

APPROVED
by the Rector of the Tallinn Health Care College
Decree No 1-4/20 of April 5, 2017

Tallinn Health Care College's Basis and Criteria for Evaluating Performance

I General Provisions

1. The procedure for the calculation and payment of performance pay is an integral part of *the College's* Personnel Policy and its main objective is to motivate staff in achieving *the College's* objectives in a more efficient and dedicated manner and to support the staff in their personal development and cooperation.
2. Performance pay is partial remuneration paid to the employee for achieving previously agreed performance goals.
3. Performance pay is not paid if the employee has already been paid for the same task or activity. Any recognitions for their activities are to be considered separately.
4. The Rector's Office may recognise an employee if they succeed in performing in an important activity for *the College*.
5. The Structural Unit performs annual monitoring of indicators, which form a trend, revealing whether objectives/plans are achieved, exceeded or whether no changes have taken place during the current year.
6. The performance pay fund is divided into a fund consisting of paid services and a performance-based fund.

II Paid Services Fund

7. Providing paid services if they are not remunerated separately:
 - 7.1 Conducting research on order;
 - 7.2 Providing consulting services;
 - 7.3 Other paid services;
 - 7.4 Conducting additional training courses (including vocational pre-education, project based training courses etc).
8. Each payment fund of a Structural Unit is based on income earned.
9. Pay is in accordance with employment costs of the price component of paid services.
10. Payments are made twice a year – in June for the Spring Semester and in December for the Autumn Semester.

III Performance-based Fund

11. Development activities which entail:
 - 11.1 Project funding, which includes raising finances for *the College*;
 - 11.2 Developing a new innovative solution, etc., which has guaranteed orders;
 - 11.3 Other development activities, i.e. efficient management of the significant working groups of *the College*
 - 11.4 E-course quality label;
 - 11.5 Additional training courses – developing a new course, its launch and sustainability.

12. Publications based on ETIS:
 - 12.1 Publication in a peer-reviewed journal - à 700-1 000 Euros;
 - 12.2 Oral presentation at a scientific conference (ETIS) - 500 Euros or a poster presentation (ETIS) - 300 Euros;
 - 12.3 An oral or poster presentation at a conference (ETIS) - 200 Euros;
 - 12.4 Publication, presentation etc. regarding general education - a 100 Euros;
 - 12.5 Defending Doctoral thesis - 3 000 Euros, followed by another 3000 Euros after three years (if the position requires a PhD);
 - 12.6 Defending Master's thesis - 1 500 Euros.
13. Service to society:
 - 13.1 Active promotion of *the College's* activities in cooperation with students;
 - 13.2 Continuous organisation of events for the public in cooperation with students;
 - 13.3 Continuous organisation of events for organisations in cooperation with students.
14. Significant achievements for *the College*:
 - 14.1 National;
 - 14.2 International;
 - 14.3 Field-specific.
15. General achievement (including mentorship), according to the proposal of the Manager of a Structural Unit or a decision by the Rector's Office.
16. Paid out based on the decision of the Manager of the Structural Unit.

IV Development of the Performance Pay Fund

17. The performance pay fund is based on *the College's* budget for the specific year.
18. The performance pay fund is approved and allocated to structural units:
 - 18.1 In June – the fund is based on the amount of paid services provided during the Spring semester.
 - 18.2 In November – the fund is based on the calculated monthly remuneration fund and paid services provided during the Autumn Semester.
19. The procedure for the calculation and payment of performance pay is approved by the Rector's decree and reviewed each financial year.