

APPROVED
by the Rector of the Tallinn Health Care College
Decree No 1-4/35 of 13.11.2009

AMENDED with Rector`s Decree No 1-4/38 of 25.11.2011
AMENDED with Rector`s Decree No 1-4/34 of 13.11.2014
AMENDED with Rector`s Decree No 1-4/27 of 12.10.2015
AMENDED with Rector`s Decree No 1-4/12 of 16.03.2017

TALLINN HEALTH CARE COLLEGE REMUNERATION GUIDELINE

I GENERAL PROVISIONS

1. Tallinn Health Care College Remuneration Guideline (hereinafter *guideline*) provides the principles and rules of remunerating Tallinn Health Care College`s (hereinafter *College*) employees.
2. The guideline is applied together with the Employment Contracts Act and other legal acts regulating remuneration.
3. The objective of the guideline is to implement the terms and conditions of remuneration, according to which payment of remuneration to an employee for work is related to the value of the post, the qualification requirements the employee must meet and work productivity.

II REMUNERATION TERMS AND CONDITIONS AND ORGANISATION

4. Remuneration is pay for work calculated on the basis of the monthly remuneration rate agreed in the employee`s employment contract, which entails the fulfilment of all tasks agreed in the employment contract and job description and the time cost.
5. The guideline provides the categories of posts and corresponding positions and positions across levels and remuneration rates across levels of positions (guideline appendices 1, 2, 4).
6. The basis of determining an employee`s category of post and position and corresponding level is the relative importance of the position in the structure, the complexity of tasks, work load, extent of responsibility, competence required for the position, experience, required education level and qualification.
 - 6.1 The employee`s category of post, position and the corresponding level and remuneration rate, working time and other working conditions are agreed in the employment contract, based on this guideline and proceeding from the job

description`s prescribed objective and content of work, prerequisites required to perform tasks and work-related responsibility.

- 6.2** If changes are made to the employee`s level of position and remuneration rate, then annual performance interviews and proposals made during performance interviews will be taken into consideration, on the basis of the results achieved in fulfilment of tasks agreed in the employment contract and achievement of work objective, in case of academic staff, also the results of evaluation will be considered.
 - 6.3** In order to raise an employee`s level of position and remuneration rate, the immediate superior may submit a written proposal to the Rector, who will consider the reasoning of the proposal and available resources for remuneration when making the final decision.
- 7.** When an employee is hired with a trial period, which as a rule, lasts four months, then a lower remuneration rate than the remuneration rate determined for his/her level of position may be applied during the trial period. Before the end of the trial period, the immediate superior will conduct an interview with the employee, providing assessment to the work results and correspondence to the requirements of the position and may make a proposal to raise the rate of remuneration, considering provisions in Appendix 1 of this guideline.
 - 8.** The remuneration of a teacher working on the basis of an authorisation agreement and contract for services depends on the work load fixed in the agreement and contact studies` hourly wage rate corresponding to the level of education/qualification (Appendix 3).
 - 9.** Considering the level of remuneration paid for similar work and qualification required for the work outside the College, agreed hourly wage rates may be applied.

III ADDITIONAL REMUNERATION

10. Additional remuneration for additional tasks

10.1 Additional remuneration for additional tasks is paid to the employee in addition to the principle salary for fulfilment of tasks exceeding the volume of work agreed in the employment contract or tasks not proceeding from the job description. Additional remuneration is paid as a single additional fee or on a monthly basis for fulfilment of additional tasks.

10.2 Additional remuneration may be paid as a recognition for outstanding work-related achievements or for extraordinary contribution in a one-time project.

11. Payment of performance pay for work productivity

11.1 The basis for payment of remuneration for more productive work than required is evaluation of the employee`s contribution in achievement of the objective of work, quality and work productivity.

11.2 The basis and criteria for evaluation of employees` work productivity and financial means for payment of performance pay for work are established with the Rector`s decree.

12. Additional remuneration as recognition

- 12.1 Financial recognition for outstanding work results may be applied.
- 12.2 Payments may be made for the employee's special or long-term work contribution.

13. Formalisation of additional remuneration

- 13.1 To prescribe additional remuneration to an employee, the head of the structural unit will make a submission to the Rector outlining the reason for payment of additional remuneration, tasks, time period and amount of additional remuneration. .
- 13.2 One-time additional remuneration prescribed to an employee for fulfilment of additional tasks, performance pay for work productivity and bonuses are formalised with the College's Rector's decree.
- 13.3 The Ministry of Education and Research has the right to allocate additional remuneration to the Rector, which is paid from the College's budgetary means.

IV FINAL PROVISIONS

14. Payment of remuneration

- 14.1 Remuneration is paid to employees according to the terms and conditions agreed in the employment contract once a month at the time provided in the College's work organisation rules to the bank account indicated by the employee. If the remuneration payment date is a day off, then the remuneration will be paid on the previous business day. The employee will notify the Director of Finance and Administration or the Finance Specialist of a change in the bank account in writing (e.g. by e-mail).
- 14.2 To receive an advance payment, the employee must submit a reasoned application to the Rector and the advance payment sum applied for may not exceed the actual earned remuneration for the month.
- 14.3 The employee will be issued an information note about the calculated remuneration, holiday pay and withheld amount from these, also the social tax and unemployment insurance tax calculated on his/her behalf.

15. Calculation and payment of holiday pay

- 15.1 The basis for calculating holiday pay is the holidays schedule and/or decrees to change the holidays schedule approved by the Rector.
- 15.2 Holiday pay is calculated on the basis of the terms and conditions and rules of payment of average remuneration provided by a guideline of the Government of the Republic.
- 15.3 The holiday pay is transferred to the employee's bank account on the penultimate working day before the beginning of holiday at the latest or at the employee's request, on the remuneration payment date following the holiday. In case of changing the holiday, the holiday pay will be received on time if the submission is formalised at least ten business days before the beginning of the holiday.

16. Individual legal acts

On the basis of this guideline and for implementation, the Rector has the right to give out decrees and orders.

17. Review and amendment of guideline

- 17.1** The guideline is reviewed regularly once (if necessary, twice) a year – in August (if necessary, in January).
- 17.2** Amendments to the guideline will be coordinated at the Rector`s Office and approved with the Rector`s decree.

18. Guideline entry into force

This guideline will enter into force retroactively on May 01, 2016 an on August 29, 2016.

19. Appendices to guideline

Appendix 1 – Categories of posts and corresponding positions

Appendix 2 – Positions across levels

Appendix 3 – Contact studies` hourly wage rates of teachers working on basis of authorisation agreement and contract for services

Appendix 4 – Remuneration rates across levels of positions