

Ministry of Education and Science of Ukraine  
Lesya Ukrainka Volyn National University

**COLLECTIVE AGREEMENT**

**2021-2025**

**between the Authorised Officer of  
the Lesya Ukrainka Volyn National University  
and the Trade Union Committee of the Employees of  
the Lesya Ukrainka Volyn National University**

Captured by the Conference of the Labour Team of the  
Lesya Ukrainka Volyn National University  
on 10 December 2020

To ensure the constitutional rights of employees and the legitimate interests of the Authorised Officer and the regulation of industrial, labour and socio-economic relations, guided by the Law of Ukraine "On Collective Bargaining and Agreements", General and Sectoral Agreements, the Law of Ukraine "On Trade Unions, Recognizing this Collective Agreement as a legal act regulating the legal regulation of industrial, labour and socio-economic relations at the Lesya Ukrainka Volyn National University, the Parties have agreed as follows.

## **Chapter I. General considerations**

1.1. The Collective Agreement is established to ensure the implementation of the constitutional rights of the employees; safeguard the rights and legitimate interests of the owner; regulate production, labour and social and economic relations; and integrate the interests of the hired employees with those of the owner's co-contracted person.

1.2. The Collective Agreement is governed by the current legislation, the General, Sectoral and regional treaties and the Statute of the Lesya Ukrainka Volyn National University.

1.3. The Collective Agreement is for the period 2021-2025 and is valid from 01.01.2021.

When the validity of the Collective Agreement expires, the collective agreement remains in force until the parties agree on a new one or review the existing one.

1.4. The parties of the Collective Agreement are:

- the Authorised Officer of the sectoral agreement Lesya Ukrainka Volyn National University;
- the rector, who has the appropriate powers (hereinafter - the Authorised Officer);
- The Trade Union Committee of the employees of the Lesya Ukrainka Volyn National University, represented by its head (hereinafter referred to as the Trade Union Committee).

1.5. The parties acknowledge the Collective Agreement as a legal act of social partnership that regulates industrial, labour and socio-economic relations at the Lesya Ukrainka Volyn National University.

1.6. The parties will seek to include the main provisions of the Collective Agreement into comprehensive and targeted development programmes of the Lesya Ukrainka Volyn National University and make proposals for their financial support.

1.7. The provisions of the Collective Agreement apply indirectly to all employed employees of the Lesya Ukrainka Volyn National University, regardless of whether they are members of the Trade Union Committee.

### **The collective agreement, obligations and agreements are binding on the Parties.**

1.8. Amendments and supplements to the Collective Agreement shall be made on a mandatory basis in accordance with amendments to the law, General, Sectoral and regional Agreements on the

subjects of the Collective Agreement, as well as on the initiative of one of the Parties, after negotiations (consultations) and agreement reached in accordance with the procedure stipulated by the paragraphs 1.9, 1.10 of this document.

1.9. Each Party's proposals for amendments and supplements to the Collective Agreement shall be considered jointly, and the respective decisions shall be taken within 15 days of their receipt by the other Party, which shall be notified in writing. If one of the Parties refuses to comply with the proposed amendments and supplements, the Parties shall enter into collective negotiations in accordance with the established procedure. The draft amendments and supplements to the Collective Agreement agreed by the Parties shall be submitted for consideration by the University's Labour Collective Conference.

1.10. Amendments and supplements to the Collective Agreement shall become effective upon approval by the Conference of University Employees and signature by the Parties.

1.11. None of the parties to the Collective Agreement may unilaterally take decisions that alter the norms, provisions, obligations set out in the Collective Agreement or suspend their fulfilment for the entire period of its validity.

1.12 Collective bargaining shall commence no later than two months before the end of the period of validity of the Collective Agreement, with the conclusion of a new Collective Agreement for the next term.

1.13. The Collective Agreement (amendments and additions thereto) shall be signed by the Authorised representatives of the Parties within 10 days after the approval of the corresponding draft by the University team conference.

1.14. After signing the Collective Agreement is submitted by the Authorised Officer for registration in the manner prescribed by the Resolution of the Cabinet of Ministers of Ukraine of February 13, 2013 № 115 "On the procedure for notification of registration of sectoral (intersectoral) and territorial agreements, collective agreements". The Collective Agreement shall be brought to the notice of all employees of the University by the Authorised Officer.

*Responsible: Rector, Chairman of the Trade Union of Employees of Lesya Ukrainka Volyn National University.*

## **Chapter II. Social partnership**

2.1. The Parties undertake to adhere to the principles of social partnership, legality, parity of representation, equality, priority of conciliation procedures, search for compromise solutions, the desire to avoid confrontation, mutual respect, responsibility for fulfilling agreements and

commitments, mandatory consideration of each party's appeals constructiveness and argumentation in resolving all issues related to the Collective Agreement.

2.2. The Parties recognise themselves as social partners and believe that the collective bargaining agreement is a common requirement and an important factor in resolving disputes in the field of production, labour and social and economic relations and protecting the constitutional rights of employees.

2.3. The parties agreed to use such forms of social partnership in their mutual relations as collective negotiations, consultations, cooperation, resolution of conflict situations using mediation procedures and reconciliation within the limits of the law.

2.4. The parties agree to mutually inform each other about the future adoption of decisions on the subjects of the Collective Agreement and to implement previous agreements on such decisions through formal negotiations and consultations.

2.5. The parties agree to take measures to prevent individual and collective labour conflicts and to resolve them in accordance with the law. The Authorised Officer is obliged to provide the necessary conditions for the efficient work of the Labour Dispute Committee.

2.6. The Trade Union Committee will refrain from organising and holding strikes, meetings, rallies, picketing and other mass actions on the issues stipulated in the Collective Agreement on the condition that they are fully and promptly fulfilled.

2.7. The Trade Union Association, in accordance with the Law of Ukraine "On Trade Unions, Their Rights and Guarantees of Activity", carries out the duties stipulated in this Collective Agreement, including the following:

2.7.1. Establishment of the Collective Agreement and control over its implementation, a report on its implementation at the Conference of the Labour Collective, appeal to the relevant authorities to impose liability on the employees for non-compliance with the terms of the Collective Agreement;

2.7.2. To work together with the responsible owner on the implementation, review and amendment of labour standards;

2.7.3. Developing together with the Authorised Officer the distribution of funds in the general and special funds (taking part in the decision on the remuneration of the university's staff, forms and systems of remuneration, rates of pay, tariff schedules, salary schemes, conditions of introduction and amounts of allowances, additional payments, bonuses, wine and other remuneration and compensation payments);

2.7.4. Together with the Authorised Officer, the company will decide on remuneration, forms and systems of remuneration, rates of pay, wage scales, salary schemes, conditions of application and amounts of allowances, additional payments, bonuses, wine and other remuneration, compensation payments;

2.7.5. Resolving together with the Authorised Officer the issue of working hours and rest

time, approval of vacation schedules, introduction of summary accounting of working hours;

2.7.6. The permit to carry out work beyond the standard working hours and on weekends, etc;

2.7.7. Resolving together with the Authorised Officer the issues of social development of the University, improvement of working conditions, material, medical care of employees;

2.7.8. Participation in solving socio-economic issues, determining and approving the list and procedure for providing social benefits to employees;

2.7.9. Participation in the development of internal regulations of the University;

2.7.10. Representation of the interests of employees on their behalf during the consideration of individual labour disputes and in a collective labour dispute, assistance in their resolution;

2.7.11. Making a decision to require the Owner to terminate the employment agreement (contract) with the head of the University, if he violates labour legislation, labour protection, evades participation in negotiations to conclude or amend the Collective Agreement, does not fulfil its obligations under the Collective Agreement;

2.7.12. Giving consent or refusal to give consent to the termination of the employment contract with the employee on the initiative of the Authorised Officer in cases provided by law;

2.7.13. Participation in the investigation of accidents, occupational diseases and accidents, participation in the work of the commission on labour protection, control over compensation for damage caused to the employee (injury or other damage to health related to the performance of his duties);

2.7.14. Carrying out public control over the implementation of the Legislation on labour and labour protection by the Authorised Officer and the creation of safe and harmless working conditions, industrial sanitation, proper application of the established conditions of remuneration, elimination of identified shortcomings;

2.7.15. Control over the preparation and submission by the Authorised Officer of the person of the documents necessary for the appointment of pensions to employees and members of their families;

2.7.16. Control the provision of pensioners and disabled people who worked at the University before retirement, the right to use, along with its employees, available medical care, housing, vouchers to health and prevention facilities and other social services and benefits in accordance with the University Charter and Collective Agreement;

2.7.17. Control over the state social insurance of employees in the appointment of social insurance assistance, referral of employees to health facilities, inspection of the organisation of medical care for employees.

2.7.18. Participation in the commission on social insurance;

2.7.19. Distribute together with the Authorised Officer in the prescribed manner of living space in buildings built with funds or with the participation of the University, as well as the living space

that is available in other buildings.

*Responsible: Rector, Chairman of the Trade Union Committee of Lesya Ukrainka Volyn National University.*

### **Chapter III. Commitments of the Parties in the field of industrial and labour relations**

3.1. The Authorised Officer shall be obliged to:

#### **Development of the Lesya Ukrainka Volyn National University**

3.1.1. Ensure the effective operation of the Lesya Ukrainka Volyn National University in accordance with the actual amount of funding for the rational use of funds to improve the effectiveness of its work, social protection and living conditions of employees.

3.1.2. Adhere to publicity in the use of estimates of income and expenditure of the university.

3.1.3. Ensure the development and strengthening of the educational, scientific and logistical base of Lesya Ukrainka Volyn National University, creating optimal conditions for the organisation of the educational process and scientific activities.

3.1.4. Ensure (once every five years) advanced training of teaching staff, while ensuring the preservation of the average salary.

3.1.5. Ensure the attestation of library staff in accordance with the Regulations on attestation of university library staff. (Supplement № 17)

3.1.6. Give the right to faculties (institutes) to use at least 10% of revenues from paid tuition of students to improve the educational process.

3.1.7. Adhere to the Regulation on the Organisation of the Educational Process and the Norms of hours for calculating and accounting the work of teachers on the basis of the normative documents of the Ministry of Education and Science of Ukraine.

3.1.8. Ensure control over the compliance of hired employees with labour discipline and internal regulations. To promote a healthy moral and psychological climate in the team.

*Responsible: Rector, Vice Rectors, Chief Accountant, Director of the Library of the Lesya Ukrainka Volyn National University*

#### **Recruitment of hired staff**

3.1.8. Hire new employees in accordance with their skills and qualifications only when necessary to ensure the educational process and the full productive employment of the staff, as well as to fulfil the limits of the state employment service, to fill vacant positions and in other cases stipulated by the legislation.

3.1.9. Hiring and dismissal of scientific and pedagogical staff of the university shall be

carried out in accordance with the Code of Labour Laws of Ukraine and in compliance with the Law of Ukraine "On Higher Education". As a rule, a fixed-term employment contract is concluded with the employees of the university when they are hired.

3.1.10. Before the start of work, clarify the employees' rights and obligations and inform them in writing about working conditions, the presence of high-risk and harmful production factors at the workplace where they will be working, the possible consequences of their impact on health, their rights to benefits and compensation for working in such conditions in accordance with the law and the Collective Agreement; to familiarise the employee with the Internal Regulations and the Collective Agreement; to identify the employee's workplace and provide him/her with the necessary equipment for work; to instruct the employee on safety engineering, industrial sanitation, occupational hygiene and fire safety.

### **Dismissal from work and employment security**

3.1.11. Dismissal of employees at the initiative of the owner-in-charge shall be carried out with the approval of the Trade Union Advisory Committee in accordance with the current Ukrainian legislation.

3.1.12. Provide employees with the opportunity to work part-time on the basis of pay in proportion to hours worked or depending on production.

3.1.13. Keep a record of vacancies and positions for the purpose of appointing former university staff members who lost their jobs after downsizing, but with their professional and business qualities are able to do the job.

3.1.14. When massive dismissals are predicted (up to 10% of the total number of university employees), develop and implement a programme for employment and social support for employees who are to be dismissed, coordinated with the Trade Union Committee and the Employment Service.

3.1.15. The parties agreed that in addition to the persons referred to in Article 42 of the Labour Code, persons of pre-retirement age (3 years before the pension) are also entitled to remain in employment upon dismissal of employees or reduction in the number of employees or staff.

*Responsible: Rector, Head of the HR Department, Chief Accountant, Head of Trade Union of the Lesya Ukrainka Volyn National University.*

### **Organisation of work**

3.1.16. Adhere to the daily and annual working hours set out in the University's Internal Regulations in accordance with the law.

Establish a summary hour register for the lifters and gatekeepers of the buildings and

dormitories. Establish an accounting period of one year. Duration of change - not more than 12 years.

3.1.17. In order to create better holiday conditions, the Authorised Officer may, in agreement with the Trade Union Committee, postpone the holiday to a different day to coincide with a holiday or a non-working day, in accordance with the law.

3.1.18. Do not allow the staff of the University to be disqualified from their professional duties (except in the cases provided for by law).

3.1.19. Develop the staff list of the University not later than January each year, ensure its approval by the Ministry of Education and Science of Ukraine in accordance with the procedure established by Ukrainian legislation, and bring it to the appropriate structural divisions of the University.

The staff list of scientific and pedagogical staff shall be formed according to the number of students of the University in accordance with the current legislation and regulations.

3.1.20. The amount of teaching workload for the academic year is determined by the Authorised Officer in agreement with the Trade Union Committee in accordance with the normative documents of the Ministry of Education and Science of Ukraine. Classroom activities include: lectures, workshops, seminars and laboratory sessions, halls, lessons, tests.

Due to production demands, the maximum teaching load can be increased by 10 % for academic staff.

For research and teaching staff of the Departments of Culture and Arts, Faculty of Physical Culture, Sports and Health, as well as the Faculty of Foreign Philology, it is allowed to set the lecture load at 10% of the volume established by the Academic Council of the University, with the corresponding increase in the volume of classroom load to 90%.

3.1.21. The preliminary distribution of the teaching load among the departments for the next academic year shall be carried out at the end of the current academic year (until June 15). Clarification of the workload shall be carried out by the 15th of November after the rest of the students' contingent has been formed.

3.1.22. Employees must be notified of any changes to the working conditions, including the introduction of new standards, no later than two months before they are introduced.

3.1.23. Ensure publicity of all activities related to workplace standards, explaining to employees the reasons for reviewing workplace standards and the conditions for implementing new standards.

3.1.24. Approve the working hours and work schedules of the staff of the university in agreement with the Trade Union Committee.

3.1.25. Enable staff members of the university to work according to a flexible work schedule in coordination with the heads of structural divisions.



*Responsible: Vice-Rector for Educational Work and Recruitment, Head of the Planning and Financing Department, Head of the Educational Department of the Lesya Ukrainka Volyn National University.*

### **In the area of ensuring the right of employees to rest**

3.1.26. To approve the schedule of ordinary leaves of absence in agreement with the Trade Union Association not later than the 15th day of the current year and notify the employees. In connection with production requirements, as well as in other exceptional cases, the Managing Director can make changes to the vacation schedule at the request of the employee or at his request. Employees hired under a fixed-term employment contract may be granted annual leave of full duration until the end of 6 months of employment.

3.1.27. Notify the employees in writing of the start date of their leave at least two days before the date set by the timetable. Notification shall be made by the head of the structural unit by familiarising the employee in question with the holiday entitlement order.

3.1.28. At the request of the employee to postpone the regular holiday to a different period than that provided for in the timetable, in the event of:

- violation of the time limit for notifying the employee of the time of the leave of absence;
- the unpaid wages for the holiday period, i.e. no later than three days before the start of the holiday.

3.1.29. If the leave is divided into parts at the request of the employee, the main uninterrupted part of the leave should be given in not less than 14 calendar days. The annual vacation shall be carried out in accordance with the procedure stipulated by Article 11 of the Ukrainian Vacation Law.

3.1.30. Grant leave of absence (or part of it) to scientific and pedagogical staff during the academic year in connection with the need for sanatorium and spa treatment in accordance with the procedure provided for by the current legislation of Ukraine.

3.1.31. Give persons who work part-time a full basic leave of absence on an annual basis.

3.1.32. The duration of additional paid leave shall be determined in accordance with the law, other regulations and this Collective Agreement over the duration of the basic annual leave according to the list of professions and positions in accordance with Supplements No. 1 and 2.

3.1.33. Leave without pay shall be granted only at the request of the employee and at the approval of the head of the structural unit, in accordance with the current Ukrainian legislation.

3.1.34. The employee may only be released from annual leave at his or her request in the circumstances provided for by law.

3.1.35. At the request of the employees, part of the annual leave shall be replaced with monetary compensation. However, the duration of ordinary and additional holiday entitlement must not be

shorter than 24 calendar days. If, for any reason, an employee has not claimed his or her right to annual leave in the previous ten years, he or she shall be entitled to take the leave.

3.1.36. In accordance with the Sectoral agreement<sup>1</sup>, to grant paid leave of absence at the expense of the university in the event of:

- personal marriage - 3 days;
- marriage of children - 2 days;
- death of relatives - 3 days.

*Responsible: Head of the HR Department, Chief Accountant of the Lesya Ukrainka Volyn National University.*

3.2. The Trade Union Committee is obliged to:

3.2.1. To explain to the members of the labour collective the content of regulatory documents on the labour organisation, their rights and obligations. Conducting exploratory work on labour rights and social protection of dismissed employees.

3.2.2. Promote adherence to labour discipline and Internal regulations. Prevent individual and collective labour disputes (conflicts) from arising.

3.2.3. To control the timely implementation of the normative documents on labour relations, organisation, standardisation of work, distribution of the teaching workload.

3.2.4. Ensure the protection of dismissed employees in accordance with the law.

3.2.5. Monitor compliance with Article 42 of the Ukrainian Labour Code when dismissing employees.

3.2.6. Not to withdraw from the professional registration of dismissed employees until they are employed (except when a personal application for withdrawal from the registration is submitted).

*Responsible: Head of the Trade Union Committee of the Lesya Ukrainka Volyn National University.*

## **Chapter IV. Payment for work**

4.1. The Authorised Officer shall be obliged to:

4.1.1. Ensure that the Lesya Ukrainka Volyn National University makes public the terms of remuneration, compliance with the procedure for payment of basic and additional salaries, and other incentive and compensation payments in accordance with the current legislation of Ukraine.

4.1.2. Agree with the Trade Union Association on the terms of remuneration in accordance with Article 15 of the Law of Ukraine "On remuneration for work".

4.1.3. Bonuses for employees shall be paid in accordance with the "Regulation on Material Welfare of the Staff of the Lesya Ukrainka Volyn National University" (Supplement No. 3).

4.1.4. Do not unilaterally accept decisions that change the terms of remuneration set out in the Collective Agreement.

4.1.5. Pay the staff of the university wages in cash for the place of work on two days per month:

- advance payment - on the 15th day of the month;
- residual billing - on the 30th of the current month.

If the pay day coincides with a weekend, holiday or a non-working day, the pay will be paid the previous day.

Wages for the month of July are paid in full on the previous working day of the month.

The amount of wages for the first half of the month shall be determined by this Collective Agreement or by the University's normative documents agreed with the election body of the primary trade union organisation, but shall not be less than the wages for the actual hours worked based on the calculation of the wage rate (salary).

Wages shall be paid to employees for the entire period of annual leave at least three days before the start of the leave.

4.1.6. At the time of each wage payment, including through the bank, it is obligatory to inform the employees about the total amount of wages with a breakdown of types of payments, amounts and grounds for deductions, the amount of wages payable in accordance with article 110 of the Labour Code of Ukraine.

4.1.7. Remuneration for performing the duties of a part-time employee and for combining professions (positions) shall be paid in accordance with the current legislation of Ukraine on remuneration for work (Supplement No. 4).

The University's staff members should be paid for their academic and pedagogical experience.

4.1.8. Keep the employees' place of work and average earnings in the cases provided for by the current Ukrainian legislation.

Material support for employees in connection with the loss of wages (income) due to temporary disability (including care for a sick child, a disabled child, a sick family member), pregnancy and childbirth, care for a minor child, partial reimbursement of expenses, related to the birth of a child, the death of the insured person or members of his family is carried out in accordance with applicable law.

4.1.9. Establish allowances and additional payments in accordance with Supplement No. 4, as well as additional payments for employees working in jobs with severe and abnormal working conditions, according to the list of professions and positions according to Supplement № 5, under the procedure and conditions specified by the current legislation of Ukraine (based on the results of certification of the workplace).

4.1.10. Pay for the participation of professors and lecturers in scientific conferences (if

requested, included in the conference programme).

If clause 4.1.11. is fulfilled, the bonus stipulated in clause 10 of Supplement No. 3 shall not be paid.

*Responsible: Chief accountant of the Lesya Ukrainka Volyn National University.*

4.1. The Trade Union Committee is obliged to:

4.2.1. Monitor the implementation of the legislation on remuneration.

4.2.2. Assist in providing employees with appropriate advice on remuneration.

4.2.3. To violate the disciplinary liability of persons guilty of non-compliance with labour remuneration legislation, the terms and conditions of this Collective Agreement concerning labour remuneration.

4.2.4. Represent the interests of the employee during the hearing of his or her labour dispute at the labour dispute committee.

4.2.5. On an employee's request to represent him or her on the payment of wages in court. Appeal to the prosecutor's office to verify compliance with the law on the basis of applications by citizens and other notifications.

4.2.6. Report all the facts of violations of payment for labour to the sectoral legal labour inspectorate and the state labour inspectorate. Seek the prosecution of officials guilty of violating the labour remuneration legislation.

*Responsible: Head of the Trade Union Committee of the Lesya Ukrainka Volyn National University.*

## **Chapter V. Labour protection**

5.1. The Authorised Officer shall be obliged to:

5.1.1. Ensure the conditions for the efficient functioning of the labour protection service in accordance with the requirements of the current legislation.

5.1.2. Ensure timely implementation of comprehensive measures to ensure safety standards, workplace hygiene and production environment, creation of safe and healthy working conditions, and improvement of workplace safety in accordance with Supplements 6 and 7.

5.1.3. Create workplace conditions in each structural division in accordance with regulations and ensure compliance with the legislation requirements for employees in the field of workplace protection (Article 13 of the Law of Ukraine "On Workplace Protection"). To introduce the management instructions of the Authorised Officer for the state of labour protection and fire safety in their structural divisions (Order from the Regional State Administration of 11.09.97 No.475).

5.1.4. To establish the fund of labour protection in the university for 2020-2025 according to the requirements of Article 19 of the Law of Ukraine "About labour protection" and Article 162 of the Code of Laws of Ukraine "About labour". "For enterprises, irrespective of the form of ownership,

or natural persons who, in accordance with the law, use hired labour, the cost of labour protection is not less than 0.5 per cent of the previous year's labour fund".

The Planning and Finance Department should provide for a cost item for labour protection in the budget in accordance with the resolution of the Cabinet of Ministers of Ukraine "On Approval of the List of Labour Protection Measures" of June 27, 2003. No. 994, as amended on 13.03.2018. Expenditures of the fund for the protection of employees shall be used in accordance with the list in accordance with the contracts and acts of performed works.

5.1.5. According to Article 13 of the Law of Ukraine "On Labour Protection" to carry out certification of workplaces. Under Article 13 of the Law of Ukraine "On Workplace Safety" to certify workplaces, develop measures to bring their conditions in compliance with the requirements of standards and regulations on workplace safety, analyse the causes of occupational injuries and illnesses, develop and implement measures to prevent accidents and illnesses in the workplace (separate plan).

5.1.6. Conduct training and regular review of the knowledge of the employees who are engaged in high-risk work, according to the list of activities in accordance with Appendix No. 8.

5.1.7. Ensure compliance with the schedule of drivers' working hours and rest periods in accordance with Order of the Ministry of Transport of Ukraine No. 340 of 07.06.2010, as amended on 04.10.2016.

5.1.8. Ensure the strict observance of the Law of Ukraine "On Labour Protection", regulations on labour protection, fire safety, technological processes, schedules of scheduled and intermittent repairs of equipment and ventilation.

5.1.9. To carry out certification of the technical condition of buildings, structures, engineering systems to prevent accidents on them in accordance with the Regulation on inspection of buildings and structures to identify and assess their technical condition DSTU-N B. 1.2-18:2016 and sanitary-epidemiological supervision of compliance with current sanitary rules by officials of the State Sanitary and Epidemiological Service in accordance with the "Regulation on General Education Institution", approved by the Cabinet of Ministers of Ukraine dated 14.06.06.2000 No. 964 at the expense of the University Health and Safety Fund.

5.1.10. Employees working in jobs with high-risk or adverse working conditions should be provided with the benefits and compensations required by law: medical and preventive food, milk or equal value products, gassed brackish water, etc. (according to the list of professions and positions as per Supplement No. 9).

5.1.11. To carry out prevention of occupational injuries in the university, to ensure compliance with legislation on injuries of non-industrial nature in accordance with the Decree of the Cabinet of Ministers of Ukraine of 22. 03. 2001 No. 270, as amended on 20.09.2020.

5.1.12. Provide washrooms and showers with food or arrange for the provision of food to workers exposed to abnormal or unsafe working conditions, as well as workers exposed to pollution

or working in uncomfortable temperature conditions, according to the list of professions and positions as per Supplement No. 10.

5.1.13. To provide employees who work in high-risk and non-high-risk working conditions with protective clothing, special outfits, personal protective equipment according to the list of professions and positions according to Supplement No. 11, at regular intervals. Compensate employees for the cost of personal protective equipment, special clothes, special clothing, if the standard term of their availability has expired and the University does not have them at the moment. In the event of an emergency withdrawal of the equipment, special clothing, special clothing and equipment shall not be replaced at the expense of the university (Article 8 of the Law of Ukraine "On Protection of Labour"),

5.1.14. Ensure that the requirements of Section XII of the Labour Code of Ukraine, which regulates women's work, are fulfilled.

5.1.15. The compensation for damages caused by work-related injury or occupational disease, medical expenses are covered by the Fund for Social Insurance against Accidents at Work and Occupational Illnesses in accordance with the Law of Ukraine "On General Public Social Insurance against Accidents at Work and Occupational Illnesses", which have caused loss of employment".

5.1.16. If the accident investigation committee finds that the injury was not only the fault of the employer but also the result of the victim's breach of the workplace safety regulations, the amount of the lump-sum aid will be reduced based on the committee's opinion, in accordance with the procedure and under the conditions set out in the regulations, The amount of lump-sum allowance is reduced based on the decision of the committee according to the procedure and under the conditions established by the Supplement No. 13, in accordance with part 2 of Article 34 of the Law of Ukraine "On General Mandatory State Social Insurance against Accident at Work and Occupational Illnesses Causing Loss of Work".

5.1.17. For workers who have lost their work capacity due to an accident at work, keep their job and average wage for the whole period until their work capacity is reinstated without being declared an invalid under the established procedure. If it is not possible for the victim to perform the previous work, to ensure according to medical recommendations and retraining, to establish working conditions and regime of work.

5.1.18. Arrange for the conduct of preliminary and periodic medical examinations of employees at the expense of the University's health and safety fund (Supplement No. 14).

5.1.19. Guarantee fire safety at the Lesya Ukrainka Volyn National University in accordance with the "Rules of Fire Safety in Ukraine" registered with the Ministry of Justice of Ukraine on 05.03.2015 № 252/26697.

5.1.20. Ensure that the university's heating systems are properly prepared for winter conditions.

5.1.21. Ensure compliance with the Labour Code on measures to prevent accidents and improve working conditions (Supplement No. 6) by verifying compliance at least once every four months.

5.1.22. Ensure joint control with the Trade Union Committee over the implementation of organisational and administrative measures for the prohibition of smoking in the premises of the University.

5.1.23. Provide the university's employees with sanitary facilities and appropriate equipment and ensure that they are properly housed.

5.1.24. For violations of the law and other regulations on the protection of labour, the guilty persons are held liable in accordance with the law (Article 44 of the Law of Ukraine "On the Protection of Labour").

5.1.25. Ensure the employee's right to terminate the employment contract at their own will if the person in charge of the owner fails to comply with labour protection legislation, the terms of the Collective Agreement in this regard. In this case, the employees will be paid a severance payment equal to three months' wages.

5.1.26. Assist the volunteer fire brigade in their work on fire prevention and control of fire safety on all University campuses.

5.1.27. To systematically study and review at the Rector's meetings the status of occupational health and safety at the University. To analyse the status and causes of occupational injuries (if any).

5.1.28. Monitor the fulfilment of their obligations under the Collective Agreement.

*Responsible: Vice-Rector for Research and Teaching and material and technical support, heads of structural subdivisions, head of the department of labour protection and life safety of Lesya Ukrainka Volyn National University.*

#### 5.1. The duties of the employee.

5.2.1 Adhere to the work safety requirements established by laws and other normative legal acts, internal rules and regulations, other documents on work safety of the university.

5.2.2. To take care about the personal health and health of people who are exposed to it while carrying out any work or while staying on the premises of the university.

5.2.3. Comply with internal regulations and respect the technological process.

5.2.4. Improve your qualifications.

5.2.5. Assist the employer in improving working conditions and reducing workplace injuries and occupational diseases.

5.2.6. Properly use personal protective equipment.

5.2.7. Undergo regular medical check-ups.

5.2.8. It is unacceptable to inform your manager about any dangerous situation that threatens people's lives and health, and about every accident that occurs in the workplace or in the workplace.

#### 5.1. The Trade Union Committee is obliged to:

5.3.1. Establish permanent control over the implementation of the regulations in the field of occupational safety and health.

5.3.2. Systematically review the review of the proposals of the commissions, the representatives of the Trade Union Association and request that they be implemented.

5.3.3. Systematically discuss the state of occupational safety and health at meetings (conferences), meetings of the trade union electoral bodies and joint meetings with the administration.

*Responsible: Head of the Trade Union Committee of the Lesya Ukrainka Volyn National University.*

## **Chapter VI. Social and labour benefits, guarantees, compensations**

6.1. The Authorised Officer shall be obliged to:

6.1.1. Provide employees (subject to the availability of funds from the Wage Savings Fund) with material assistance to solve social and welfare problems.

6.1.2. To reduce the number of illnesses and organise health and recreational activities for the university staff, the budget of the university should provide for the allocation of funds for the following purposes:

- The maintenance of the “Gart” practice base, improving the conditions of its functioning.

6.1.3. Provide employees with assistance to improve their living conditions (if financially possible).

6.1.4. Allocate funds for the construction or purchase of housing (with the permission of the Ministry of Education and Science of Ukraine).

6.1.5. The distribution of housing among employees shall be carried out in accordance with current legislation. In case of production needs, allocate afterwards to highly qualified employees and those requested (doctors of sciences, e.g. candidates of sciences).

Afterwards, in accordance with Article 46 of the "Housing Code of Ukraine" and paragraph 39 of the "Rules of registration of citizens who require improvement of living conditions and provision of housing in the Ukrainian Soviet Socialist Republic", provide flats for doctors and professors who live in the University's dormitories.

6.1.6. Provide employees with vehicles and other equipment on a cost recovery basis.

6.1.7. Encourage female teaching staff with children up to 14 years of age to attend in-service training and retraining courses at their place of residence.

6.1.8. In case of the death of an employee of the university, provide support for the family's burial (Supplement No. 15).



*Responsible: Rector, Vice-Rector for Scientific and Educational Work and material and technical support, Chief Accountant, Head of Planning and Financial Department of the Lesya Ukrainka Volyn National University.*

6.1. The Trade Union Committee is obliged to:

6.2.1. Organise the provision of assistance in solving everyday problems of pensioners who are registered with trade union organisations.

6.2.2. Organise family parties, holiday evenings dedicated to national holidays, holy days and anniversaries in the life of the state, the region and the university.

6.2.3. Hold induction days for the elderly.

*Responsible: Head of the Trade Union Committee of the Lesya Ukrainka Volyn National University.*

## **Chapter VII. Guarantees of activity of the trade union organisation**

7.1. In order to create the proper conditions for the operation of the Trade Union Committee at the University and to avoid infringement of its rights and legitimate interests, the Authorised Officer shall be obliged to:

7.1.1. Provide the Trade Union Committee with all necessary information about the subjects of the Collective Agreement, to promote the right of the Trade Union Committee to protect the labour and social and economic interests of the employees.

7.1.2. Submit to the Trade Union Committee the relevant normative documents of the Lesya Ukrainka Volyn National University on the issues that constitute the subject of the Collective Agreement.

7.1.3. Inform the Trade Union of the new regulations of the Ministry of Education and Science of Ukraine concerning labour relations.

7.1.4. To create conditions for the members of the election bodies of the Trade Union Committee to fulfil their duties in accordance with Article 40 of the Law of Ukraine "On Professional Associations, Their Rights and Guarantees of Activity", namely:

1) to visit and inspect the places of work at the university where the members of the Trade Union Committee work without any problems;

2) To request and receive information, explanations and relevant documents from the Authorised Officer concerning working conditions, the fulfilment of the Collective Agreement, the observance of labour law and the social and economic rights of the employees;

3) To contact the responsible owner or other staff directly in writing in matters of professional concern;

4) Check the work of dormitories;

5) Post their own information in the premises and on the premises of the university in a place accessible to staff;

6) Review payments for labour and state social insurance, use of funds for social and cultural activities and housing construction.

7.1.5. Ensure that the employees included in the elected trade union bodies have the means to fulfil their duties.

7.1.6. Changes in the terms of employment contract, remuneration, disciplinary liability of employees who are members of electoral trade union bodies may only be made with the prior approval of the body of which they are members. Dismissal of the members of the University's electoral trade union body (including structural units), its officers, and the trade union representative (where no trade union electoral body is elected), other than by general order, shall be allowed upon the prior approval of the electoral body of this trade union body.

7.1.7. Dismissal of the members of the University's electoral trade union body (including structural units), its officers, and the trade union representative (where no trade union electoral body is elected), other than by general order, shall be allowed upon the prior approval of the electoral body of this trade union body.

7.1.8. The dismissal by the employer of an employee who has served on the University's trade union body shall not be allowed for one year after the end of the term for which he/she served, except in the case of full liquidation of the University, the employee's inadequacy to the position held or the work performed as a result of a health condition that prevents the continuation of this work, or the employee's performance of actions for which the law provides for the possibility of dismissal from work. Such a guarantee shall not be given to employees in the event of early termination of their duties in these bodies due to improper performance of their duties or at their own request, except in the case of health reasons.

7.1.9. Employees dismissed from their jobs due to their recruitment to an electoral professional body shall be offered an alternative job (position) at the end of their term of office or, if the employee so agrees, another equivalent job (position).

7.1.10. Members of elected trade union bodies who are not dismissed from their production or service duties shall be given time off from work at the average wage to participate in consultations and negotiations, to perform other public duties in the interests of the work collective, as well as to participate in the work of trade union bodies and trade union training (not less than two years per day).

7.1.11. Employees of the University, who are included in the electoral bodies of the professional association, shall retain the social benefits and welfare benefits established for all employees at their place of work, in accordance with the law.

7.1.12. To contribute to the creation of the right conditions for the activities of the trade union organisations.

7.1.13 Provide premises with all the necessary equipment, communications, heating, lighting, cleaning, transport, security, etc. for the work of the election body and the holding of meetings of the employees.

7.1.14 Upon the written request of the employees who are members of the trade union, to transfer the membership fees from the wages of the employees to their account every month, according to the terms and conditions specified in the individual contract.

7.1.15 Within a week, to provide the trade union with information on the working conditions and remuneration of the employees, as well as the social and economic development of the University) and the implementation of the Collective Agreement, available at the Authorised Person's Office, The University shall not be obliged to disclose any information, except for information constituting the state), service or other legally protected secrets, as well as other information with restricted access in accordance with the Law of Ukraine "On Information".

7.1.16 In accordance with Article 44 of the Law of Ukraine "On Professional Associations, Their Rights and Guarantees of Activity" to transfer 0.3% of the labor payment fund for sports and youth, health and cultural activities to the primary trade union organization.

*Responsible: Rector, Head of the Trade Union Committee of the Lesya Ukrainka Volyn National University .*

#### **SECTION VIII. Monitoring the implementation of the collective agreement**

1. The parties are obliged to:
1. Identify the persons responsible for the implementation of certain provisions of the Collective Agreement and establish a time limit for the implementation of these provisions.
2. To hold periodic meetings to inform the parties about the progress of the Collective Agreement.
3. To hold meetings of the Authorised Officer and the Trade Union Association at regular intervals and together analyse the status of the collective agreement, and to hear reports from the parties on the implementation of the provisions of the collective agreement.
4. Persons guilty of failing to comply with the provisions of the collective agreement would be held liable in accordance with the law.

*Responsible: Rector, Head of the Trade Union Committee of the Lesya Ukrainka Volyn National University.*

2. The person authorized by the owner is obliged to:
1. To print, ensure the registration and replication of the Collective Agreement by January 1, 2021, to inform by publishing it on the university's website for use.

Rector

Anatoly Tsos

Head of the trade-union committee

Volodymyr Kravchuk

Amendments to the Collective Agreement 2020-2025

Between the Authorised Officer of the Lesya Ukrainka Volyn National University  
and the Trade Union Committee of the employees of Lesya Ukrainka Volyn National  
University

Approved by the Conference of the Labour Collective  
of the Lesya Ukrainka Volyn National University  
on 10 December 2020

**Supplement № 1****List of positions with non-standard working hours that are granted additional leave on a daily basis due to the special nature of the work**

<b>No. s/p</b>	<b>Naming of the plant</b>	<b>Duration of additional leave of absence, <i>in calendar days</i></b>
1	Pro-rector	3
2	Rector's assistant	7
3	Chief accountant	7
4	Director of the library	7
5	Head of structural unit other than teaching staff positions in accordance with current legislation	7
6	Deputy Head of the structural unit, except for teaching and research positions in accordance with current legislation	7
7	Legal advisor	7
8	Head of laboratory	6
9	Director of the sports complex	5
10	Director of a camp "Garth"	5
11	Commandant	5
12	Head of the dormitory	5
13	Lead maintenance engineer for electrical equipment and electrical networks	4
14	The director of the student union	7
15	Accountant	4
16	Engineer of Innovative Technology and Computer Testing Centre	4
17	Information and processing centre engineer	4
18	Engineers and inspectors in the human resources department	4
19	Education and Training Engineer of Higher Education Quality Assurance Department	4
20	Economists from the planning and finance department	4

**Notes**

1. The list was developed in accordance with the Recommendations on the procedure for granting workers with irregular working hours an additional daily leave for special nature of work, approved by Decree of the Ministry of Labor and Social Policy of Ukraine № 7 on October 10, 1997 and the Ordered List of positions of employees with irregular working hours, which may be granted with additional vacation leave (List of the Ministry of Education of Ukraine No.7/9-96 of 11.03.1998).
2. The irregular working hours do not apply to employees working on a part-time basis.

3. Additional leave of absence for the special nature of work is granted to employees engaged in work with a non-standard working day in proportion to the hours worked in the position that entitles to this leave.
4. According to Article 10 of the Law of Ukraine "Holidays", the total duration of the annual basic and additional leaves should not exceed 59 calendar days (except for teaching and research staff).

Rector

Anatoly Tsos

Head of the trade union

Volodymyr Kravchuk

## Supplement № 2

### List of professions and jobs with adverse or high-risk working conditions that entitle you to additional time off on a regular basis for special working conditions

№ salary	Name of department	Position	Duration of additional leave of absence, calendar days
1	<b>Repair and Building Brigade</b>	For the results of the attestation: Worker for complex maintenance and repair of buildings, facilities, equipment with plastering, painting, trellising works.	4
		Worker for complex maintenance and repair of buildings, facilities, equipment, welding, soldering works.	7
2	<b>Chemical Faculty</b>	Head of the X-ray Analysis Laboratory	11
		Head of Laboratory, Senior Lab Technician, Laboratory Technician	3
		Engineer (all categories)	
		Scientific collaborator	
3	<b>All divisions</b>	For the specific nature of work: Housekeeping staff (engaged in cleaning of general cleaning and sanitary rooms). Worker for comprehensive maintenance and repair of buildings . facilities, equipment involved in repair, maintenance and supervision of internal buildings sewerage, plumbing. Central warehouse manager (head of the central warehouse where chemicals, devices and equipment with mercury are stored).	4

Note: The list was compiled in accordance with the Decree of the Cabinet of Ministers of Ukraine of 17 February 1997 № 1290 "On Approval of the List of factories, works, workshops, professions and positions which entitle employees to additional daily paid leave for work with abnormal or serious working conditions or for special working conditions".

Rector

Anatoly Tsos

Head of the trade union

Volodymyr Kravchuk

**Supplement № 3**  
**Regulation on bonuses for employees of**  
**the Lesya Ukrainka Volyn National University**

- the regulation was drafted in accordance with the current legislation of Ukraine on remuneration of education employees;
- the bonus is paid within the limits of the wage fund economy (in accordance with the university's income and expenditure budget);
- the awarding of prizes to professors and staff is aimed at achieving high results in improving the efficiency and quality of the teaching and educational process;
- the payment of bonuses shall be made by order of the Rector of the University.

1. Employees for the attainment of a doctoral degree in the amount of 20 000 UAH.
2. Employees of the maintenance and building brigade for the results of the actual of the completed work.
3. Employees for financial and business performance (for Recommendation of the MES).
4. To the members of the Adoption Committee for the results of the work.
5. Employees of the university for their diligent work and good performance of the duties and responsibilities of the office.
6. The person in charge of the educational work in the department (institute) for the results of the work.
7. For scientific and pedagogical staff of the University for publication in the journal, which is included in Scopus (Q1) databases, a one-time fee of 5,000 UAH (regardless of the number of contributors). (irrespective of the number of contributors).
8. To the scientific and pedagogical staff according to the results of the rating assessment of the teachers, departments and faculties/institutes of the University. The amount of the prize depends on the absolute value of the teacher's individual rating.

Rector

Anatoly Tsos

Trade union head

Volodymyr Kravchuk



**Supplement № 4**  
**Provision**  
**on the establishment of allowances and additional payments**  
**to employees of the university**

The Regulation has been drafted on the basis of:

- Code of Labour Laws of Ukraine (Article 98);
- Law of Ukraine "On Labour Remuneration" of 24.03.1995 No. 108/95-ZR;
- The Law of Ukraine "On Higher Education" of 01.07.2014, No. 1556-VII;
- Law of Ukraine "On Professional Associations, Their Rights and Guarantees of Activity" of 15.09.1999, No. 1045-XIV;
- CMU Resolution No. 78 of 31.01.2001;
- Order of the Ministry of Education of Ukraine of 02.04.1993 No. 90 "On Approval of the Instruction on remuneration and wage rates for professors and lecturers of higher education institutions", in part that does not contradict the terms of remuneration specified by CMU Decree No. 1298 of 30.08.2002;
- Order of the Ministry of Education and Science of Ukraine No. 557 of 26.09.2005. "On the Order of Wage Conditions and Approval of Wage Schemes for Employees of Educational Institutions, Educational Establishments and Scientific Institutions", as amended and supplemented;
- CMU Resolution No. 1073 of 30.09.2009. "On Increasing the Wages of Library Employees";
- Order of the Ministry of Education of Ukraine of 15.02.2001 № 70 "On the Resolution of the Cabinet of Ministers of Ukraine of 31.01.2001 № 78";

The Regulations on the Conditions of Awarding Increases to Salary and Additional Payments are aimed at stimulating efficient and intensive work and enhancing the creative and business activity of the employees. The system is designed to ensure that employees are able to fulfil their duties on the condition that they achieve success in their work and do not violate the rules of official conduct and labour discipline.

The Regulations shall apply to all employees of the University.

No. s/p	Naming of allowances and bonuses	Amount of allowances and bonuses
<b>I. Allowances</b>		
1.	<b>For high achievements in work</b>	
1.1	Vice-Chancellors, Scientific Secretaries, Heads of Structural Divisions	Up to 50% of the salary (wage rate)
1.2	To the editor-in-chief of the scientific periodical of the Volyn National University named after Lesya Ukrainka, which belongs to the Scopus and Web of Science databases	10% of the salary (wage rate)
1.3	Other employees on the application of the Vice-Chancellors	Up to 50% of the salary (wage rate)
2.	<b>For the performance of particularly important work (for the duration of the work)</b>	
2.1	Vice-rectors, heads of structural divisions, other employees at the request of the vice-rectors	Up to 50% of the salary (wage rate)
3.	<b>For workload, complexity and high quality of work</b>	

3.1	Vice-Chancellors, Scientific Secretaries, Heads of Structural Divisions	Up to 50% of the salary (wage rate)
3.2	Deputy Rector, deputy heads of structural divisions	Up to 50% of the salary (wage rate)

3.3	Heads of the dormitories, commandants, directors of the library, at the request of the vice-chancellors	Up to 30% of the salary (wage rate)
<b>4. Union</b>		
4.1	"public"	40% of the salary (wage rate)
4.2	"merited".	20% of the salary (wage rate)
<b>5. For sporting titles</b>		
5.1	"merited trainer", "merited sports master"	20% of the salary (wage rate)
5.2	"Master of Sport International Class"	15% of the salary (wage rate)
5.3	"Master of sports"	10% of the salary (wage rate)
6.	<b>For knowledge and use in the work of a foreign language</b> ( <i>allowance to the salary for knowledge and use of a foreign language is established on the condition of the presentation of the working curriculum for the course in two languages (Ukrainian and foreign), (the course is not less than two credits), development of teaching and methodological materials for the course, submitted confirmation by the dean's office of the fact of conducting classes in a foreign language, the conclusion of agreements with students for the receiving of such services)</i> )	
6.1	One European	10% of the salary (wage rate)
6.2	one of the most common Ugro-Finnish or African countries	15% of the salary (wage rate)
6.3	of two or more languages - 25 per cent of the salary (wage rate)	25% of the salary (wage rate)
6.4	Teaching Ukrainian language to foreign students	10% of the salary (wage rate)
6.5	for supervising foreign students (in faculties/institutes with more than 5 students)	10% of the salary (wage rate)
<b>7. For complexity</b>		
7.1	Drivers of motor vehicles Class 11	10% of the salary (wage rate) for the hours worked
7.2	Drivers of class I vehicles	25% of the salary (wage rate) for the hours worked
<b>8. For years of service</b>		
8.1	To teaching and educational staff with more than 3 years' teaching experience, to research staff with 3 years' research experience	10% of the salary (wage rate)
8.2	To teaching and educational staff with more than 10 years' teaching experience, to academics with more than 10 years'	20 % of the salary (wage rate)

	research experience	
8.3	To teaching and educational staff with more than 20 years' teaching experience, to academics with more than 20 years' research experience	30% of the salary (wage rate)
<b>II. Extra pay</b>		
<b>1. For performing the duties of a temporarily absent employee</b>		
	Employees performing the duties of a temporarily absent employee	Up to 50% of the salary (wage rate) of the absent employee
<b>2. For the combination of jobs (professions)</b>		
	Employees, when combining jobs (professions) for	up to 50% of the landing wage

	vacant position	(wage rates) for a vacant position
<b>3. For expanding the service area or increasing the amount of work</b>		
	Employees who serve a contingent or carry out work above a set standard	Up to 50% of the salary (wage rate) for the vacant position
<b>4. For working during the night</b>		
	Watchmen, gas boiler operators	30% of the salary for each year of work between 10:00 p.m. and 6:00 a.m.
<b>5. For the title</b>		
5.1	Professor	33% of the salary (wage rate)
5.2	Associate Professor, Senior Research Fellow	25% of the salary (wage rate)
<b>6. For academic level</b>		
6.1	PhDs	25% of the salary (wage rate)
6.2	Candidate of Science, Doctor of Philosophy	15% of the salary (wage rate)
<b>7. For the use of disinfectants in the workplace and cleaning of toilets</b>		
7.1	To office cleaners who use disinfectants in their work and to office cleaners who clean toilets	10% of the salary
<b>8. For a non-normal working day</b>		
8.1	Drivers of motor vehicles	25% of the salary (wage rate) for the hours worked
<b>9. For special working conditions</b>		

9.1	Library staff occupying positions included in the list of positions in accordance with the appendix to the Procedure for payment of supplementary payments for service to employees of state and communal libraries, approved by the Resolution of the Cabinet of Ministers of Ukraine of June 22, 2005 № 84	Up to 50% of the salary (wage rate)
9.2	The main teaching staff are: the head of the educational laboratory, the head of production, teaching practice, the co-operator, the methodologist of the educational department, the educational and methodological department of higher education quality assurance. In accordance with the Decree № 963 by the Cabinet of Ministers of Ukraine dated June 14, 2000	Up to 20% of the salary (wage rate)
10.	<b>For years of service</b> Library staff, in accordance with the addendum to the Procedure for payment of extra payment for long service to employees of state and communal libraries, approved by Decree of the Cabinet of Ministers of Ukraine of June 22, 2005 No. 84	
10.1	For 3 years' work experience	10% of the salary (wage rate)
10.2	for over 10 years' experience	20% of the salary (wage rate)
10.3	for over 20 years' experience	30% of the salary (wage rate)

Bonuses for honorary and sporting titles, additional payments for academic titles and academic degrees are set for employees if their professional activity is in line with their honorary or sporting title. If two or more titles are held, the allowances and bonuses are set for one (higher) title. The rector determines the relevance of the academic level and academic title, honorary, sporting title to the profile of the employee's activities at the post;

Payments for performing the duties of a temporarily absent employee, for combining jobs (professions), for expanding the service area or increasing the amount of work shall not be paid to research and education staff for the implementation of the teaching workload, as well as to Vice Rectors, heads of structural divisions of the University and their deputies.

*The limit for the amount of allowances (points 1, 2, 3) for one employee must not exceed 150% of the salary.*

*The allowance shall be awarded by the Rector's decree on the application of the Vice-Rectors for a calendar or academic year, month (or any other designated term), taking into account the financial situation of the university.*

*By decree of the Rector, in case of late performance of tasks, deterioration in the quality of work or violation of labour discipline, the employees will be deprived of the allowances established by this Statute, or their amount will be reduced.*

*The amount of allowances, bonuses and other monetary awards may also be specified in the contract.*

Rector

Anatoly Tsos

Head of the trade union

Volodymyr Kravchuk

### Supplement № 5

#### List of jobs with hard and harmful working conditions, for which extra pay is paid

No. s/p	Naming of the work	Amount of allowance
1	2	3
1.	Painting with nitro paints and varnishes in closed rooms	Up to 8 % of the salary (rate) of the salary
2.	Application on the surface of the plaster grout, mashing the surface by hands	Up to 8 % of the salary (rate) of the salary
3.	Sharpening saws, knives and other tools with abrasive wheels by dry grinding	Up to 12% of the salary (rate) of the salary
4.	Work on HF, UHF, UHF installations	Up to 12% of the salary (rate) of the salary
5.	Glass blowing and quartz blowers works	Up to 12% of the salary (rate) of the salary
6.	Gas welding, gas and electric welding works carried out in the premises	Up to 8 % of the salary (rate) of the salary.
7.	Works carried out in tropical and subtropical greenhouses as well as in greenhouses under conditions of elevated temperatures and humidity	Up to 12% of the salary (rate) of the salary
8.	Hand-carried loading and unloading operations	Up to 12% of the salary (rate) of the salary
9.	Works with the use of chemical reagents, as well as their preservation, storage	Up to 12% of the salary (rate) of the salary
10.	Works for the production of sample pieces and flat shapes; for the production of small quantities of work	Up to 12% of the salary (rate) of the salary
11.	Paint and varnish works, furniture and plinth polishing	Up to 8 % of the salary (rate) of the salary
12.	Work on woodworking machines	Up to 12% of the salary (rate) of the salary
13.	Working at a height of 1.5 m or more above the ground (plinth)	Up to 8 % of the salary (rate) of the salary

14.	Installation of parquet, tile and linoleum flooring on hot mastic and bitumen, rubber adhesives and mastics based on synthetic resins and chemical solvents classified as risk class 2 to 4	Up to 12% of the salary (rate) of the salary
15.	Working on X-ray systems during set-up and operation	Up to 24% of the salary (wage rate)
16.	Work with X-ray sources (electron microscopes, electronographs, etc.), with a voltage of over 20 kV	Up to 24% of the salary (wage rate)

*Notes*

1. The list was developed in compliance with the Decree of the Cabinet of Ministers of Ukraine of 30.08.2002. № 1298 "On Regulating the Wage Conditions of Employees of the Establishments, Institutions and Organizations of Selected Branches of the Budget System" and Enclosure № 9 to the Instruction on the Procedure for Calculating the Wages of Education Workers, approved by the Order № 102 of the Ministry of Education of Ukraine dated 15.04.1993.

2. Payment of allowances shall be made on the basis of the results of the workplace assessment and the monthly review of actually performed work under severe or harmful working conditions, drawn up in accordance with the established procedure.

Rector

Anatoly Tsos

Head of the trade union

Volodymyr Kravchuk

## Supplement № 6

### Agreement

**for the implementation of comprehensive measures to achieve safety standards, occupational health and environmental protection, to improve the current level of occupational safety and health between the rector and the university, Authorised Officer of the Volyn National University named after Lesya Ukrainka and head of the representative body of the trade union organizations of the employees of the university that the Authorised Officer is obliged to comply with**

<b>№ salary</b>	<b>The name of the entry</b>	<b>Unit of measurement</b>	<b>Quantity</b>	<b>Value in hryvnias</b>	<b>Term</b>	<b>Responsible for execution</b>	<b>Expected social effect, number of employees, whose working conditions have been improved</b>	<b>Note on implementation</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1.	Conduct a revision and measurement of grounding circuits for ohmic resistance, insulation strength of the wires in the academic buildings № 1, 2,3,4,5, 6;7,8 dormitory	Building	12	40 000	QI-QIV . 2021.	Head of operational and technical Department, Head of the Public Works Department, Director of the Sports and Health Camp "Gart", Commandants of the academic buildings.		

	№ 2, 3, 4, 6: at the base of practice sports and health camp "Gart",						
	Draw up acts of technical certification of electrical equipment for objects	Electrical equipment	14	-	QI-QIII 2021.		

2.	Ensure proper maintenance of elevators	Elevator	8	130 000	QI-QIV. 2021.	Head of maintenance and technical department, head of the economic department, corps commanders, dormitory managers
3.	Ensure that the university conducts regular technical inspections of vehicles, medical inspections of drivers and quarterly road safety briefings	Car	11		QI-QIV. 2021.	Head of the Economic Department
4.	Carry out inventory and maintenance testing of boilers, production of operation charts and technical documentation in TC № 3	Boiler house	1	7 000	II qtr. 2021.	Head of maintenance and technical department



5.	Disposal and storage of recycled fluorescent lamps			3 000	I quarter. 2021.	Head of maintenance and technical department, senior engineer in charge of electrical equipment and electrical networks		
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II. MEASURES TO IMPROVE GENERAL WORKING CONDITIONS								
6.	Carry out routine repairs and maintenance of air conditioning units in the university's academic buildings	Building		80000	QI-QII.2021.	Maintenance and technical department, deans of institutes, faculties		
III. FIRE SAFETY MEASURES								
7.	Conduct treatment of wooden structures of the attic with a fire fireproof mixture in NC A (main building), dormitory № 2, camp practice base "Gart"	m²	5485	112039	QI-QII.2021.	Maintenance and technical department, head of campus, corps commanders, heads of dormitories, director of camp practice base "Gart"		
		m²	1367,98	41039	QIII-QIV.2021.			
8.	Perform cleaning of boilers from soot, cleaning of smoke and ventilation ducts in the boiler rooms of the university				III quarter. 2021.	Maintenance and technical department, corps commanders, dormitory managers.		
9.	Carry out installation of system of protection against shines of NK N (№ 8)	Building	1	85000	I quarter. 2021.	Maintenance and technical department		

10.	Conduct a test run of the internal fire protection water supply system, in all school buildings, of the fire hydrant in NC № 3	Object	8	20 000	1 quarter 2021	Maintenance and technical department	
11.	Carry out measures to ensure fire safety in the university's facilities: -verification of fire extinguishers; -replenishment of primary fire extinguishers.	Object	16	20 000	QI-QIV. 2021	Maintenance and technical department, supply department, person in charge of supplies, corps commanders, dormitory managers; director of camp practice base "Gart".	
<b>IV. MEASURES 3 TO PREVENT INJURIES AND OCCUPATIONAL DISEASES</b>							
12.	Provide personnel operating electrical power systems and equipment with personal protective equipment, overalls.	Set	14	9 400	QI-QIV. 2021	Maintenance and technical department, supply department, person in charge of supplies, commandants, dormitory managers.	14

13.	Provide employees engaged in work with harmful working conditions according to the results of certification (according to the annexes to the Collective Agreement):: - the safety goggles, gloves, safety shoes and overalls;	Set	262	100 000	QI-QIV. 2021	Maintenance and technical department, supply department, person in charge of supplies, commandants, dormitory managers.	262
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	- Special food (milk) based on the results results of certification of workplace						7
14.	Complete first-aid kits with medication.	First-aid kit	40	3 800			
	Ensure that employees undergo medical examinations	Person		3 000			
15.	Carry out to instruct employees on life safety issues in accordance with the Law of Ukraine "On Labor Protection".	Persons	118		QI-QIV. 2016	OP and BZD Department, heads of structural units	
16.	The commission of the trade union committee on labor protection together with the department of OP and BJD to organize inspection and preparation of materials for consideration of the state of implementation of the agreement at joint meetings of the administration and the representative trade union body				Once every six months	A commission of representatives from the administration of the representative trade union body.	

Financing of the measures provided by the Agreement is carried out from the Labour Protection Fund established in accordance with the requirements of Article 19 of the Law of Ukraine "On Labour Protection" with expenses for labor protection not less than 05 % of the salary fund.

Supplement № 6 to the Collective Agreement for 2021-2025 shall be adopted by the Conference of University Employees annually.

Rector

Anatoly Tsos

**Supplement No. 7**  
**Measures to create safe, harmless working conditions**

1. Application of means that provide protection against electric shock (protective rubber gloves, tools, galoshes, boots, mats, grounding of all objects and separate equipment of laboratories, computer rooms, etc.).
2. Provision of ventilation systems, air conditioners, heating and their maintenance at the facilities.
3. Provision of loading and unloading works by means of small mechanization (lifts, carts, etc.).
4. Acquisition and provision of workers with special clothing and footwear, including robes, overalls, gloves, as well as detergents and disinfectants.
5. Mechanization of cleaning of educational and scientific laboratories and other premises (provision of vacuum cleaners, parquet makers).
6. Bringing artificial and natural lighting in accordance with sanitary norms (purchase of incandescent and fluorescent lamps, conversion to daylight). Bringing supply and exhaust ventilation systems in the laboratories of the building № 2 to sanitary standards.
7. Providing all facilities with fire extinguishers (fire extinguishers, tools, fire hoses, alarms).
8. Acquisition and application of automatic control systems with alarm on the presence or occurrence at workplaces (laboratories, research centers) of dangerous and harmful production factors, as well as blocking devices that provide emergency shutdown of technological and electrical equipment.
9. Free distribution of milk for work on electric and gas welding machines and in laboratories with harmful working conditions according to the results of certification.
10. Expansion, reconstruction, creation of living rooms in dormitories (wardrobes, showers, women's personal hygiene rooms, cooking rooms, etc.).
11. Organization of offices, corners, mobile laboratories, exhibitions on labor protection and civil defense, purchase of devices, visual aids, posters, etc.
12. Publication and acquisition of normative and technical documentation and literature on labor protection, life safety, civil defense and protection of the population from emergencies and

13. Acquisition of tools for work, personal protective equipment, disinfectant solutions (excerpt from the Resolution on the nomenclature of labor protection measures of the Central Committee of Trade Unions of Ukraine).

Chairman of the Trade Union                      Volodymyr Kravchuk

**List of high-risk jobs, positions and professions for which specialised training and knowledge verification on occupation health are required**

1. Electric welding, gas-flame, fused and soldering works. Control of welding joints.
2. Works on cable lines and operating electrical installations.
3. Works in areas high frequency current, ionizing radiation, electrostatic and electromagnetic fields along with using lasers, dosimeters.
4. Maintenance of acetylene generators.
5. The work of collaborators in the chemistry department:
  - Handling of extremely flammable, highly flammable, flamed and highly explosive substances (benzene, toluene, ether, phosphorus, water peroxide, etc.);
  - Drainage, cleaning, neutralization of tanks, tares and other containers of oil products, acids, alkali and other toxic substances, including radioactive ones;
  - Works with inert gases;
  - Works with oxidative substances (all kinds of acids).
6. Application of paints coatings, primers and fillers based on nitro paints, polymeric compositions (PVC, epoxy, etc.).
7. Testing and maintenance of steam and hot water boilers, economizers, steam pipelines, hot water pipelines, heating and mechanical equipment, vessels, which work under pressure.
8. Work in wells, trenches, pits, chambers and collectors.
9. Work at a height.
10. Maintenance and operation of elevators, machine tools and electrical installations.
11. Mounting, dismounting and plumping up tires for duplication machines.
12. Works on copying and duplicative machines.

13. Work and maintenance of machines for processing of wood and metals.

**Positions and professions to be trained in occupational health**

<b>№ s</b>	<b>Job title, profession</b>	<b>Frequency of training</b>
1	Rector	3 years
2	Vice-rector	3 years
3	Dean	3 years
4	Vice-dean	3 years
5	head of department	3 years
6	head of the laboratory	3 years
7	heads of structural units	3 years
8	worker for maintenance of electrical equipment	1 year
9	driver	1 year
10	elevator operator	1 year

Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchuk

### Supplement No. 9

List: professions and positions of workers engaged in work with a harmful working conditions, who can get free milk or other equivalent nutritional products

№	Names of professions and production positions, and workshops	Subdivision	Case
1	Workers on complex maintenance and repair of houses, buildings, equipment with welding, soldering, plaster, painting, wallpaper works	Repair and construction brigade	Article 166 of the Ukrainian Labour Code
2	Preparator: laboratory assistant; senior laboratory assistant ; engineer; head of the laboratory	Chemical Faculty	Article 7 of the Ukrainian Labour Protection Act

*Note*

Milk issuance is carried out on the basis of the results of certification of workplaces according to the conditions of work and daily record-keeping of actually performed works in difficult and harmful conditions of work, executed in the established order.

Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchuk

**Supplement No. 10**  
**List of professions and positions of employees whose work is related to**  
**pollution and who receive free food**

<b>№</b>	<b>Names of professions and production positions, and workshops</b>	<b>Subdivision</b>	<b>Amount of soap per month (according to norms), g</b>	<b>Substance</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	The worker on complex internal service and repair of houses, buildings, equipment (CORBSO) with carrying out of welding, soldering works	Repair and construction brigade	150	Art. 165 KZPP of Ukraine
2	CORBSO worker for plastering, painting and wallpaper work		150	
3	CORBSO worker for masonry and plastering work			
4.	Driver of a vehicle	Public Works Department	150	
5.	Cleaner	Dormitories, corpuses	150	
6.	A worker on complex maintenance and repair of houses, buildings, equipment		150	
7.	Laboratory assistant; senior laboratory assistant ; engineer; head of the laboratory	Faculty of Science and Medicine; Faculty of Physics and Technology; Faculty of Information Technology and Mathematics; Faculty of Biology and Forestry; Faculty of	150	
8.	Librarian	Library	150	
9.	Elevator operator	Corpuses	150	
10	Wiper	Corpuses, dorm	150	
11	Gas boiler operator	Boiler house	150	
12	Kastellan	Dormitories	150	
13	Superintendent	Corpuses	150	
14	Head of the dormitory	Dormitories	150	
15	Garbage collector	Dormitories	150	



### Supplement No. 11

#### List to the Collective Agreement of professions and positions of employees who free special clothing, special outfits and other equipment for individual protection

№	Names of professions and production positions, and workshops	Name of the special clothes	Time of usage	Substance
1	2	3	4	5
1 ·	Workers from Complex Internal maintenance and building renovation with an application of : painting, wallpapering, masonry, plastering plumbing, repair and maintenance of electrical installations	Suit; Beret; Boots; Gloves; Goggles; Dielectric gloves; Galoshes are dielectric; Apron with bib; Gloves; Boots; Seat belt Protective helmet; Respirator	12 months 12 months 12 months 3 the next regular one is to be worn 4 month 12 months to be worn	
2	Archivist	Robe	12 months	Free issuance norms of special clothing, special footwear and other personal protective equipment for employees of general professions of various industries Approved by the Ministry of Justice of Ukraine on May 12, 2009 №424 / 1644; Order of the State Committee of Ukraine for Industrial Safety, Labor Protection and Mining Supervision of April 16, 2009
3	Cloakroom attendant	Robe	12 months	
4 ·	Wiper	Cotton suit; Combined gloves; Waterproof coat	12 month 2 month 36 month	
5 ·	Storekeeper	Robe; Gloves; Apron with bib; Goggles; Respirator	12 months 4 months	

				securing workers in special clothing, special shoes and others personal protective equipment approved by order State Committee of Ukraine for Industrial Safety, Labor Protection and Mining Supervision № 53 of March 24, 2008. Registered with
6.	Research assistant; engineer; laboratory technician; senior laboratory assistant in chemistry, biology,	Robe; Gowns; Protective eyewear; Respirator; Apron with bib; Gloves	12 months	Free issuance norms of special clothing, special footwear and other personal protective equipment for employees of general professions of various industries Approved by the Ministry of Justice of Ukraine on May 12, 2009 №424 / 1644; Order of the State Committee of Ukraine for Industrial Safety, Labor Protection and Mining Supervision of April 16, 2009 №62: Regulations on the procedure securing workers in special clothing, special shoes and others personal protective equipment approved by order
7.	Office cleaner	Gown; Hooded gloves;	12 months 6 months	
8.	Lift operator	Suit; Mittens	12 months. 6 months.	
9.	Kastellan	Robe (white). colour)	12 months. 6 months.	
10.	The worker on complex external service and repair of houses, buildings and equipment	Cotton jacket; Kirza boots; Cotton suit; Dielectric boots ; Rubber gloves; Hose gas mask; Respirator; Combined gloves;	36 m 36 m. 24 months 12 months 2 months	
11.	Gas boiler operator	Suit; gloves	12 months. 3 months.	
12.	Guard	Suit	12months.	
13.	Watchman	Suit, boots	12months. 12 months.	

				State Committee of Ukraine for Industrial Safety, Labor Protection and Mining Supervision № 53 of March 24, 2008. Registered with the Ministry of Justice of Ukraine on May 21, 2008. №446 / 15137
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Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchuk

**Supplement No. 12**  
**Standards of maximum permissible loads for women when moving heavy objects by hand**

<b>Nature of the work</b>	<b>Limit permissible loads weight, kg</b>
Lifting and moving loads in alternation with other work (up to 2 times per year)	10
Lifting and moving loads continuously during the working shift	7
The total weight of the load, which is moved during each working hour of the change, must not exceed:	
- from the working surface	350
- from the floor	175

Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchuk

### Supplement No. 13

#### The amount of reduction in one-time assistance to the affected hiv accident as a result of its failure to comply with labor protection requirements

Violations by the victim, which were ONE of the causes of the accident	Amount of one-time assistance decrease, %
Performing works in the stage of intoxication, if it became the cause of accident and if the intoxication of the victim was not caused by application in manufacture and training of technical spirit, aromatic and other substances	50
Repeated conscious violation the necessary regulations on labor protection, for which disciplinary sanctions were previously imposed, a coupon or other certified official warnings were withdrawn	50
The primary conscious safety violation during maintenance of objects and performance of high-risk works	40
The primary conscious violation of the rules of behavior related to operation of machines, mechanical devices, execution of technological processes and works, which are not objects of increased danger	ZO
The non-application of the individual protection provided by the security rules, if it was:	
-primary	20
- repeated	40

Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchuk

## Supplement No. 14

### List of professions requiring medical examinations

1. Employees of all professions under 21 years of age (annually) in accordance with Article 169 of the Ukrainian Labour Code.
2. Medical examinations of employees are carried out in accordance with the Procedure for Medical Examinations of Certain Categories, approved by Order of the Ministry of Health of Ukraine No. 246 of 21 January 2007.

Name of profession (position)	Term
Building maintenance and repair worker with welding, soldering and brazing work	1 time per year
Driver of a vehicle	1 time per year
Workers involved in the comprehensive maintenance and repair of buildings, including painting, painting, masonry and plastering work	Once for 3 years
A worker in complex maintenance and repair of buildings, buildings, equipment with maintenance of electric installations	1 time per year
Workers of all professions who work on x-ray equipment	1 time per year
Users of personal electronic computing machines (PEM) with video terminal (VDT)	1 time per year

Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchu

**Supplement No. 15**  
**Regulations on the procedure and amount of material assistance full-time and former employees of the Lesya Ukrainka Volyn National University**

Financial assistance is a component of the social protection system of the state and the former employees of the University have a very strong support for their material condition.

1.The source of funds for financial assistance is the funds of general and special funds of the budget in the part which is planned for the purposes of financial assistance, and the fund of saving of wages.

2.The types, sources, dimensions and conditions of assistance are indicated in the table below.

<b>Type of assistance</b>	<b>Source of payment of assistance</b>	<b>Size of payment</b>	<b>Condition for assistance</b>	<b>Grounds for assistance</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Material assistance for health improvement:				
(a) Scientific and pedagogical, pedagogical workers, library workers (according to the list)	Planned funds of the general and special funds of the budget	In the amount of the monthly salary (tariff rate of wages)	When giving a vacation	Law of Ukraine "on education" CMU resolution № 1073 of 30.09.2009 p.
b) other employees	Saving the salary fund	In the amount not more than the official salary (tariff rate)	Maybe provided once a year at delivery vacation for available funds	Resolution of CM of Ukraine № 1298 from 30.08.2002 No. 1298 of 30.08.2002.
2. Material assistance for social and household benefits to all staff members of the Lesya Ukrainka VNU.in cases of difficult financial situation of the employee.	Saving the salary fund	In the amount of not more than the official salary (tariff rate of wages) once a year	Maybe provided once a year if there is funds available for its payment	Resolution of CM of Ukraine № 1298 from 30.08.2002

3. One-time financial assistance to employees of Lesya Ukrainka VNU for the funeral of his close relatives (mother, father, children, husband, wife) in case of their death	Saving the salary fund	In the amount of the monthly salary (tariff rate of wages)	Granted in cases where the right to obtain it arises	Terms of the collective agreement
4. One-time financial assistance to the family for the funeral of a staff member of Lesya Ukrainka VNU in case of his death	Saving the salary fund	In the amount of the monthly salary (tariff rate of wages)	Granted in cases of legal action for their receipt	Terms of the collective agreement
5. Material help to the former staff of the university	Saving the salary fund	The decision of the commission	Can be granted depending on financial capacity	Terms of the collective agreement
6. One-time assistance to persons who held the position of scientific or scientific-pedagogical worker at retirement of scientific-pedagogical retirement	Funds of the special fund of the university	In the amount of six salaries	When retiring from scientific and pedagogical pension	Laws of Ukraine "On Education", "On Higher Education"

1. To receive material assistance, an application is submitted to the Rector of the University, which states the grounds for receiving material assistance, and submits the relevant documents confirming the above reasons. The application is submitted by the head of the structural subdivision and is considered by the University's Material Assistance Commission, which determines the expediency of providing material assistance and provides the rector with recommendations on the whole decision on providing material assistance is made by the Rector of the University and the head of the employees' trade union.

Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchuk



## **Supplement No. 16**

### **Position**

#### **On the Procedure for Providing Annual Remuneration to Teachers of Lesya Ukrainka Volyn National University for conscientious work, exemplary performance of official duties for full-time service, in the form of a uniform performance of service duties**

1. This Regulation was developed in accordance with the "Procedure for awarding annual cash awards to teachers of educational institutions of state and communal ownership for conscientious work, exemplary performance of their duties", approved by the resolution of the Cabinet of Ministers of Ukraine of June 5, 2000 № 898. The procedure applies to teachers of the Volyn National University named after Lesia Ukrainka, except for those who work on a mixture.
2. The annual monetary reward to pedagogical workers is provided for conscientious work, exemplary performance of their duties on condition that they achieve success in the methodical provision, absence of violations of the executive and labor discipline and is carried out within the limits of the funds provided by the labor cost estimate.
3. The annual monetary reward to pedagogical workers is issued on the basis of the rector's order.
4. The amount of the monetary reward may not exceed the amount of one salary.

Rector

Anatoly Tsyos

Head of the trade union Volodymyr Kravchuk

## **Supplement No. 17**

### **Position on attestation of employees of the library of Lesya Ukrainka Volyn National University**

#### **1. General provisions**

1.1 These Regulations govern the procedure for certification of the library staff of the Lesya Ukrainka Volyn National University (further – Library).

1.2 The main purpose of the assessment is to determine whether a library staff member is qualified for the position he or she holds. During the certification of the level of professional training employees, the effectiveness of their work, the efficiency of work taking into account specific requirements for this category of employees, the prospects of using the abilities of the employee, measures to stimulate the improvement of his/her professional level, the need to raise the level of qualification and professional training are identified.

1.3 The following are subject to certification: heads of departments, heads of sectors, chief librarians, chief bibliographers, leading librarians, leading bibliographers, methodologists of all categories, librarians of all categories, bibliographers of all categories, engineers, system administrator, database administrator.

No certification is required: employees with less than one year of employment, pregnant women, persons looking after a child under three years of age or a child with an infant, single mothers or single fathers with children up to the age of fourteen, persons who work as co-workers;

1.4 Women on maternity leave and other persons on maternity leave to look after a child should be assessed at the earliest after one year of employment.

#### **2. Types of certification and frequency of certification**

2.1 The attestation is organized and conducted in accordance with the rector of the Lesya Ukrainka Volyn National University.

The certification is conducted not more often than once for three years.

A repeat performance certification shall be held not later than a year in case of the decision on non-conformity of the employee of the occupied position or performance of work and recommendations of the Commission on sending the employee for training.

The schedule and term of the regular certification shall be approved by the rector of the University.

2.2 The list of oriented issues, which are submitted for certification, is agreed by the relevant trade union body and is brought to the attention of the employees who are subject to certification, not later than two months before its beginning.

### **3.The composition and powers of the Attestation Committee**

3.1 Attestation of the employees is carried out by the Attestation Committee. Quantitative and personal composition of the Attestation Committee is determined and approved by the rector's decree in consultation with the University trade union committee consisting of the head, secretary and members of the committee. The committee consists of highly qualified employees, representative of the trade union body.

3.2 The certification of the employees who are members of the certification committee precedes the certification of the other employees. A member of the attestation Commission, who is certified, does not take part in the voting.

3.3 The direct manager of an employee who is subject to certification cannot be a member of the certification Commission.

### **4.Organisation and conduct of performance appraisals**

4.1 For each employee to be assessed, an attestation sheet shall be prepared in two copies.

4.2 The head of the Library's structural unit will write a report on the staff member being evaluated and provide a comprehensive and objective assessment of his or her performance, taking into account his or her functional responsibilities, the employee's work experience and professional competence, and makes the required recommendations on how to improve his or her performance. The report shall be signed by the head of the library department.

4.3 The performance appraisal sheet for the previous appraisal (if conducted) shall be submitted to the appraisal committee no later than one year before the appraisal is conducted.

4.4 The employee being assessed must be informed of his/her characterization (against signature) at least one year before the start of the assessment, and may object to the content of the characterization. The employee shall submit to the Attestation Commission documents showing the increase in his/her skills and qualification level.

4.5 The appraisal committee will review the material submitted to it on the performance of the employee being appraised as well as hear the performance of the employee himself/herself at the meeting. If the employee is absent from the meeting of the Attestation Committee members, the attestation will not take place. The employee shall be notified of the postponement of the attestation test at least two months in advance. Minutes of the meeting of the Attestation Commission shall be kept on a mandatory basis for each employee who is being attested. The certification committee at its meeting shall consider the submitted materials and hear the report of the employee who is being certified.

To confirm the information given in the statement, the employee who is being assessed may submit other documents (diplomas, certificates, documents confirming participation in competitions, etc.) to the Attestation Commission.

The negotiation of the performance and results of the employee being assessed shall take place in an environment of goodwill, goodwill and avoiding over-exaggeration.

4.6 The decision of the Attestation Commission shall be taken by an open vote by a simple majority of those present at the meeting of the Commission. A meeting of the Attestation Commission shall be deemed competent if at least two thirds of its members are present. The certification committee shall, on the basis of all the data, make one of these assessments of the professional qualification and performance of the employee:

- is in line with the position held;
- is not suitable for the position, it is recommended that he/she be referred to training;
- is not suitable for the position held.

4.7 Only members of the Attestation Committee, who are present at the meeting, take part in the voting.

4.8 The results of the vote are recorded on the score sheet. The examination list shall be signed by the head, secretary and members of the committee who participated in the meeting.

4.9 The Attestation Commission can make recommendations to the management on how to reward individual employees for their success in the workplace, aimed at improving their qualifications for promotion to the workplace.

4.10 The decision of the Attestation Commission shall be notified to the employee and the Head of the University within three days of its adoption.

4.11 The performance appraisal sheet and the performance appraisal sheet shall be kept in the employee's personal file.

### **5.Implementation of decisions of the certification committee**

5.1 The attestation materials shall be submitted to the head of the University for decision making. An order shall be issued for the results of the attestation within two months from the date of the attestation. The period of temporary absence of the employee, as well as his/her being on leave shall not be counted in the period of two thousand hours. During this period, the supervisor decides on the dismissal of employees who have passed the performance appraisal, and in some cases (when the employee is assessed as "not suitable for the position") on transfer to another job at the employee's consent or dismissal from the job. If there is a dispute with the demotion, the employee shall be dismissed from the job in accordance with Ukrainian law.

After the end of the specified period (two months), the employee may not be transferred to another job or dismissed on the basis of the results of the attestation.

5.2 The decision of the Appraisal Committee is binding on the Library Director and staff.

5.3 The results of the attestation may be rejected by the employee in accordance with the procedure established by Ukrainian law.

Rector

Anatoly Tsyos

Head of the trade union

Volodymyr Kravchuk