

Tallinn University Remuneration Regulation

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

2.1. Employees are remunerated pursuant to the legal acts of the Republic of Estonia, the University's 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.

2.2. The principle of equality of employees is adhered to in the process of remuneration.

2.3. The Rector may make exceptions to the requirements of this Regulation following a justified proposal by the Vice-Rector, an administrative director, a director of an academic unit or institution, which is submitted to the Rector through the Personnel Office and to which the Personnel Office adds an opinion.

2.4. The Salary Committee evaluates the functionality of the remuneration principles and procedure and makes proposals for development. The Rector forms the Salary Committee from among 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

3.1. An employee's remuneration consists of a basic salary and may include a variable salary granted for the performance of duties according to the employment contract, pursuant to the laws of the Republic of Estonia and this Regulation.

3.2. 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, work performance and the agreed period of working time, considering also the aim of paying a salary that is competitive for this position in the labour market.

3.3. 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, a performance pay, a bonus or additional remuneration for working under special conditions.

§ 4. Process of making the remuneration decisions

4.1. Remuneration is agreed with the employee or determined as follows:

4.1.1. 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;

4.1.2. the director of the academic unit or institution agrees on or determines the remuneration of the employees of their unit, in coordination with the authorising body responsible for financial resources;

4.1.3. the 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.

4.2. The immediate superior of an employee may make a proposal regarding the remuneration of the employee to the head referred to in Clauses 4.1.1-4.1.3. If remuneration is paid from a project financed by other means than the University's activity support and baseline funding of research, the principal investigator 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.

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

§ 5. Salary scale

5.1. 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, extent of cooperation and the requirements established for the person filling the employment position in accordance with Annex 1 to this Regulation.

5.2. Each type of an employment position on the salary scale has its own corresponding salary grade. 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.

5.3. The salary grade for the position of an academic employee is determined on the basis of the title of the position. The types, official titles and salary grades of other positions are established depending on the duties, on the basis of the purpose and content of work, accompanying responsibility, extent of cooperation and the requirements established for the person filling the employment position.

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

§ 6. Basic salary

6. In agreeing on the basic salary of an employee, the head referred to in Clauses 4.1.1-4.1.3 uses Annex 1 to this Regulation as the basis for determining the type of the position and salary grade of the employee, and Annex 2 to this Regulation as the basis for determining the minimum rate of the basic salary that corresponds to the salary grade. Additionally, the duties and performance of the employee, agreed period of working time and competitiveness of the salary in the labour market are taken into consideration.

6.2. 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.

6.3. If at least 75% of the basic salary of the employment position of a research fellow or a research track associate professor or an employee of the corresponding career level with a workload of 0.5 or more 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, proportionate to the employee's workload.

6.4. If the employee continues to occupy the position of a regular academic employee where he/she worked before taking up the position of the Rector, a Vice-Rector or a director of an academic unit in accordance with the TLU Employment Relations Rules, an amount will be added to the basic salary of the employee paid by the academic unit which is 10% if the employee has managerial experience of at least 2 years, 20% if the employee has managerial experience of at least 3 years, 30% if the employee has managerial experience of at least 4 years, 40% if the employee has managerial experience of at least 5 years and as of 6 years of managerial experience, an extra 2% will be added for each full year, but in aggregate not more than 50% of the employee's previous basic salary in the position of a head. The supplementary part of the basic salary is funded separately from the units' budgets and is paid to the employee as of the end of the time period of professional development until the expiration of five years as of the time when he/she continued to occupy an academic position.

6.5. The basic salary is fixed in the employment contract concluded with the employee.

6.6. In amending the minimum rates of basic salary, the head referred to in Clauses 4.1.1-4.1.3 of this Regulation assesses the compliance with the Regulation governing the basic salaries of all employees of the unit and decides, where necessary, to amend the basic salary of an employee in regard to the availability of funds, subject to Clause 6.2.

§ 7. Additional pay for the performance of additional duties

7.1. Additional pay for the performance of additional duties may be granted to an employee for the performance of further duties in addition to the duties agreed upon in the employment contract or for the performance of duties that exceed the workload agreed upon in the employment contract.

7.2. Additional pay for additional duties is granted on the basis of the purpose and content of work, the qualification required for the performance of the duties and the responsibility arising from the duties.

7.3. Performance of additional duties and payment of additional remuneration for such duties is agreed with the employee before the commencement of work. 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.

7.4. Prior to the commencement of work, an agreement shall be concluded within the employment contract that defines the nature of duties, the period of performance, the amount of additional pay and the payment conditions. Where additional duties are performed for a period of up to five months (incl.), additional pay may exceptionally be paid in a lump sum on the basis of an Order for Payment of Additional Pay. The Order is formalized, coordinated and approved electronically in the document management system and it defines the nature of duties, the period of performance, the amount of additional pay and the payment conditions.

7.5. Where additional duties will be performed for a period longer than five months, it is recommended on a practical basis that an agreement be reached with the employee whereby the performance of the additional duties is considered as the primary job, instead of paying the additional pay; the respective basic salary of the employee should then be amended for a specified term.

§ 8. Performance pay

8.1. Performance pay may be granted on the basis of previously specified criteria for specific work results or for the results of a specific period.

8.2. 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 academic unit, subject to prior authorisation by the Vice-Rector for Research.

8.3. 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.

8.4. The payment of performance pay in other situations is applicable 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 unit, and in agreement with the immediate superior and the Personnel Office.

§ 9. Bonus

A bonus may be paid to an employee in recognition of their outstanding work achievements, including 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 on this in the employment contract. In this case, additional remuneration will not be paid for night-time work.

Chapter 3

GROUNDS FOR REMUNERATION AND THE PAYMENT PROCEDURE

§ 11. Payment of remuneration

11.1. 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 working 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 working time calculation table which is completed according to the requirements of the funder and approved monthly by the principle investigator.

11.2. Remuneration for work performed during the current month is paid to the bank account indicated by the employee, no later than on the last working day of the month.

11.3. An electronic notice is 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

12.1. Taxes and payments prescribed by law are withheld from the employee's remuneration.

12.2. 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.

12.3. 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.

12.4. 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

13.1. At the request of the employee, the immediate superior of the employee, the head of unit and the principal investigator of a project provide explanations on the remuneration conditions for the employee concerned.

13.2. 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.

13.3. The Finance Office calculates and pays 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, has been paid or is to be paid as well as 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.

TYPE, TITLE AND SALARY GRADE OF AN EMPLOYMENT POSITION

Type of the position and/or the nature and complexity of the work	Title of the position and/or typical title of the position ¹	Salary grade
I – ACADEMIC EMPLOYEE (positions until 31.08.2024)		
	Professor, research professor	10
	Teaching track associate professor, research track associate professor	9
	Lecturer (doctorate holder), research fellow (doctorate holder)	8
	Lecturer, research fellow	7
	Assistant, teacher, junior research fellow	6
II – ACADEMIC EMPLOYEE (positions, incl. career levels as of 01.09.2019)		
	Full professor	11
	Professor, research professor, distinguished professor	10
	Tenure track associate professor, teaching track associate professor, research track associate professor, visiting professor	9
	Lecturer, research fellow	8
	Junior lecturer, senior lecturer, junior research fellow, visiting lecturer, visiting research fellow	7
	Teacher	6
III – MEMBER OF MANAGEMENT STAFF		
Manages a university-wide area of activity.	Vice-Rector, administrative director	11
Manages an academic unit or institution.	Director	10
Manages a support unit or the administrative operations of an institute or the process of studies.	Head, administrative head, head of studies	9
Manages a subunit of an academic unit or of an institution or the process of studies in a college.	Director, head, head of studies	7

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.

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	7
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	6
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	5
IV.4 - Specialist		
Performs simpler duties of repetitive nature. Solutions to the problems are generally clearly defined.	Assistant, administrative assistant, cataloguer, coordinator, house manager, programmer, head of reading rooms sector, secretary, specialist, technician, senior librarian, study master	4
V – SERVICE STAFF		
V.1 – Skilled worker		
Performs duties of technical nature.	Digitiser, electrician, binder, librarian, plumber, technician	3
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.	Cleaner, caretaker, repair worker, guard	1
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MINIMUM RATES OF REMUNERATION ACCORDING TO SALARY GRADES

1. Academic positions**Minimum rates of remuneration until 31.12.2020**

Salary grade of the position	Minimum rate of monthly basic salary in euros	Minimum rate of hourly basic salary in euros
11	2500	14.79
10	2000	11.83
9	1600	9.47
8	1400	8.28
7	1250	7.40
6	1100	6.51

Minimum rates of remuneration as of 01.01.2021

Salary grade of the position	Minimum rate of monthly basic salary in euros	Minimum rate of hourly basic salary in euros
11	2700	15.98
10	2200	13.02
9	1800	10.65
8	1600	9.47
7	1400	8.28
6	1350	7.78

2. Positions of a member of management staff, specialist and a member of service staff

Salary grade of the position	Minimum rate of monthly basic salary in euros	Minimum rate of hourly basic salary in euros
11	2500	14.79
10	2000	11.83
9	1600	9.47
8	1400	8.28
7	1250	7.40
6	1100	6.51
5	950	5.62
4	800	4.73
3	690	4,08
2	600	3,55
1	584	3,48