**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**STAFF PAY POLICY**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

**Last updated on: 04/07/2019**

**Applicability:**

This Policy applies to all staff members of the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University, the Employer), except the hired world’s leading researchers.

**Authority:**

This paper was approved by the University primary trade-union organization and the Rector of the University.

1. **Introduction**

This Policy is designed to establish the compensation plan for employees of the Immanuel Kant Baltic Federal University. The University employee compensation (a salary package) includes fixed salaries, remuneration rates, compensatory pays, and incentive pays.

The employee compensation policy aims to promote accountability and responsibility for work results.

This paper complies with the legislation of the Russian Federation, including the Labor Code of the Russian Federation, and the University bylaws.

1. **Payroll Budgets and Remuneration Rates**

The University employee payroll budget is established for each calendar year and depends on the amount of federal subsidy and funds provided by the University income-generating activities.

Payroll budgets of the Institutes depends on the number of students, the amount of subsidy from the federal budget, and the funds raised from paid educational services.

Payroll budgets of the University self-financing structural units are generated from their incomes pursuant to the structural unit’s policies.

Payroll budgets of other structural units are generated from funds allocated for the corresponding structural unit. The University establishes salary ranges, compensatory pays, premium pays and other bonus payments under the incentive plan within the University payroll budget. There are no maximum limits for the employee compensation. Notwithstanding any other provision of this Policy, no employee shall be compensated at a base rate less than required under the federal minimum wage laws.

Employees get compensation in accordance with their qualifications, work complexity, and the quantity and quality of performed work. The rate of remuneration is determined in the employment contract.

The number of staff positions is indicated in the University staffing table, which shall be elaborated in accordance with the Russian legislation.

1. **Fixed Salary and Hourly Pay**

An employee’s fixed salary depends on the occupational skill group which is defined by the job classification, employee’s qualifications, academic degrees and titles.

A salary increasing index (or an extra pay) can be established by the Rector’s order. Extra pays for academic staff depend on their qualification categories (the highest, first, or second categories). Extra pay is not included into the fixed salary and is not considered for calculation of compensatory or incentive pay rates.

Summation of hours and time wage may be introduced for certain employee categories and departments due to specifics of their tasks and functions. The University may establish hourly rate pay (which is a particular case of the time wage) for performance of the following work:

* faculty absence cover;
* engagement of members of State Attestation Commissions and State Examination Commissions, or other members of state and municipal bodies;
* provision of guidance for students’ industrial practice and internship by the third-party staff;
* conducting of entrance examinations;
* conducting extra-curriculum activities with students;
* implementation of further education programs;
* work with international students enrolled in short-term exchange academic programs at the IKBFU.

A faculty member may be engaged in hourly paid academic work for no more than six hours per day (for full-time studies) or eight hours per day (for part-time and external studies).

1. **Compensatory Pays**

Compensatory pays are supplemented to fixed salaries and remuneration rates. The University establishes compensatory pays for performance of the following work:

* physically demanding work, harmful or dangerous working environment (hazard pay);
* dealing with classified documents or information constituting the state secrets;
* extra-duty assignments;
* work in another classification;
* staff absence cover;
* overwork (overtime pay);
* work on non-working days or holidays, work at night time.

Employee shall not be paid at a compensatory rate less than required under the federal laws.

Compensatory pay rates and conditions shall be specified in the employment contract.

1. **Incentive Pays and Performance Indicators**

Incentive pays are intended to encourage employees to work conscientiously and efficiently, to take on ambitious goals, and to promote accountability for performance outcomes. Incentive pays are granted for the achievement of the established performance indicators which are outlined in the University bylaws and employment contracts. The amount of financing allocated for incentive pays is unlimited.

The University applies the following bonuses under the incentive plan:

* rewards for labor intensity and high performance,
* rewards for high quality of work performed;
* premium pays for publication activities;
* premium pays for good performance within a certain period (e.g. an annual bonus).

Employees are granted incentive pays as proposed by their direct supervisor. Incentive pays may be permanent, temporary, or occasional.

Incentive pays are not granted for employees who:

* are under disciplinary sanctions;
* have not achieved performance indicators.

An employee’s performance indicators shall include:

* timely, full, and correct performance of employment duties, including supervisor’s orders and tasks;
* compliance with the Faculty Code of Conduct (for faculty staff only).
1. **Financial Support**

Employees may be granted financial support which is allocated from the University payroll budget. The decision is taken by the Rector on the basis of an employee’s application.

1. **Publication Incentives**

Publication incentives are intended to encourage University staff and research students (seekers of the Candidate of Sciences degree) to advance their publications into top-rated scientific journals. The advancement of research publications is aimed at:

* enhancement of the University global competitiveness,
* development of the IKBFU scientific journals and their further integration into the international databases Scopus and Web of Science.

Publication incentives are provided for:

* publications in peer-reviewed journals indexed by Scopus database, Web of Science database (Core Collection) (publications with the IKBFU affiliation only),
* articles co-authored with international researchers with H-index no less than two and published in the IKBFU leading scientific journals (*The Baltic Region, Slovo.ru, Kantovskii Sbornik (Kantian Journal)*).

Publication incentives are provided for the following types of publications:

* articles,
* review articles,
* articles-in-press (AiP),
* books,
* book chapters.

Publication incentives (premiums and rewards) are provided no later than three months after the paper publication. The paper shall be posted in the author’s personal profile on Open Research and Contributor ID (ORCID) and ResearchGate with the reference to the IKBFU. All publications shall undergo the export control compliance procedure. Publications shall not refer to any grant/ project financial support. If the paper is financed within the Competitiveness Enhancement Program (the 5-100 Project), the publication incentive pay will not be provided.

Premium rates depend on journal rankings.

Publication incentive pays are granted upon submission of the corresponding application (see Appendix). The application with the publication copy attached shall be either submitted in print to the Center for the Advancement of Research Publications, or sent via email to articles@kantiana.ru.

The decision-making procedure is conducted by the designated Committee, which is comprised of:

* the Vice-Rector for Research,
* the Chief Accountant,
* the Director of the Center for the Advancement of Research Publications,
* a staff member of the Center for the Advancement of Research Publications.

The Committee retains the right to request further information.

The Committee decision is the basis for the Rector’s order execution.

***Appendix***

***Template***

**The template form is given in English for your reference only. Please note that all the internal University documents are processed in Russian. For further questions and assistance, please contact a responsible officer of the International Office.**

**Application for Publication Incentive**

To the Rector

of the Immanuel Kant Baltic Federal University

A.A. Fedorov

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(position (for academic staff) /
academic program, year (for research students)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(contact details: telephone number, email address)

I hereby apply for the provision of publication incentive pay (premium/reward) to the authors affiliated with the IKBFU for the following publication in Web of Science (Core Collection) / Scopus database (*date of publication shall be specified here*).

1. Publication Imprint (*please, provide information in the language of database indexation*):

|  |  |
| --- | --- |
| Authors (*please, provide a full list of the authors*) |  |
| Title |  |
| Journal |  |
| ISSN of Journal / ISBN of Book |  |
| Year |  |
| Volume |  |
| Number / Issue |  |
| Pages / Number of Article |  |
| DOI |  |

*The application shall be submitted by one of the authors on behalf of the group of authors.*

1. Authors – members of the IKBFU academic staff (or research students) to claim a premium/reward) (*please, provide information in Russian*):

For academic staff:

Author 1

|  |  |
| --- | --- |
| Full Name |  |
| Position |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

Author 2

|  |  |
| --- | --- |
| Full Name |  |
| Position |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

For research students:

Author 1

|  |  |
| --- | --- |
| Full Name |  |
| Academic Program, Year |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

Author 2

|  |  |
| --- | --- |
| Full Name |  |
| Academic Program, Year |  |
| Telephone Number |  |
| Email Address |  |
| ORCID |  |
| ResearchGate |  |

1. For academic staff:

Authors with the IKBFU affiliation not to claim a premium (*please, provide information in Russian*):

|  |  |
| --- | --- |
| Author’s Full Name |  |
| Reason (the author is a student; the author has been dismissed from the University; the author has refused the premium) |  |
| Co-author 2 (Full Name) |  |
| Reason |  |
| Co-author 3 (Full Name) |  |
| Reason |  |

For research students:

Co-authors (*please, provide information in Russian*):

|  |  |
| --- | --- |
| Co-author 1 (Full Name) |  |
| Affiliation, position |  |
| Co-author 2 (Full Name) |  |
| Affiliation, position |  |

1. For academic staff only:

Additional Information:

|  |  |
| --- | --- |
| Are there any authors with the IKBFU affiliation and contract liabilities under the 5-100 Project? | If so: please, provide their full names and positions |
| Has the University co-financed the publication? | If so: please, specify the items paid by the IKBFU (translation / proofreading / priced publication, etc.) |
| Are there any international co-authors with H-index more than two (for Humanities and Social Sciences), or more than ten (for Natural Science)? | If so: please, provide co-author’s Scopus profile |
| Is the paper indexed in Scopus in one of the following subject areas: 3317 – Demography, 3305 – Geography, Planning and Development, 1211 – Philosophy? |  |

I hereby confirm that the publication has undergone the export control compliance procedure.

The copy of the publication first page is attached.

(date)

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(signature) (full name)

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(signature) (full name)