**Regulations on Compensation for Employees**

**of the State Educational Institution for Higher Professional Education**

**State University − Higher School of Economics**

1. **1. General Provisions**

1.1. These Regulations on Compensation for Employees of State Educational Institution for Higher Professional Education *State University − Higher School of Economics* (hereinafter referred to as Regulations) are designed according to the Labour Code of the Russian Federation, federal laws, regulatory legal acts of the President of the Russian Federation, government of the Russian Federation, Decree of the Government of the Russian Federation as of 05 August 2008 # 583 *On Introduction of New Compensation Systems for Employees of Federal Public Institutions and Federal Government Authorities, and for Civil Employees of Military Units, Institution, and Federal Executive Agencies where Military and Equivalent Service is Prescribed by Law and where Currently Compensation is Based on the Unified Tariff System for Federal Government Agencies Staff,* sectoral legal acts regulating labour compensation by types of economic activities, regulatory legal acts of the Ministry of Health Care and Social Development of the Russian Federation, and the Ministry of Education and Science of the Russian Federation.

1.2. These Regulations define compensation procedures for employees of State Educational Institution for Higher Professional Education *State University − Higher School of Economics* (hereinafter referred to as University).

1.3. The Regulations define the procedure for:

- formation of the salary fund for the University staff using budget finances and other resources according to the law of the Russian Federation,

- setting the amount of the official salaries in professional qualification groups and at qualification levels;

- setting the amount of compensatory and incentive payments.

1.4. The Regulations are approved by the University Academic Council.

1.5. The University may at its own discretion define the amount of extra and additional payments, bonuses and other incentives, and official salaries for employees of all grades as well within the University’s funds available for payment of compensation (without any limitations to any maximum amount).

1.6. The University salary fund is formed for a calendar year based on the limits of federal budget obligations and the finances the University raises from income-generating activities.

1.7. The monthly wage of an employee who has worked standard working time during this period and met the worktime standard (employment duties) cannot be lower than the minimum wage amount defined by the federal legislation.

1.8. The following general concepts and definitions are used for the purposes of these Regulations:

wage (payment for the labour of an employee) − remuneration for the labour depending on an employee’s qualification, level of complexity, scope, quality and conditions of the work done, and compensatory payments (additional and extra payments of the compensatory type including those for work in non-standard conditions, work in special weather conditions and within areas exposed to radioactive contamination, and other payments of the compensatory type) and incentives (additional and extra payment of the incentive type, bonuses or other premiums),

wage rate (hereinafter referred to as rate) − flat amount of an employee’s payment for the labour for his/her meeting the labour standard of a specific complexity (qualification) per a unit time without any compensatory, incentive and social payments,

minimum fixed salary − a flat salary of a University employee who performs his/her professional activity holding any worker or non-manual worker position included in the appropriate qualification group without any compensatory or incentive payments,

official salary − flat amount of an employee’s payment for performing his/her labour (employment) duties of specific complexity per a calendar month without any compensatory or incentive payments.

**2. Compensation for University Employees**

2.1. The University staff compensation system includes the amounts of official salaries, compensatory or incentive payments stipulated by the law and regulatory legal acts in terms of labour payments, and is defined by the present Regulations according to the federal legislation, and other regulatory legal acts of the Russian Federation.

2.2. University’s compensation system is formed on the basis of:

-the Unified Rating and Skills Guide for Jobs and Occupations of Manual Workers,

- the Unified Skills Guide for Positions of Managers, Specialists and Non-Manual Workers,

- government guarantees of payment for labour,

- types of compensatory payments list,

- types of incentive payments list,

- other obligatory payments stipulated by the legislation and regulatory legal acts in terms of labour payment,

- guidelines provided by the Russian Trilateral Commission for the Regulation of Social and Labour Relations.

**3. Procedure and Terms of Compensation for University Employees**

**3.1. Procedure and Terms of Compensation for Teaching Staff**

3.1.1 Professional qualification groups of positions within the teaching staff are defined and divided into six qualification levels subject to the Decree of the Ministry of Health Care and Social Development of the Russian Federation as of 05 May 2008 # 217n *On* *Approval of Professional Qualification Groups of Positions for Employees in Higher and Additional Professional Education Sector* (registered in the Ministry of Justice on 22 May 2008, # 11725).

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient (including associate professor/professor coefficient),

- regional coefficient.

In case an employee has a Doctor of Science /Candidate of Science degree he/she shall get an additional payment in the amount defined by the University Academic Council.

In case an employee is a tenured professor he/she shall get an additional payment in the amount defined by the University Academic Council.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients, in case an employee has an academic degree or a status of tenured professor, additional payments in absolute terms are added.

The amounts of minimum salaries and multiplying coefficients for positions within the teaching staff are given in Appendix 1 to the present Regulations.

3.1.2. A personal multiplying coefficient (personal additional payment) may be assigned to an employee of the teaching staff in addition to the official salary given the level of this employee’s professional skills, complexity and importance of the work, the degree of independence and responsibility taken during performance of the tasks set, experience, length of work, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount is made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.1.3. Employees of the teaching personnel who are on the University staff have a right to perform educational work paid by the hour in the amount of no more than 300 hours per a year with this work being considered primary employment.

The hourly wage rates in the University are approved by the Rector’s decree.

3.1.4. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to employees of the teaching staff given the working conditions.

3.1.5. Additional incentives and premiums may be paid to employees of the teaching staff according to the List specified in Chapter 5 of these Regulations.

**3.2. Procedure and Terms of Compensation for Office and Administrative, and Auxiliary Educational Staff**

3.2.1. Professional qualification groups of positions within the office and administrative, and auxiliary educational staff are defined and divided into three levels subject to the Decree of the Ministry of Health Care and Social Development of the Russian Federation as of 05 May 2008 # 217n *On* *Approval of Professional Qualification Groups of Positions for Employees in Higher and Additional Professional Education Sector* (registered in the Ministry of Justice on 22 May 2008, # 11725).

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient,

- regional coefficient.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients.

The amounts of minimum salaries and multiplying coefficients for positions within the office and administrative, and auxiliary educational staff are given in Appendix 2 to the present Regulations.

3.2.2. A personal multiplying coefficient (personal additional payment) may be assigned to an employee of the office and administrative, and auxiliary educational staff in addition to the official salary given the level of this employee’s professional skills, complexity and importance of the work, the degree of independence and responsibility taken during performance of the tasks set, experience, length of work, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount is made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.2.3. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to employees of the office and administrative, and auxiliary educational staff given the working conditions.

3.2.4. Additional incentives and premiums may be paid to employees of the office and administrative, and auxiliary educational staff according to the List specified in Chapter 5 of these Regulations.

**3.3. Procedure and Terms of Compensation for Heads of Structural Units**

3.3.1. Professional qualification groups of positions for heads of structural units are defined and divided into six qualification levels subject to the Decree of the Ministry of Health Care and Social Development of the Russian Federation as of 05 May 2008 # 217n *On* *Approval of Professional Qualification Groups of Positions for Employees in Higher and Additional Professional Education Sector* (registered in the Ministry of Justice on 22 May 2008, # 11725).

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient,

- regional coefficient.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients.

The amounts of minimum salaries and multiplying coefficients for positions of heads of structural units are given in Appendix 2 to the present Regulations.

3.3.2. A personal multiplying coefficient (personal additional payment) may be assigned to a head of a structural unit in addition to the official salary given the level of this employee’s professional skills, complexity and importance of the work, the degree of independence and responsibility taken during performance of the tasks set, experience, length of work, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount shall be made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.3.3. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to heads of structural units given their working conditions.

3.3.4. Additional incentives and premiums may be paid to heads of structural units according to the List specified in Chapter 5 of these Regulations.

**3.4. Procedure and Terms of Compensation for Employees of Secondary Professional Education Sector**

3.4.1. Professional qualification group of positions for auxiliary education staff, teaching employees, and heads of structural units in the secondary education sector is defined and divided into one level for auxiliary education staff, two levels for positions of teaching employees, and two levels for heads of structural units subject to the Decree of the Ministry of Health Care and Social Development of the Russian Federation as of 05 May 2008 # 216н *On* *Approval of Professional Qualification Groups of Positions for Employees in Education Sector* (registered in the Ministry of Justice on 22 May 2008, # 11731).

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient,

- regional coefficient.

In case an employee has a Doctor of Science /Candidate of Science degree he/she shall get an additional payment in the amount defined by the federal law.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients, in case an employee has an academic degree, an additional payment for this degree in absolute terms is added.

The amounts of minimum salaries and multiplying coefficients for employees of secondary professional education are given in Appendix 3 to the present Regulations.

3.4.2. A personal multiplying coefficient (personal additional payment) may be assigned to auxiliary education staff, teaching employees, and heads of structural units in addition to the official salary given the level of this employee’s professional skills, complexity and importance of the work, the degree of independence and responsibility taken during performance of the tasks set, experience, length of work, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount is made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.4.3. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to auxiliary education staff, teaching employees, and heads of structural units in the sector of secondary professional education given their working conditions.

3.4.4. Additional incentives and premiums may be paid to auxiliary education staff, teaching employees, and heads of structural units in the sector of secondary professional education according to the List specified in Chapter 5 of these Regulations.

**3.5. Procedure and Terms of Compensation for Employees of Research and Development Sector**

3.5.1. Professional qualification groups of positions for research and development employees covering scientific and engineering positions and scientific positions, and heads of structural units are defined subject to the professional qualification group which includes the positions they hold with these groups being approved by the Decree of the Ministry of Health Care and Social Development of the Russian Federation as of 03 July 2008 # 305n *On* *Approval of Professional Qualification Groups of Positions for Employees in Research and Development Sector* (registered in the Ministry of Justice on 18 July 2008, # 12001).

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient,

- regional coefficient.

In case an employee has a Doctor of Science /Candidate of Science degree he/she shall get an additional payment in the amount defined by the federal law.

In case an employee is a tenured professor he/she shall get an additional payment in the amount defined by the University Academic Council.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients, in case an employee has an academic degree or a status of tenured professor, additional payments in absolute terms shall be added.

The amounts of minimum salaries and multiplying coefficients for positions within the research and development sector are given in Appendix 4 to the present Regulations.

3.5.2. A personal multiplying coefficient (personal additional payment) may be assigned to research and development employees in addition to the official salary given the level of the employees’ professional skills, complexity and importance of the work, the degree of independence and responsibility taken during performance of the tasks set, experience, length of work, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount is made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.5.3. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to research and development staff given their working conditions.

3.5.4. Additional incentives and premiums may be paid to research and development staff according to the List specified in Chapter 5 of these Regulations.

**3.6. Procedure and Terms of Compensation for Specialists and Non-Manual Workers**

3.6.1. Professional qualification groups of specialists and non-manual workers are defined and divided into levels subject to the Decree of the Ministry of Health Care and Social Development of the Russian Federation as of 29 May 2008 # 247n *On* *Approval of Professional Qualification Groups of General Sectoral Positions of Managers, Specialists and Non-Manual Workers* (registered in the Ministry of Justice on 18 June 2008, # 11858).

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient,

- regional coefficient.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients.

The amounts of minimum salaries and multiplying coefficients for positions of specialists and non-manual workers are given in Appendix 5 to the present Regulations.

3.6.2. A personal multiplying coefficient (personal additional payment) may be assigned to a specialist or a non-manual worker in addition to the official salary given the level of the employee’s professional skills, complexity and importance of the work, the degree of independence and responsibility taken during performance of the tasks set, experience, length of work, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount is made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.6.3. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to specialists and non-manual workers given their working conditions.

3.6.4. Additional incentives and premiums may be paid to specialists and non-manual workers according to the List specified in Chapter 5 of these Regulations.

**3.7. Procedure and Terms of Compensation for Employees Who Perform Professional Activity in Positions of Manual Workers**

3.7.1. Professional qualification groups of positions of manual workers are defined and divided into two levels subject to the Decree of the Ministry of Health Care and Social Development of the Russian Federation as of 29 May 2008 # 248n *On* *Approval of Professional Qualification Groups of General Sectoral Positions for Manual Workers* (registered in the Ministry of Justice on 23 June 2008, # 11861).

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient,

- regional coefficient.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients.

The amounts of minimum salaries and multiplying coefficients for positions of manual workers are given in Appendix 6 to the present Regulations.

3.7.2. A personal multiplying coefficient (personal additional payment) may be assigned to a manual worker in addition to the official salary given the level of the employee’s professional skills, complexity, and responsibility taken during performance of the tasks set, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount is made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.7.3. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to manual workers given their working conditions.

3.7.4. Additional incentives and premiums may be paid to the University’s manual workers according to the List specified in Chapter 5 of these Regulations.

**3.8. Labour Conditions and Compensation for University Employees Involved in Other Types of Economic Activity**

3.8.1. Professional qualification groups of the University staff involved in other types of economic activity are defined and divided subject to the decrees of the Ministry of Health Care and Social Development of the Russian Federation, which define professional qualification groups by other types of economic activity.

The following multiplying coefficients are applied to the minimum salaries set for qualification levels:

- qualification coefficient,

- regional coefficient.

Multiplying coefficients are defined as percentage of the minimum salary.

The official salary is formed through multiplication of the minimum salary by multiplying coefficients.

The amounts of minimum salaries and multiplying coefficients for positions included in other types of economic activity are given in Appendixes 7, 8 to the present Regulations.

3.8.2. A personal multiplying coefficient (personal additional payment) may be assigned to a University employee involved in other types of economic activity given the level of the employee’s professional skills, degree of independence and responsibility taken during performance of the tasks set, and other factors as well.

The personal multiplying coefficient is defined in percentage of the official salary (personal additional payment is defined in absolute figures).

The decision to assign the personal multiplying coefficient (personal additional payment) to the official salary and on the coefficient amount is made by the Rector (or any other person who is entitled to act as the Rector in these terms) personally for every particular employee.

3.8.3. Compensatory payments stipulated by Chapter 4 of the present Regulations are assigned to the University employees involved in other types of economic activity given their working conditions.

3.8.4. Additional incentives and premiums may be paid to the University’s employees involved in other types of economic activity according to the List specified in Chapter 5 of these Regulations.

**3.9 Labour Conditions and Compensation for Military Personnel of Department of Military Studies**

Payment for labour of the military personnel of the University Department of Military Studies is regulated by the Federal Law # 76-FZ as of 27 May 1998 *On* *Status of Military Personnel*, regulatory legal acts of the President of the Russian Federation, Government of the Russian Federation, and the Ministry of Defence of the Russian Federation.

**3.10. Compensation for Rector, President, Academic Supervisor, Deputy Academic Supervisor, First Vice-Rectors, Vice-Rectors, Area Directors, Chief Accountant, University Academic Secretary, Branch Academic Supervisor, Branch Directors and Deputy Branch Directors, Heads of Structural Units**

3.10.1. The procedure for calculating the University rector’s official salary is set subject to the Decree of the Ministry of Health Care and Social Development of the Russian Federation # 167n as of 08 April 2008 *On Approval of Calculating Procedures of Average Wage Amount to Define Official Salary Amount of Head of Federal Public Institution* (registered in the Ministry of Justice on 05 May 2008, # 11624).

Wage of the University rector, president, academic supervisor, first vice-rectors, vice-rectors, and chief accountant includes official salaries, incentive and compensatory payments and other payments as well stipulated by the legislation and regulatory legal acts in terms of labour payments.

Wage of the University area directors, academic secretary, deputy academic supervisor, branch academic supervisor, branch directors and deputy branch directors, and heads of structural units includes official salaries, incentive and compensatory payments, and other payments as well stipulated by the legislation and regulatory legal acts in terms of labour payments and are defined by the rector.

3.10.2. The University rector’s official salary is set in the employment agreement and makes up to five average wages of employees included in the University key personnel.

The University key personnel cover those employees who directly perform major functions the University was established to implement.

The list of positions and professions of the University employees fallen under the key personnel by the type of economic activity is approved in line with the established procedures.

Decisions on paying bonuses to the University’s rector is made by the University’s Founder given the evaluation criteria and goal indicators of the University efficiency using centralized limits of budgetary obligations transferred to the Founder and stipulated for University staff remuneration.

The amount of the University rector’s bonuses, payment procedure and criteria are defined annually by the chief controller out of the federal budget funds in the additional agreement to the employment agreement of the University rector.

3.10.3. The official salaries of the University first vice-rectors are 10% less than the rector’s official salary; and the official salaries of vice-rectors and the chief accountant are 20% less than the rector’s official salary.

3.10.4. The official salaries of the University president and academic supervisor are 5% less than the rector’s official salary.

3.10.5. Compensatory payments to the rector make 50% of the rector’s official salary unless otherwise provided by the rector’s employment agreement.

3.10.6. Incentive payments to the rector are defined as follows:

- using budget allocations: in the amount of 0.5% of the labour payment fund unless otherwise provided by the rector’s employment agreement,

- using extra-budgetary funds: in the amount of 1% of the University actual gain of income from income-generating activities against the previous fiscal year unless otherwise provided by the rector’s employment agreement.

3.10.7. Compensatory and incentive payments to the University management personnel are set in the amount of up to 5% of the labour payment fund using budgetary allocations and up to 5% of the University actual gain of income from income-generating activities against the previous fiscal year.

3.10.8. Compensatory and incentive payments to the University president, academic supervisor, deputy academic supervisor, first vice-rectors, vice-rectors, area directors, chief accountant, academic secretary, branch academic supervisors, branch directors and deputy branch directors, and heads of structural units are set by the rector and in the amount not exceeding the payments mentioned in cl. 3.10.7.

**4. Procedure and Terms of Compensatory Payments Determination**

4.1. Remuneration to the University employees involved in heavy works and works in harmful, dangerous and other special labour conditions is made in the increased amount.

To this end the following compensatory payments to the University employees may be made subject to the Labour Code of the Russian Federation and the List of Compensatory Payments in Federal Public Institutions approved by the Decree of the Ministry of Health Care and Social Development of the Russian Federation # 822 as of 29 December 2007 *On Approval of List of Compensatory Payments in Federal Public Institutions and Explanations for Procedure of Compensatory Payments Determination in Federal Public Institutions* (registered in the Ministry of Justice on 04 February 2008, # 11081):

- payments to the employees involved in heavy works, works in harmful, dangerous and other special labour conditions,

- additional payments for working in dangerous for health and hard labour conditions,

- percentage increment for working with data classified as state secret,

- payments for working in the conditions diverging from the norm (in case of performing works of different qualification, combining of professions (positions)), overtime work, night work, and working in other conditions diverging from the norm,

- local coefficient.

The amount of compensatory payments is defined subject to the explanation for such payments determination procedure in federal public institutions with this explanation being approved by the Decree of the Ministry of Health Care and Social Development of the Russian Federation # 822 as of 29 December 2007 *On Approval of List of Compensatory Payments in Federal Public Institutions and Explanations for Procedure of Compensatory Payments Determination in Federal Public Institutions* (registered in the Ministry of Justice on 04 February 2008, # 11081).

The amount of the compensatory payment on the basis of the University’s extra-budgetary funds which exceeds the amount set by regulatory legal acts is defined by the rector’s decree (or by the decree of any other person who is entitled to act as the Rector in these terms) in percentage of the official salary.

**5. Incentive Payments**

**(Incentive Benefits and Additional Payments, Bonuses, and Other Premiums)**

5.1. The following payments are set in the University subject to the List of Incentive Payments in Federal Public Institutions approved by the Decree of the Ministry of Health Care and Social Development of the Russian Federation # 818 as of 29 December 2007 *On Approval of List of Incentive Payments in Federal Public Institutions and Explanations for Procedure of Incentive Payments Determination in Federal Public Institutions* (registered in the Ministry of Justice on 01 February 2008, # 11080):

1. Payments for high productivity and good results,

2. Payments for the quality of the work done,

3. Bonus payments following results of the work.

Incentive payments are made by the University rector’s decision exclusively (or by the decision of any other person who is entitled to act as the rector in these terms) within the limits of the budgetary allocations directed to pay for the University employees’ labour and using funds raised from income-generating activities as well channeled by the University to pay for the employees’ labour. The amount of the incentive payment and its effective term are set by the rector’s decree (or by the decree of any other person who is entitled to act as the rector in these terms).

5.2. Incentive payments are appointed to:

а) the teaching staff for:

increase of scope and/or productivity of work due to increase of the local enrollment on a tuition basis,

doing administrative work;

skills improvement;

an academic degree conferred by leading foreign universities;

sectoral and government awards in the education and science sector;

conduct, management and provision of fundamental and application scientific researches at the high quality level, expert evaluations of research and development projects, expert evaluations in economic, financial and other types of activity, draft regulatory legal acts, and other consultation and/or analytical services,

preparation and publication of textbooks, monographs, education and methodical guidance,

development of new lecture courses and innovative techniques,

various types of additional work with students,

successful research supervision of the University students’ work, introduction of the researches results in the teaching process,

successful research supervision of postgraduates’ and candidates’ work,

academic achievements,

membership in a high professional potential organization,

regular update of the employee’s personal web-page on the University corporate portal (site),

quality of teaching,

participation in organizing and providing new admission to the University,

timely placement of subject programmes on the University web-site,

contribution to the University international communication development and preparation and implementation of international projects,

participation in information and analytical and expert support for activity of the Government of the Russian Federation,

preparation and active participation in the University events,

execution of particularly important tasks of the University management immediately and in a quality manner,

submission of subject programmes for approval within the terms specified,

submission of the information about the employee’s own professional activity, which is stipulated by the employment agreement, and reporting as well on requests of heads of the University structural units within the terms specified,

timely review of the information placed on the University official site (portal) and holding correspondence concerning professional activity and labour relations in a timely manner by e-mail using the corporate account provided, preparation of answers to the requests of heads of structural units using this e-mail,

submission of the employee’s own plan of education and methodical work for the coming academic year on a timely basis.

b) the staff of research units for:

performance of administrative work,

skills improvement,

sectoral and government awards in the education and science sector,

increase of scope and/or productivity of work due to conduct and/or management of fundamental and application scientific researches and expert evaluations of research and development projects, expert evaluations in economic, financial and other types of activity, draft regulatory legal acts, and other consultation and/or analytical services, performance of these works at the high quality level,

complexity and intensity of work,

preparation and active participation in the University events,

successful research supervision of postgraduates’ and candidates’ work,

timely update of the employee’s personal web-page on the University corporate portal,

participation in information and analytical and expert support for activity of the Government of the Russian Federation,

execution of particularly important tasks of the University management immediately and in a quality manner,

contribution to the University international communication development and preparation and implementation of international projects,

organization and holding of research seminars, conferences, symposia, and congresses,

research supervision of the University students’ work, introduction of the researches results in the teaching process,

в) the rest of the staff for:

increase of scope and/or productivity of work,

complexity and intensity of work,

skills improvement,

sectoral and government awards in the education and science sector,

conduct, provision and management of fundamental and application scientific researches and expert evaluations of research and development projects, expert evaluations in economic, financial and other types of activity, draft regulatory legal acts, and other consultation and/or analytical services,

provision of the University income-generating activity,

preparation and active participation in the University events,

participation in organizing and providing new admission to the University,

participation in information and analytical and expert support for activity of the Government of the Russian Federation,

execution of particularly important tasks of the University management immediately and in a quality manner,

high-quality performance of the duties assigned in case the University enters into a full financial liability agreement

increase of scope of works due to introduction of two-shift schedule of teaching process,

contribution to the University international communication development and preparation and implementation of international projects,

regular update of the employee’s personal web-page on the University corporate portal (site),

timely review of the information placed on the University official site (portal) and holding correspondence concerning professional activity and labour relations in a timely manner by e-mail using the corporate account provided, preparation of answers to the requests of heads of structural units using this e-mail,

performance of the employment duties in a quality and proper manner.

5.3. The procedure for determination and calculation, terms of receipt, and quantitative characteristics of the basis for incentive payments including premiums are stipulated in the appendixes to the present Regulations and/or University other local acts.

**6. University Staff List**

6.1 University Staff List is approved by the University rector (or by any other person who is entitled to act as the rector in these terms).

6.2. Amendments to the Staff List are made subject to the decree of the University rector (or any other person who is entitled to act as the rector in these terms).

6.3. The University provides positions for research and education (teaching staff, scientific positions), engineering and technical, administrative and managerial, office and administrative, and auxiliary education personnel.

6.4. Staff List by the type of personnel is formed for University’s every structural unit: branches, faculties, departments, technical school, college, research units, laboratories, institutes, centres, additional professional education units, units of extra-curricular and morale building activities, departments of preparatory training and preparatory courses, administrations, divisions, social infrastructure units, dormitories, Guest House, and other structural units according to the University Charter.

6.5. The Staff List of the teaching staff is formed according to the University structure on the basis of the annual academic load and time standards given the ratio of the number of students to one teacher.

6.6. The teaching staff includes the following positions: a faculty dean, a department head, a professor, an associate professor, a senior lecturer, a lecturer, and an assistant.

6.7. The University Staff List contains the following data: positions of employees, their number, official salary within professional qualification groups and qualification levels, types of compensatory payments, other obligatory additional and extra payments stipulated by the law and regulatory legal acts in terms of labour payment and assigned to the employees holding staff positions.

**7. Miscellaneous Provisions in Terms of Labour Payment**

7.1. In case employees’ wages are paid in arrears and other violations in terms of labour payment the University rector shall bear appropriate responsibility subject to the Labour Code of the Russian Federation and other federal laws.

In case payment of an employee’s wage is delayed for more than 15 days, the employee is entitled to suspend work upon written notification of the rector until the deferred payment is made.

The employee who was absent from work during his/her working time within the work suspension period is obliged to start working not later than on the next working day after receipt of the University rector’s written notification of the payment of the deferred wage on the day the employee comes to work.

7.2. The employees may obtain financial assistance out of the labour payment fund. The decision to allocate financial assistance and on its amount is made by the University rector (or by any other person who is entitled to act the rector in these terms) subject to the employee’s written application.

7.3. The labour payment fund can be used for making payments according to the government guarantees set by the law of the Russian Federation and regulatory legal acts in terms of labour payment.

7.4. The University rector has a right to delegate directors of branches and other structural units of the University authorities to define amounts of the branch (unit) staff wages, compensatory and incentive payments within the limits channeled to pay for labour of branches (units) staff.

**Appendixes to Regulations on Compensation**

**APPENDIX 1**

EMPLOYEES OF HIGHER AND ADDITIONAL EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient including associate professor/professor coefficient | Regional coefficient |
| **Teaching staff and heads of structural units** | | | | |
| **TEACHING STAFF** | | | | |
| First qualification level | Assistant, lecturer | **4 500** | 1,0 – 1,20 | 1,0 -1,11 |
| Second qualification level | Senior lecturer | **5 700** | 1,0 – 1,06 | 1,0 -1,26 |
| Third qualification level | Associate professor | **6 000** | 1,4 – 1,51 | 1,0 |
| Fourth qualification level | Professor | **6 700** | 1,6 – 1,72 | 1,0 -1,05 |
| Fifth qualification level | Department Head | **7 500** | Additional payment in the amount of 20% of the minimum salary is applied to the key position with duties of Department Head being assigned | |
| Sixth qualification level | Dean | **9 000** | Additional payment in the amount of 35% of the minimum salary is applied to the key position with duties of Dean being assigned | |

Flat additional payment to the minimum salary for Candidate/Doctor of Science academic degree is applied in proportion to the wage rate.

APPENDIX 2

**EMPLOYEES OF HIGHER AND ADDITIONAL EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **Positions of office and administrative and auxiliary education personnel\*** | | | | |
| First qualification level | Office-manager (at faculties), training and methodical support specialist | **1 830** | 1,0 – 1,63 | 1,0 -1,76 |
| Second qualification level | Training and methodical support specialist of 2nd category | **3 590** | 1,0 – 1,06 | 1,0 -2,14 |
| Third qualification level | Training and methodical support specialist of 1st category, training and methodical support specialist of the highest category | **3 880** | 1,0 – 1,08 | 1,0 -2,14 |
| **Teaching staff and heads of structural units\*** | | | | |
| **HEADS OF STRUCTURAL UNITS** | | | | |
| First qualification level | Head of laboratory, head of workshop, head of training and methodical office, head of centre within independent units of additional professional education, deputy head of centre within independent units of additional professional education, deputy head of education unit, manager/head of division/sector, vice-rector assistant, rector assistant, head of division/group at faculties, departments, independent units of additional professional education, head of education unit. | **4 500** | 1,0 – 1,42 | 1,0 -1,11 |
| Second qualification level | Director of centre, deputy director of centre (cultural, training dealing, French, centre of skills improvement); positions of heads of units supporting teaching process, cultural work with students and international communications and included in independent administrative and managerial divisions: head of centre, deputy head of centre, deputy department head, department head, and others | **5 700** | 1,0 – 1,18 | 1,0 -1,36 |
| Third qualification level | Positions of heads of independent administrative and managerial divisions (excluding planning and financial office, legal office, and accounting office) and office and administrative divisions: deputy office head, office head, head of studio, advisor, academic secretary, and others. | **6 000** | 1,00 – 1,27 | 1,0 -1,47 |
| Fourth qualification level | Deputy head of planning and financial office, deputy head of legal office, deputy first vice-rector, deputy vice-rector, head of planning and financial office, head of legal office. | **6 700** | 1,33 – 1,36 | 1,0 -1,23 |
| Fifth qualification level | Library director/deputy library director, director of publishing house, head/deputy head of independent additional professional education unit, head/deputy head of section (at faculties), University deputy area director, head/deputy head of rector’s office | **7 500** | 1,0 – 1,17 | 1,0 – 1,28 |
| Sixth qualification level | University area director, branch director, deputy branch director | **9 000** | 1,0 – 1,16 | 1,0-1,39 |

\* - and other positions within professional qualification group of higher and additional professional education personnel approved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 217n** as of 05 May 2008.

APPENDIX 3

**POSITIONS OF EDUCATION SECTOR PERSONNEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **Positions of auxiliary education personnel of 1st grade\*** | | | | |
| First qualification level | Secretary of education unit | **1 830** | 1,0 | 1,0 -1,38 |
| **Positions of teaching employees\*** | | | | |
| Third qualification level | Tutor, on-the-job-training specialist, training methodological support specialist | **2 720** | 1,0 – 1,32 | 1,0 -1,76 |
| Fourth qualification level | Lecturer | **3 280** | 1,0 – 1,48 | 1,0 |
| **Positions of heads of structural units\*** | | | | |
| Second qualification level | Deputy head of education unit, head of laboratory (in technical school), head of education and consultation department, administrator of dormitory (in technical school), head of education unit (in technical school) | **3 280** | 1,0 – 1,38 | 1,0 |
| Third qualification level | Director of technical school, deputy director of technical school | **4 200** | 1,0 – 1,16 | 1,0 |

\* - and other positions within professional qualification group of education sector personnel approved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 216n** as of 05 May 2008.

APPENDIX 4

**EMPLOYEES OF RESEARCH AND DEVELOPMENT SECTOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **Positions of scientific and engineering employees of 2nd grade\*** | | | | |
| Fourth qualification level | Laboratory researcher, laboratory assistant, senior laboratory assistant, research intern | **1 830** | 1,0 – 1,49 | 1,0 -1,65 |
| **Positions of scientific employees and heads of structural units\*** | | | | |
| First qualification level | Junior research fellow, research fellow | **4 500** | 1,0 | 1,0 |
| Second qualification level | Senior research fellow | **4 500** | 1,0 | 1,0 |
| Positions of heads of auxiliary units\*\* (laboratories, centres, groups, sectors, departments) within departments (laboratories, centres, sectors, institutes) of independent research units and directly within independent research units\* | | | |
| Head of laboratory/department, director of centre, department head | **4 500** | 1,0 | 1,0 |
| Third qualification level | Leading research fellow | **4 500** | 1,0 | 1,0 |
| Positions of heads of units performing research works (laboratories, centres, groups, sectors, departments) within departments (laboratories, centres, sectors, institutes) of independent research units\* | | | |
| Director of centre, sector/department head | **4 500** | 1,0 | 1,0 |
| Fourth qualification level | Chief research fellow | **4 500** | 1,0 | 1,0 |
| Positions of heads of units performing research works (laboratories, centres, institutes, groups, sectors, departments) within independent research units\* | | | |
| Head of laboratory, head of centre, head of sector, department head, academic secretary | **4 500** | 1,0 | 1,0 |
| Fifth qualification level | Positions of heads of independent research units\* | | | |
| Director, head of laboratory | **4 500** | 1,0 | 1,0 |

\* - deputies’ official salary is 10% lower than heads’ official salary without regard to an academic degree

\*\* - editorial and publishing department, project administration department, financial group and similar sub-structural units performing administrative and auxiliary functions within research units. Additional payment to the minimum salary for a Candidate/Doctor of Science degree is defined in fixed figures in proportion to the wage rate.

\* - and other positions within professional qualification group of research and development personnel approved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 305n** as of 03 July 2008.

APPENDIX 5

**GENERAL SECTORAL POSITIONS OF MANAGERS, SPECIALISTS AND NON-MANUAL WORKERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **General sectoral positions of non-manual workers of the 1st grade\*** | | | | |
| First qualification level | Duty administrator, archivist, duty attendant of pass office, duty officer of dormitory, duty officer of floor, record keeper, cashier, supervisor, passport officer, secretary, forwarding agent | **1 610** | 1,0 – 1,26 | 1,0 -1,76 |
| Second qualification level | Positions of the 1st qualification level which can take the official category *senior*. | Enlargement coefficient of official salary by appropriate qualification levels = 1.05 | | |
| **General sectoral positions of non-manual workers of the 2nd grade\*** | | | | |
| First qualification level | Commercial agent, administrator, office-managers (excluding office-managers at faculties), human resources officer, execution control officer, fire safety instructor, fire prevention instructor, technician, technician-computer expert, communication technician (automatic telephone station), technician-supervisor, merchandise specialist, painter | **1 750** | 1,0 – 1,55 | 1,0 -1,77 |
| Second qualification level | Head of pass office, manager of warehouse, supply manager, supervising officer, senior administrator, senior office-manager, senior human resource officer, senior laboratory assistant, technician of 2nd category, and other positions of 1st qualification level which can take an inter-position category and/or official category *senior*. | **1 750** | 1,0 – 1,55 | 1,0 -1,77 |
| Third qualification level | Director/deputy director of Guest House, administrator/deputy administrator of dormitory, head/deputy head of department within office and administrative units, head of section within departments of office and administrative units, technician of 1st category, and other positions of 1st qualification level which can take 1st inter-position category | **2 260** | 1,0 – 1,72 | 1,0 -2,14 |
| Fourth qualification level | Mechanic | **2 260** | 1,0 | 1,0 -1,76 |
| and positions of non-manual workers within the 1st qualification level which can take official category *leading*. | With the rate being upgraded by 3 levels according to Unified Rating and Skills Guide | | |
| Fifth qualification level | Administrative director, director of capital and current repairs office, director of health improvement centre, deputy administrative director, deputy director of capital and current repairs office, deputy garage manager, head of library administrative department, garage manager, repair and construction site manager | **2 720** | 1,0 – 1,79 | 1,0 -2,14 |
| **General sectoral positions of non-manual workers of the 3rd grade\*** | | | | |
| First qualification level | Accountant, designer, engineer, construction inspection engineer, heating utilities service engineer, software engineer, cost engineer, manager, advertising manager, programmer, professional advisor, HR specialist, marketing specialist, PR specialist, economist, legal advisor | **2 030** | 1,0 – 2,22 | 1,0 -1,76 |
| Second qualification level | Accountant of 2nd category, engineer of 2nd category, technician of 2nd category, electronic equipment engineer of 2nd category, legal advisor of 2nd category | **2 260** | 1,0 – 1,32 | 1,0 -1,77 |
| and other positions of non-manual workers within the 1st qualification level which can take 2nd inter-position category | With the rate being upgraded by 1 level according to Unified Rating and Skills Guide | | |
| Third qualification level | Accountant of 1st category, engineer of 1st category, engineer of line communication facilities and user terminals of 1st category, psychologist of 1st category, technician of 1st category | **2 480** | 1,0 – 1,32 | 1,0 -1,76 |
| and other positions of non-manual workers within the 1st qualification level which can take 1st inter-position category | With the rate being upgraded by 2 levels according to Unified Rating and Skills Guide | | |
| Fourth qualification level | Leading accountant, leading engineer, leading software engineer, leading professional advisor, leading programmer, leading psychologist, leading economist, leading electronic equipment engineer, leading legal advisor | **3 280** | 1,0 – 1,28 | 1,0 -1,76 |
| Positions of non-manual workers within the 1st qualification level which can take official category *leading*. | With the rate being upgraded by 3 levels according to Unified Rating and Skills Guide | | |
| Fifth qualification level | Deputy chief accountant, deputy branch chief accountant | **4 200** | 1,0 – 1,16 | 1,0 -2,14 |
| **General sectoral positions of non-manual workers of the 4th grade\*** | | | | |
| First qualification level | Positions of heads and deputy heads of departments within HSE structural units, heads and deputy heads of departments (centres) within branches (excluding positions mentioned in the professional qualification groups: Employees of Higher and Additional Education, Employees of Education Sector, Employees of Research and Development Sector, Employees of Print Media, Employees of Art, Culture, and Cinema Sector | | | |
| Head of department and head of editorial office within publishing house, head of centre, deputy head of centre, deputy department head, department head | **3 880** | 1,0 – 1,16 | 1,0 -2,14 |
| Second qualification level | Branch chief accountant, chief engineer, chief mechanic, chief power engineer | **4 510** | 1,0 – 1,08 | 1,0 -2,14 |

\* - and other positions within professional qualification group of general sectoral positions of managers, specialists and non-manual workers approved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 247n** as of 29 May 2008.

APPENDIX 6

**GENERAL SECTORAL POSITIONS OF MANUAL WORKERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **General sectoral positions of manual workers of 1st grade\*** | | | | |
| First qualification level | Professions of manual workers which can take 1st qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy: **cloakroom attendant; maid, yard keeper; store keeper; lift operator; maintenance worker, keeper (watchman); office premises cleaner;**  Professions of manual workers which can take 2nd qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy: **linen keeper; store keeper; roofer; painter, tiler, copier operator; parquet layer, surface printing specialist, carpenter, plumber, glazier, joiner, plasterer, electrician of electrical equipment maintenance and repair.**  Professions of manual workers which can take 3rd qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy: **painter, tiler, copier operator; carpenter, building maintenance and repair specialist, plumber, glazier, joiner, plasterer, electrician of electrical equipment maintenance and repair.** | **1 610** | 1,0 – 1,09 | 1,0 -1,76 |
| Second qualification level | Professions of manual workers referred to 1st qualification level subject to performance of works covered by professions with the official category *senior* and with 1st qualification rate of Unified Rating and Skills Guide (issue 1, clause Professions of Manual Workers General for All Branches of Economy) being assigned.  Professions of manual workers referred to 1st qualification level subject to performance of works covered by professions with the official category *senior* and with 2nd qualification rate of Unified Rating and Skills Guide (issue 1, clause Professions of Manual Workers General for All Branches of Economy) being assigned.  Professions of manual workers referred to 1st qualification level subject to performance of works covered by professions with the official category *senior* and with 3rd qualification rate of Unified Rating and Skills Guide (issue 1, clause Professions of Manual Workers General for All Branches of Economy) being assigned. | **1 700** | 1,0 – 1,09 | 1,0 -1,75 |
| **General sectoral positions of manual workers of 2nd grade\*** | | | | |
| First qualification level | Professions of manual workers which can take 4th qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy: **roofer, computer operator, plumber, carpenter, heating technician, equipment maintenance and repair electrician.**  Professions of manual workers which can take 5th qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy: **automobile driver, painter, sheet-forming machine operator, folding machine operator, bookbinder, plumber, carpenter, plasterer, electric and gas welder, equipment maintenance and repair electrician.** | **1 830** | 1,0 – 1,11 | 1,0 -1,76 |
| Second qualification level | Professions of manual workers which can take 6th qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy: **printing plates maker; printing equipment service man; surface printing specialist; plumber, carpenter, heating technician; lift electrician, lift electrician of 2nd category; equipment maintenance and repair electrician.**  Professions of manual workers which can take 7th qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy | **2 260** | 1,0 – 1,10 | 1,0 – 1,76 |
| Third qualification level | Professions of manual workers which can take 8th qualification rate according to Unified Rating and Skills Guide, issue 1, clause Professions of Manual Workers General for All Branches of Economy | **2 720** | 1,0 | 1,0 – 1,76 |
| Fourth qualification level | Professions of manual workers referred to 1-3 qualification levels of this professional qualification group performing important (particularly important) and critical (particularly critical) works. | Enlargement coefficient of official salary by appropriate qualification levels = 1.10 | | |

\* - and other positions within professional qualification group of general sectoral positions of manual workers approved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 248n** as of 29 May 2008.

APPENDIX 7

**EMPLOYEES OF ART, CULTURE, AND CINEMA SECTOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **Professions of manual workers of art, culture, and cinema sector\*** | | | | |
| First qualification level | Stage assembler | **1 750** | 1,0 | 1,0 -1,40 |

\* - and other positions within professional qualification group of employees of art, culture, and cinema sectorapproved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 121n** as of 14 March 2008

**EMPLOYEES OF ART, CULTURE, AND CINEMA SECTOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **Positions of leading category employees within art, culture, and cinema sector** | | | | |
|  | Librarian, librarian of 2nd category, librarian of 1st category, leading librarian, chief librarian, bibliographer of 1st category, leading bibliographer, chief bibliographer, lighting designer, | **2 260** | 1,0 – 1,59 | 1,0 – 2,14 |
| **Managerial positions of employees within art, culture, and cinema sector** | | | | |
|  | Department head in cultural centre, head of sector in library, deputy department head in library, audio engineer, department head in library, head of team | **2 720** | 1,0 – 1,54 | 1,0 – 1,99 |

\* - and other positions within professional qualification group of employees of art, culture, and cinema sectorapproved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 570** as of 31 August 2007

APPENDIX 8

**EMPLOYEES OF PRINT MEDIA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Positions | **Minimum salary, rubles** | Coefficients applied | |
| Qualification coefficient | Regional coefficient |
| **Positions of print media employees of the 2nd grade\*** | | | | |
| First qualification level | Proofreader, technical editor | **2 260** | 1,0 – 1,2 | 1,0 -1,77 |
| Second qualification level | Manager’s assistant | **3 880** | 1,0 | 1,0 - 1,77 |
| **Positions of print media employees of the 3rd grade\*** | | | | |
| First qualification level | Issuer, correspondent | **2 260** | 1,0-1,45 | 1,0 -1,77 |
| Second qualification level | Designer, editor, art editor | **2 260** | 1,0 – 1,72 | 1,0 – 1,98 |
| Third qualification level | Leading editor, science editor, reviewer, special correspondent | **3 280** | 1,0 – 1,28 | 1,0 – 2,14 |
| **Positions of print media employees of the 4th grade\*** | | | | |
| Second qualification level | Executive editor, executive secretary | **4 200** | 1,0 | 1,0 – 2,14 |
| Third qualification level | Deputy editor-in-chief, editor-in-chief | **4 200** | 1,0-1,15 | 1,0 -2,14 |

\* - and other positions within professional qualification group of print mediaemployees approved by Decree of Ministry of Health Care and Social Development of the Russian Federation **# 342n** as of 18 July 2008

Appendix #2

to HSE order /

APPROVED by

Academic Council

on 19 December 2008 (Minutes #53)

Amendments in the Provisions on Remuneration of Employees of

State Institution of Higher Professional Education

State University − Higher School of Economics

1. In sub-clauses З.1.2., 3.2.2., 3.3.2., 3.4.2., 3.5.2., 3.6.2., 3.7.2., and 3.8.2. replace the word “minimal” with the word “official.”
2. In sub-clause “a” of clause 5.2.:
3. Replace the 6th paragraph with the following wording “conducting at a high quality level, ensuring and managing the conduct of fundamental and applied research, as well as expertise of scientific and technical R&D and projects, expertise in the field of economic, financial and other activities, working out drafts of regulations, and providing other consulting and/or analytical services.”
4. After the 18th paragraph add a new paragraph in the following wording “contribution to the development of the University’s international relations and preparation and implementation of international projects.”
5. After the 21st paragraph add paragraphs in the following wording: “submitting the programmes of disciplines for approval within the established deadlines.

Submitting, within the established deadlines, information about one’s professional activities, stipulated in the terms and conditions of an employment contract, and reporting on the request of the heads of the University’s structural units.

Quick reading of information posted on the University’s official website (portal) as well as prompt maintenance of business correspondence on the issues of professional activities and labour relations by e-mail via a corporate e-mail address, provided to the employee, and prompt preparation of replies to requests from the heads of structural units sent to this address.

Submitting, within the established deadlines, an individual plan of training and methodology activities for an academic year to come.”

3. In sub-clause “b” of clause 5.2.:

1. Replace the 4th paragraph with the following wording “an increase in the volume and/or intensity of work due to the conduct and/or management of the conduct of fundamental and applied research, as well as expertise of scientific and technical R&D and projects, expertise in the field of economic, financial and other activities, working out drafts of regulations, and providing other consulting and/or analytical services; performing the abovementioned work and services at a high quality level.”
2. After the 10th paragraph add paragraphs in the following wording:

“Contribution to the development of the University’s international relations and preparation and implementation of international projects.”

Organisation and conduct of scientific seminars, conferences, symposiums, and congresses.

Management of academic activities of the University students, incorporation of research results in the training process.”

4. In sub-clause “c” of clause 5.2.:

1. Replace the 1st paragraph with the following wording “an increase in the volume and/or intensity of work;”
2. Replace the 5th paragraph with the following wording “conducting at a high quality level, ensuring and managing the conduct of fundamental and applied research, as well as expertise of scientific and technical R&D and projects, expertise in the field of economic, financial and other activities, working out drafts of regulations, and providing other consulting and/or analytical services;”

4.3. After the 10th paragraph add paragraphs in the following wording:  
“High-quality fulfillment of duties assigned when an employee signs with the University a contract on full financial liability.

An increase in the volume of work due to introduction of a two-shift training process.

“Contribution to the development of the University’s international relations and preparation and implementation of international projects.”

Regular updates of one’s personal page on the University’s corporate portal (website).

Quick reading of information posted on the University’s official website (portal) as well as prompt maintenance of business correspondence on the issues of professional activities and labour relations by e-mail via a corporate e-mail address, provided to the employee, and prompt preparation of replies to requests from the heads of structural units sent to this address.

High-quality and proper fulfillment of one’s job duties.”

5. Add to section 5 clause 5.3. in the following wording:

“5.3. Procedure for determining and granting incentive payments, conditions for their receipt, and quantitative characteristics of reasons for incentive payments, including bonus payments, are described in appendixes hereto and (or) other local acts of the University.”