform duties related to the management of a unit or a project group.

17.2. In setting the rate of additional remuneration for the performance of the duties of managing a faculty by fulfilling the responsibilities of its dean, regard shall be had to the size of that faculty, i.e. the number of employees working in the faculty, and the total budget of the faculty. The rate of additional remuneration for managing a faculty may not be less than 25% of the basic monthly salary rate for professors.

17.3. The rate of additional remuneration to be paid for performance of the duties of the director of an institute shall be determined having regard to the size of the institute, i.e. the number of employees working in the institute, and the total budget of the institute, but it may not exceed 30% of the basic monthly salary rate for professors.

18. Performance pay

18.1. An employee may be paid individual performance pay for effective performance of his or her duties during a previous period of time (six months or other agreed period). The employee's performance shall be evaluated in an appraisal interview on the basis of fulfilment of the duties agreed in the employment contract and achievement of the purpose of the work.

18.1.1. At least once a year, the rector, vice rector, area director and dean shall evaluate the performance of employees directly subordinate to him or her and conduct appraisal interviews with them, and the heads of institutes, institutions or departments shall evaluate the performance of the employees of their respective units and conduct appraisal interviews with them.

18.1.2. The total amount of individual performance pay paid to an employee in the period following an evaluation period may not exceed 30% of the employee's total base salary for the evaluation period. In calculating the performance pay of a dean, the additional remuneration for managing the faculty shall be counted as part of the total base salary.

18.1.3. Performance pay shall take the form of monthly instalments paid over a period that is equal to the duration of the evaluation period and follows that period, or the form of a one-off payment.

18.2. Employees may be granted additional pay for outstanding performance in a research project, provided funding for the project has been raised by the employee himself or herself and

the project is taken into account in the calculation of national baseline funding for research and development institutions.

18.2.1. Additional pay for outstanding performance in a research project may be granted on the condition that the employee has duly fulfilled his or her work duties and must take into account the allocation made from project funds towards the university's overhead costs.

18.2.2. Additional pay for outstanding performance in a research project shall not exceed 50% of the employee's base salary.

18.2.3. Additional pay for outstanding performance in a research project shall be paid monthly from the funds of the corresponding research agreement.

18.3. In the case of the grant of a PhD degree to a PhD student that student's supervisor shall be granted a one-off additional pay of 30,000 Estonian kroons for effective supervision of the student. If the student had several supervisors, the dean shall distribute the pay between those supervisors, having regard to the contribution made by each.

18.4. A unit's employees may be paid unit-wide performance pay once in a semester or year on the basis of the unit's performance in the same evaluation period.

18.4.1. The amount of the one-off unit-wide performance pay shall be equal for all employees of that unit.

18.4.2. In any calendar year, unit-wide performance pay may not exceed 30% of the monthly average base salary of the unit or group of employees

19. Bonus

A bonus may be paid to an employee whose contribution has been recognised pursuant to the university's regulations for giving recognition to the university's employees.

III. IMPLEMENTING PROVISIONS

20. The terms and conditions of remuneration stipulated in employment contracts before 1 July 2009 shall continue to have effect after 1 July 2009.

21. I hereby repeal the University of Tartu Salary Rules approved by Administrative Decree 20 of the Rector of the University of Tartu of 29 July 2005 and amended by Administrative Decree 36 of 23 December 2005, Administrative Decree 13 of 29 May 2006, Administrative Decree 35 of 28 December 2006, Administrative Decree 20 of 18 December 2007 and Administrative Decree 19 of 3 June 2008.

22. This decree shall be effective as of 1 September 2009.

Alar Karis
Rector, Professor

Andres Liinat

TYPE OF POSITION AND SALARY GRADE

Type of position	Position / job title	Salary grade
A. Teaching staff		
	1. Professor, Research Professor	10
	2. Senior Lecturer	9
	3. Lecturer, Senior Assistant	7
	4. Assistant, Teacher	6
B. Research staff		
	1. Lead Research Fellow	10
	2. Senior Research Fellow	9
	3. Research Fellow	7
C. Executive manager		
Area executive	Vice Rector, Area Director	10
Director of institution	Director of Research and Development Institution, Director of College	10
	Assistant Director of Research and Development Institution	9
	Head of institution (other)	8
Head of unit	Director of Faculty	10
	Assistant Head of Faculty	9
	Head of office subordinate to Vice Rector or area director	9
	Head of division within a unit, head of Dean's office	6-8

D. Specialist		
Senior specialist	Academic secretary, senior accountant, general legal counsel	9
	Assistant to Rector, Vice Rector, Area Director; legal counsel, project manager, senior specialist in area/field	7-8
Specialist	Administrator, gardener, computer technician, bibliographer, administrator, administrative manager, engineer, chemist, coordinator, curator, laboratory assistant, chief treasurer, project manager, library assistant, librarian, technical research assistant for library, accountant, personal assistant, restorer, specialist, technician, technology specialist, editor, museum technician, specialist for the organisation of studies	4-6
E. Office worker		
	Office worker, IT worker, clerical assistant, information secretary, accountant, secretary	3-5
F. Attendant		
	Administrator, client attendant, library assistant, security guard	2-4
G. Skilled worker		
	Driver, disinfector, construction worker, electrician, mechanic, foreman, preparator, repair worker	2-4
H. Support staff		
	(Auxiliary) worker, cleaner, caretaker, museum attendant, cloakroom attendant, internal security guard, building security person	1-2

* In consultation with the Head of the Personnel Office, employees may be assigned job titles not presented in the table.

BASIC MONTHLY SALARY RATES FOR SALARY GRADES

Salary grade	As of 1 January 2010
1	4350
2	4600
3	5000
4	5800
5	7100
6	9100
7	10,700
8	12,700
9	15,700
10	20,700

BASIC HOURLY SALARY RATES FOR SALARY GRADES

Salary grade	As of 1 January 2008
1	27,00
2	27,20
3	29,60
4	34,30
5	42,00
6	53,90
7	63,30
8	75,20

9	92,90
10	122,50