

Amendments have been made under Resolution No. 7

GTU Representative Council (Senate) adopted on

Session No. 21, February 17, 2017

**The Rules for Paying Salary Increments (Bonuses) to Academic Staff,
Visiting Professors and the Teaching Staff**

Article 1. General Provisions

These Rules stipulate the terms and conditions for paying salary increments (bonuses) to the academic staff, visiting professors and teaching staff (hereinafter - Staff) of the Georgian Technical University (hereinafter referred to as the University).

Article 2. Decision on Paying Salary Increments (Bonuses)

1. The head of the relevant Main Educational Unit (faculty, school) of the University has the right to raise the issue of paying the salary increments (bonuses).

2. The decision to pay salary increments (bonuses) is made by the University Rector in the exercise of his/her discretion.

Article 3. Frequency of Paying Salary Increments (Bonuses)

1. Salary increments (bonuses) are given to staff based on the results of the previous calendar year evaluated according to the attached evaluation criteria (Appendix #1).

2. Salary increments (bonuses) are paid monthly, in accordance with the amount and principles established by Article 5 of these Rules.

3. When the powers of the staff are terminated, the salary increments (bonuses) are stopped.

4. The appropriate academic department and staff of the faculty are responsible for the accuracy of the information provided in the Appendix. If incorrect information is detected, the issue will be forwarded to the ethics commission of the faculty for a relevant response.

Article 4. The Principle of Formation of the Salary Increments (Bonuses) Fund

1. The source whereupon the salary increments (bonuses) fund is established is the budget of the relevant Main Educational Unit (faculty, school) of the University.

2. Salary increments (bonuses) are paid out from the budget allocations provided for this purpose by the budget of the relevant Main Educational Unit (faculty, school) of the University.

Article 5. The Amount of Salary Increments (Bonuses) to be Paid and Rules for its Calculation

1. Salary increments (bonuses) are given to those 40% of the staff of the Main Educational Unit (faculty, school) who have managed to collect the most points under the criteria given in Appendix #1. When there are instances of equal points, the bonuses are given to all equal point-holders.

2. To determine the amount of the salary increments (bonuses) to be given in a calendar year, the amount of financial expenses provided for this purpose in the budget of the relevant Main Educational Unit (faculty, school) (#4.2) is divided by the total number of points obtained from the previous year results by the staff receiving the bonuses in accordance with the first paragraph of Article 5 of these Rules and the resulting number represents the corresponding value of one point.

3. The amount of monthly salary increments (bonuses) given to an individual receiving bonuses specified in Article 5 is calculated according to the number of points received by this person in the previous calendar year, which is multiplied by the value of one point and distributed proportionally to the number of months remaining from when the decision to pay the bonuses was made until the end of the calendar year.

Article 6. Restrictions on Paying Salary Increments (Bonuses) to the Staff

1. Employees who, for an unjustifiable reason, missed any of the courses scheduled in the training timetable of the preceding year are not eligible for salary increments (bonuses).

2. Salary increments (bonuses) will not be paid to staff who were substituted in more than 10% of the courses scheduled in the training timetable.

3. Information on the number of absences or substitutions is forwarded to the relevant Main Educational Units (faculty, school) by the Educational Process Monitoring Department of the GTU.