ESTABLISHED
by TU Senate Regulation No. 4 of 17.03.2014

AMENDED
by TU Senate Regulation No. 17 of 15.12.2014
by TU Senate Regulation No. 35 of 14.12.2015
by TU Senate Regulation No. 33 of 26.09.2016
by TU Senate Regulation No. 36 of 21.11.2016
by TU Senate Regulation No. 7 of 22.05.2017
by TU Senate Regulation No 15 of 18.12.2017
by TU Senate Regulation No. 8 of 18.06.2018
by TU Senate Regulation No. 14 of 17.12.2018
by TU Senate Regulation No. 9 of 17.06.2019

Tallinn University Remuneration Regulation

This Regulation is adopted pursuant to Clause 37 of Subsection 1 of Section 16 of Tallinn University Statutes, and on the proposal of the Senate Development Committee, dated March 11, 2014, and on the proposal of the Senate Economic Affairs Committee, dated March 11, 2014.

Chapter 1
GENERAL PROVISIONS

§ 1. Scope of application of this Regulation
The Tallinn University (hereinafter the University) Remuneration Regulation (hereinafter the Regulation) defines the principles and procedures of remuneration of persons working for the University under an employment contract (hereinafter an employee).

§ 2. General principles
(1) Employees are remunerated pursuant to the laws of the Republic of Estonia, the University legal acts, this Regulation and also subject to terms established by the Funder in cases where remuneration is paid from projects financed by other means than the University’s activity support and baseline funding of research. [Amended 17.06.2019; entry into force 01.09.2019]
(2) The principle of equality of employees is adhered to in the process of remuneration.
(3) The Rector may make exceptions to the requirements of this Regulation following a justified proposal by the Vice-Rector, an administrative director, a head of an academic unit or a director of an institution, which is submitted to the Rector through the Personnel Office and to which the Personnel Office adds an opinion. [Amended 14.12.2015; entry into force 01.01.2016]
(4) The Salary Committee evaluates the functionality of the remuneration principles and procedures and makes proposals for development. The Rector forms the Salary Committee from the University staff and a representative of the employees from the trade union is involved in the activity of the committee. The Salary Committee meets at least once each year.
Chapter 2
REMUNERATION AND ITS COMPONENTS

§ 3. Concept of remuneration
(1) An employee’s remuneration consists of a basic salary and may include a variable salary granted for the performance of duties according to an employment contract, pursuant to the laws of the Republic of Estonia and this Regulation.

(2) The basic salary is the part of remuneration established in the employee’s employment contract, on an hourly or monthly salary basis, which is agreed upon with regard to the specified duties and the agreed period of working time, considering also the strategy of setting a salary level that is competitive in the labour market.

(3) Variable salary is an irregular part of an employee’s remuneration paid in addition to the basic salary as additional remuneration for the performance of additional duties. Variable salary includes the performance pay, a bonus or additional remuneration for the performance of duties under special conditions.

§ 4. Process of making the remuneration decisions
(1) Remuneration is agreed upon with the employee or determined as follows:

1) [Repealed 01.01.2016]

2) the Rector, Vice-Rector or an administrative director agrees on or determines the remuneration of employees directly subordinate to them, in coordination with the authorising body responsible for financial resources, [Amended 01.01.2016]

3) a head of an academic unit or the director of an institution agrees on or determines the remuneration of the employees of their unit, in coordination with the authorising body responsible for financial resources, [Amended 01.01.2016]

4) a head of a support unit agrees on or determines the remuneration of the employees of their unit, in coordination with the authorising body responsible for financial resources and their immediate superior. [Amended 01.01.2016]

(2) The immediate superior of an employee may make a proposal regarding the remuneration of the employee to the head referred to in Clauses 2-4 of Subsection 1 of this Section. If remuneration is paid from a project financed by other means than the University’s activity support and baseline funding of research, the responsible executor of the project makes a proposal on the rate of the employee’s remuneration, subject to having previously agreed with the immediate superior of the employee regarding his/her participation in the project. [Amended 17.06.2019; entry into force 01.09.2019]

(3) The remuneration decisions are made pursuant to the principles of purposeful and practical use of the remuneration fund.

§ 5. Salary grades
(1) The University employment positions are divided by types reflecting the University structure, complexity of the duties of the position, liability of the person filling the employment position and the requirements established for the person filling the employment position in accordance with Annex 1 to this Regulation.

(2) Each type of an employment position on the salary grade has its own corresponding salary rate. A minimum rate of monthly basic salary (for full-time work) and a minimum rate of hourly salary correspond to each salary grade in accordance with Annex 2 to this Regulation.

(3) The salary rate for the position of a member of the academic staff is determined on the basis of the title of the position. The type, job title and salary rate of other positions are established depending on the duties, purpose and content of work, accompanying responsibility and
requirements established for the person taking the position. [Amended 17.06.2019; entry into force 01.09.2019]

(4) The Salary Committee generally conducts an annual review and determines whether an amendment of the minimum rates of basic salary is justified and/or possible.

§ 6. Basic salary

(1) In agreeing on the basic salary of an employee, the head referred to in Clauses 2-4 of Subsection 1 of Section 4 uses Annex 1 to this Regulation as the basis for determining the type of the position and salary grade, and Annex 2 to this Regulation as the basis for determining the minimum rate of the basic salary that corresponds to the salary grade as determined for the employee. Additionally, the duties of the employee, agreed period of working time and competitiveness of the salary in the labour market are taken into consideration.

(2) The amount of the basic salary agreed upon with the employee must be at least equal to the minimum rate of the basic salary for the salary grade corresponding to the employment position for full-time work or proportionally lower for part-time work.

(3) According to the knowledge, skills and abilities of the employee, they may be assigned a basic salary during the probationary period that is no more than 25% less than the minimum rate applicable to the employee’s salary grade, but not less than the minimum salary rate established by national legislation. In such case, the amount of basic salary after the probationary period is agreed upon at the same time.

(4) If at least 75% of the basic salary of the employment position of a research fellow or a research track associate professor, or the employment position of a research fellow of the career level of a research fellow or a research track associate professor is formed by the remuneration paid from projects funded by other means than the University’s activity support and baseline funding of research, an amount is added to the basic salary of the employee of at least 10% of the minimum rate of the basic salary of the position of the employee concerned or of the salary grade of this career level. [Amended 17.06.2019; entry into force 01.09.2019]

(5) The basic salary of an employee is fixed in the employment contract concluded with the employee.

(6) In amending the minimum rates of basic salary, the head referred to in Clauses 2-4 of Subsection 1 of Section 4 of this Regulation assesses the compliance with the Regulation governing the basic salaries of all employees of the unit and decides, if necessary, to amend the basic salary of an employee in regard to the availability of funds and Subsection 2 of this Section.

§ 7. Additional pay for the performance of additional duties

(1) Additional pay for the performance of additional duties may be granted to an employee for the performance of additional duties which exceed the duties agreed upon in the employment contract, including management duties, or the performance of duties that exceed the workload agreed upon in the employment contract (hereinafter additional duties).

(2) Performance of additional duties and payment of additional remuneration for such duties is agreed with the employee before the commencement of the duties. If the performance of duties takes place at another unit, then the head of the other unit must previously agree on this with the immediate superior of the employee concerned. [Amended 01.01.2016]

(3) Additional pay for additional duties, which are not management duties in the sense of Subsection 4 of this Section, is granted according to the purpose and content of work, the qualification required for the performance of the duties and the responsibility arising from the duties of the position.

(4) Additional pay for the performance of management duties may be granted to an employee who, in addition to the performance of duties agreed upon in the employment contract, is managing a subunit within an academic unit. The amount of additional pay for managing a subunit within an
academic unit shall be determined according to the number of employees of the unit concerned and the responsibility arising from the position. [Amended 01.01.2016]

(5) Prior to the performance of additional duties, including management duties, an agreement shall be concluded within the employment contract that defines the nature of the duties, the period of performance, the amount of additional pay and the payment conditions.

(6) Where additional duties are performed for a period of up to five months or irregularly during a longer period, the payment of additional pay may be formalized by an Order for Payment of Additional Pay that defines the nature of the duties, the period of performance, the amount of additional pay and the payment conditions. The Order is formalized and approved electronically in the document management system.

(7) Where additional duties last for a period longer than 12 months, it is recommended that an agreement be reached with the employee whereby the performance of the additional duties is considered as the primary job; the respective basic salary of the employee should then be amended for a specified term.

§ 8. Performance pay

(1) Performance pay may be granted on the basis of previously specified criteria for specific work results or for the results of a specific period. [Amended 01.01.2016; 26.09.2016; entry into force 26.09.2016]

(2) General principles for the payment of performance pay for productive research and development or creative activity, and for effective teaching by the members of the research staff are established by the Rector. According to these principles, the director shall establish more specific criteria for granting the performance pay and arrangements for payment in the unit, subject to prior authorisation by the Vice-Rector for Research. [Amended 01.01.2016; 26.09.2016; entry into force 26.09.2016]

(21) Performance pay for supervising is granted to an employee who has supervised a defended doctoral thesis. More specific criteria and procedure for the payment of performance pay for supervising are established by the Rector, based on a proposal by the Vice-Rector for Research appointed by the Rector, which has been coordinated with the Personnel Office. [Amended 14.12.2015; entry into force 01.01.2016]

(3) The payment of performance pay is applicable in other situations where the paid University services are offered to external partners of the university, and where the results of the work can be measured, including monetarily. More specific criteria and procedure for the payment of performance pay are established by the Rector, based on a proposal by the head of the unit, and in agreement with the immediate superior and the Personnel Office.

§ 9. Bonus

(1) A bonus may be paid to an employee in recognition of their outstanding work achievements. A bonus may also be paid if the employee has received recognition from the University or from an outside source. The employee’s work-related achievements are also assessed during the development interview. The amount of a bonus in a calendar year may not exceed 20% of the employee’s yearly basic salary granted for the employment position.

§ 10. Additional pay for the performance of duties under special conditions

Additional pay for duties performed under special conditions is granted as prescribed by law to an employee for overtime work, for work performed during public holidays and night-time hours, in case work performed under special conditions is not compensated with free time. Remuneration for work performed during night-time hours may be included in the basic salary, providing the parties
have agreed to this in the employment contract. In this case, night-time work shall not receive additional remuneration.

Chapter 3
GROUNDs FOR REMUNERATION AND THE PAYMENT PROCEDURE

§ 11. Payment of remuneration
(1) The calculation period for remuneration is the calendar month. Remuneration is calculated for the period during which an employee performed their duties. Calculation of the remuneration is based on the record of working time kept as a time calculation table at the employee’s unit. The head of the unit where the employee works organizes the completion of the table and approves it monthly. The calculation of remuneration from a project financed by other means than the University’s activity support and baseline funding of research is also based on the table of working time which is completed according to the requirements of the Funder and approved monthly by the responsible executor of the project. [Amended 17.06.2019; entry into force 01.09.2019]
(2) Remuneration for work performed during the current month is paid once each month. It is paid to the bank account number indicated by the employee, no later than on the last working day of each month.
(3) An electronic notice shall be sent to an employee every month that includes the calculations for remuneration and other payments and shows the amounts that have been withheld.

§ 12. Withholding from remuneration
(1) Taxes and payments prescribed by law are withheld from the employee’s remuneration.
(2) The following can be withheld from the employee’s remuneration without the employee’s consent: an advance payment which the employee must return to the university; payment for unearned annual holiday pay which is payable upon concluding an employment contract; and the amount of the claim presented to the employer as a result of a bailiff’s act of seizure.
(3) The amount of the expenses incurred by the employee on behalf of the University that exceeds the agreed limit, as well as the amount of compensation for damages caused to the University, may be withheld from the employee’s remuneration if the employee has given their relevant consent by means which leaves a written record.
(4) Other amounts can be deducted from the employee’s remuneration in accordance with the legal acts of the Republic of Estonia.

§ 13. Organizational considerations for remuneration
(1) At the request of the employee, the immediate superior of the employee, the head of unit and the responsible executor of a project provide explanations on the remuneration conditions for the employee concerned. [Amended 01.01.2016]
(2) The Personnel Office develops the field of remuneration, provides advice on making remuneration decisions, verifies the compliance of the payment of remuneration with the legal acts of the Republic of Estonia and this Regulation, and at the request of the employee, provides information regarding the conditions of remuneration, as determined in the employment contract of the employee.
(3) The Finance Office calculates and pays out remuneration, sends a notice of the calculated remuneration and other payments and the withheld amounts to the employee, and at the request of an employee, provides information and data on the remuneration that is calculated, paid or to be paid, and the amounts deducted from the remuneration.

§ 14. Confidentiality of remuneration
Remuneration is confidential. The University and the employees who come into contact with remuneration data in the course of performing their duties undertake not to reveal data on remuneration calculated, paid or to be paid to an employee, unless the employee agrees to this or on the grounds established by law.

Chapter 4
FINAL PROVISIONS

§ 15. Implementation of this Regulation
(1) The monthly or hourly pay established for the principal duties in the employment contract of an employee is considered as the hourly or monthly basic salary.
(2) In the implementation of this Regulation, a transitional period is planned until July 1, 2015, as follows [Amended 01.01.2015]:

1) Annex 1 to this Regulation that refers to management staff, specialists, skilled workers, attendants and support staff shall be applicable as of September 1, 2014, for employees who have started work before the Regulation enters into force;
2) basic salary rates established in Annex 2 for salary grades 1-3 corresponding to employment position of support staff, attendants and skilled workers shall be applicable as of January 1, 2015. The basic salary of specialists and heads shall be brought in line with the basic salary rates of the salary grades 4-10 given in Annex 2 by 1 July 1, 2015, at the latest, except in cases where the basic salary is paid from an externally funded project and a lower salary has been estimated in the project budget; [Amended 01.01.2015]
3) [Repealed 01.01.2015]

§ 16. – § 19. [Repealed 01.01.2016]

§ 20. Repeal of Tallinn University Remuneration Regulation
Senate Regulation No. 6, “Tallinn University Remuneration Regulation”, of March 1, 2010, is hereby repealed.

§ 21. Entry into force of the Regulation
This Regulation shall enter into force on May 1, 2014.
ANNEX 1

[Amended 17.06.2019, entry into force 01.09.2019]

TYPE, TITLE AND SALARY GRADE OF AN EMPLOYMENT POSITION

<table>
<thead>
<tr>
<th>Type of the position and/or the nature and complexity of the work</th>
<th>Title of the position and/or typical title of the position</th>
<th>Salary grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I – ACADEMIC EMPLOYEE</strong> (positions until 31.08.2024)</td>
<td>Professor, research professor</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Teaching track associate professor, research track associate professor</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Lecturer (doctorate holder), research fellow (doctorate holder)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Lecturer, research fellow</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Assistant, teacher, junior research fellow</td>
<td>6</td>
</tr>
<tr>
<td><strong>II – ACADEMIC EMPLOYEE</strong> (positions, incl. career levels as of 01.09.2019)</td>
<td>Full professor, professor, research professor, distinguished professor</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Tenure track associate professor, teaching track associate professor, research track associate professor, visiting professor</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Lecturer, research fellow</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Junior lecturer, senior lecturer, junior research fellow, visiting lecturer, visiting research fellow</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Teacher</td>
<td>6</td>
</tr>
<tr>
<td><strong>III – MEMBER OF MANAGEMENT STAFF</strong></td>
<td>Manages a university-wide area of activity.</td>
<td>Vice-Rector, administrative director</td>
</tr>
<tr>
<td></td>
<td>Manages an academic unit or institution</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Manages a support unit or the administrative operations of an institute or the process of studies.</td>
<td>Head, administrative head, head of studies</td>
</tr>
<tr>
<td></td>
<td>Manages a subunit of an academic unit or institution or</td>
<td>Director, head, head of studies</td>
</tr>
</tbody>
</table>

1 In Annex 1, most frequently used position titles have been listed. An extension may be added in front of the typical title or titles that differ from the typical position titles may be used. The choice of the extension and use of titles not listed in Annex 1 shall be coordinated with the Personnel Office.
the process of studies in a college.

### IV – SPECIALIST

**IV.1 – High-level specialist**

Manages and/or develops a field of work or manages a university-wide project, gives advice on and solves complex problems. Problems require further development of existing methods and solutions, and innovative approaches. May instruct subordinates.

| Analyst, consultant, coordinator, senior specialist, project manager |

**IV.2 – Senior specialist**

Gives advice on and solves complex problems in their field of work, may participate in the development of their field of work. Problems require the search for and analysis of additional information.

| Analyst, expert, consultant, training manager, coordinator, counsellor, senior specialist, project manager, specialist |

**IV.3 – Middle-level specialist**

Gives advice on and solves less complex problems in their field of work. Problems require also experiences and knowledge required in the course of work.

| Analyst, assistant, collection keeper, consultant, training manager, coordinator, designer, layout editor, classificatory and subjects headings assigner, counsellor, programmer, project manager, accountant, subject librarian, specialist |

**IV.4 - Specialist**

Performs simpler duties of repetitive nature. Solutions to the problems are generally clearly defined.

| Assistant, administrative assistant, cataloguer, coordinator, house manager, project manager, programmer, accountant, head of reading rooms sector, secretary, specialist, technician, bibliographer, senior librarian, study master |

### V – SERVICE STAFF

**V.1 – Skilled worker**

Performs duties of technical nature.

| Digitiser, electrician, binder, librarian, plumber, technician |

**V.2 – Service worker**
| Performs duties related to serving others. | Receptionist, postal worker, cloakroom attendant | 2 |
| V.3 – Support staff | Performs simple, predetermined duties of a repetitive nature. | Disinfector, cleaner, caretaker, repair worker, guard | 1 |
ANNEX 2
MINIMUM RATES OF REMUNERATION ACCORDING TO SALARY GRADES

1. Academic positions [Amended 18.06.2018; entry into force 01.09.2019]

<table>
<thead>
<tr>
<th>Salary grade of the position</th>
<th>Minimum rate of monthly basic salary</th>
<th>Minimum rate of hourly basic salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>2000</td>
<td>11.86</td>
</tr>
<tr>
<td>9</td>
<td>1600</td>
<td>9.49</td>
</tr>
<tr>
<td>8</td>
<td>1400</td>
<td>8.3</td>
</tr>
<tr>
<td>7</td>
<td>1250</td>
<td>7.4</td>
</tr>
<tr>
<td>6</td>
<td>1100</td>
<td>6.5</td>
</tr>
</tbody>
</table>

2. Positions of a member of management staff, specialist and a member of service staff [Amended 18.06.2018; entry into force 01.09.2019]

<table>
<thead>
<tr>
<th>Salary grade of the position</th>
<th>Minimum rate of monthly basic salary</th>
<th>Minimum rate of hourly basic salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>2000</td>
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<td>8</td>
<td>1400</td>
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<td>7</td>
<td>1250</td>
<td>7.4</td>
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<tr>
<td>6</td>
<td>1100</td>
<td>6.5</td>
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<tr>
<td>5</td>
<td>950</td>
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<tr>
<td>4</td>
<td>800</td>
<td>4.76</td>
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<tr>
<td>3</td>
<td>690</td>
<td>4.1</td>
</tr>
<tr>
<td>2</td>
<td>600</td>
<td>3.57</td>
</tr>
<tr>
<td>1</td>
<td>580</td>
<td>3.45</td>
</tr>
</tbody>
</table>