Appendix # 1

to HSE Order #31-04/276

as of 31 March 2009

APPROVED by

Academic Council

on 20 March 2009

(Minutes #56)

**Regulations on Bonus Payments**

**(Determination of Incentive Payments)**

**to Employees of the State Institution of Higher Professional Education**

**State University − Higher School of Economics**

1. General Provisions

1.1. Bonus payment system (introduction of incentive payments) is introduced in the State University − Higher School of Economics (hereinafter referred to as “the University”) according to the Labour Code of the Russian Federation, Article 30 of Federal Law #125-FZ as of 22 August 1996 *On Higher and Postgraduate Professional Education*; Article 32 of Federal Law #3266-1 as of 10 July 1992 *On Education;* 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;* Decree of the Government of the Russian Federation as of 14 February 2008 #71 *On Approval of Standard Regulations for Education Institution of Higher Professional Education (Higher Education Institution)*; Order #818 as of 29 December 2007 of the Ministry of Health Care and Social Development of the Russian Federation *On Approval of List of Incentive Payments in Federal Public Institutions and Explanations for Procedure of Incentive Payment Determination in Federal Public Institutions*; and the University Charter.

1. Bonuses (incentive payments) shall be paid by the University in the following forms subject to availability of funding:

* Bonuses for the University’s performance results (hereinafter referred to as “performance-based bonus”).
* One-time bonuses (incentive payments) (hereinafter referred to as “one-time incentive payment”).

1.3. Bonuses shall be paid from the following sources:

* Wage fund consisting of allocations from the federal budget and funds from income-generating activities.
* University’s after-tax income.

1.4. Bonuses (incentive payments) shall not be restricted to any maximum amounts.

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2. Reasons for bonus payments (incentive payments)

2.1. The reason for payment of performance-based bonuses shall be efficient performance of job duties by an employee in a timely and quality manner to ensure uninterrupted operation of the University and carrying out of activities stipulated by the University Charter.

2.2. Reasons for one-time bonuses:

* Development and introduction of innovative and new information technology in the educational process and teaching methods.
* Introduction of innovative and new technology in the educational and research processes, maintenance, engineering and operational services for the University, its administrative management, financial, economic and social support for the University operation, HR and administrative record keeping, and accounting.
* Indicators of educational and research rating assessments of the University’s structural units.
* Execution of critical tasks set by the University (its structural unit) management in a timely and quality manner.
* Execution of emergency tasks set by the University (its structural unit) management in a timely and quality manner.
* Timely preparation and holding of University events (conferences, seminars, exhibitions, open days, and other important organizational events) in a quality manner.
* Support for holding different events in the University.
* Preparation and publication of textbooks and educational and methodical materials (monographs, educational and methodical guidance, etc.) in a timely manner.
* Support, preparation and holding of all types of academic studies in a quality manner.
* Academic and teaching staff training in a timely and quality manner.
* Organization and performance of moral-building and extra-curricular activities with students and/or postgraduates.
* Research supervision of students and/or postgraduates’ work and their achievement of quality results in their research.
* Gaining the lead by students and postgraduates at interuniversity, city, all-Russian, and international contests and academic competitions,
* Timely defense of a Candidate/Doctor of science thesis:
* Preparation and creation of educational guidance and textbooks, textbooks of methods and/or textbooks in a quality manner.
* Timely acquisition of educational and scientific literature.
* Execution of federal targeted programmes and government contracts in a timely and quality manner.
* Conduct of fundamental and applied research and analytical studies at a high quality level.
* Organizational support for fundamental and applied research.
* Contribution to the development of the University’s international relations and preparation of international projects.

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* Productive work during admission to the University and holding of new admission in a quality manner,
* Productive work related to services for tuition-based students.
* Productive work related to holding of academic competitions for youth, seminars, conferences, cultural, sports, and other events for students and employees.
* Productive work related to support for paid services rendered by the University.
* Productive work related to assistance in rendering paid services offered by the University.
* Support for proper operation of the University’s units related to maintenance and engineering service administrative, financial and economic, social, HR, accounting and other University management processes; safety measures, following labour protection and safety rules, fire prevention rules, and other processes concerning support for the University’s core activities and other Charter activities.
* Failure-free operation of the University’s life support systems.
* Technical support for the University’s education process in a timely and quality manner (equipment, assembly and repair of training and utility facilities, buildings, and constructions).
* Efficient performance of one’s job duties in a timely and quality manner.
* Preparation of the University’s facilities for winter season in a timely and quality manner.
* Launch of construction projects in a timely manner.
* Execution of economic agreements with clients in a timely and quality manner.
* Anniversaries and/or retirement.
* Public holidays set by the Government of the Russian Federation, in-house holidays of the University (HSE’s Birthday, birthdays of HSE structural units).

2.3. In exceptional cases other reasons for determining a one-time incentive payment to individual University employees can be applied by the decision of the rector[[1]](#footnote-2).

3. Procedure for determining and granting bonus payments (incentive payments)

1. The size of bonus payments (incentive payments) to the first pro-rectors, pro-rectors, area directors, and heads of structural units shall be determined by the rector of the University.
2. The size of bonus payments (incentive payments) to other University employees shall be determined by the first pro-rectors, pro-rectors, area directors, and heads of structural units in compliance with the assigned duties.

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3.3. The reason for making an order to assign a bonus payment (incentive payment) to an employee (employees) shall be:

3.3.1. an office memo of the head of a structural unit specifying:

* the reason for determining a bonus payment (incentive payment) to an employee (employees) as per section 2 hereof;
* statement of need for determining the bonus payment (incentive payment) to the employee(s) of the University;
* • endorsement from the Financial Planning Office proving the availability of funds for determining the bonus payment (incentive payment);
* • a positive resolution of the rector or another person authorized by the rector to make a decision in this area;

3.3.2. instruction of the rector (first pro-rectors) of the University.

1. A one-time incentive payment is then determined only under the rector’s instruction. [↑](#footnote-ref-2)