Appendix to the Rector's Ordinance no / 2018

REGULATIONS FOR THE MANAGEMENT

OF THE COMPANY SOCIAL FUND RESOURCES

OF MEDICAL UNIVERSITY OF BIAŁYSTOK

Pursuant to the Act of 4 March 1994 on the company social fund (i.e. Journal of Laws of 2018 item 1316), I order as follows:

**Preliminary provisions**

The rules for creating a fund are governed by the provisions of the Act of July 20, 2018. Law on higher education and science (Journal of Laws of 2018, item 1668).

§ 1

Funds from the Company Social Fund, hereinafter referred to as the "Fund" are used to finance social activities run by the University for the benefit of persons referred to in §5 par. 1 of these Regulations, hereinafter referred to as "entitled persons" and for assistance in satisfying the housing needs of the abovementioned persons.

§ 2

The Fund's resources may be used to finance projects carried out jointly with other institutions in the field of social activities.

# CHAPTER I - social part

General rules

§ 3

1. The Company Social Fund is administered by the Chancellor of the Medical University of Bialystok, hereinafter referred to as the Chancellor.
2. The decision on granting benefits from the Fund is taken by the Chancellor at the request of the Social Affairs Committee.

§ 4

1. The Social Affairs Committee consists of:

* representatives of NSZZ "Solidarność" – 2 members,
* representatives of the Trade Union of the Employees of the Medical University of Bialystok - 2 members,
* representatives of the Trade Union of Medical Analytics Employees with Higher Education – 2 members,
* representatives of the local branch of the UM/USK M-Z of the Nationwide Trade Union of Physicians – 2 members,
* representatives of non-unionized employees – 2 members,
* representative of pensioners and former employees of the Medical University of Bialystok – 1 member.

1. Trade union representatives are delegated by each trade union organisation. Other members of the Social Affairs Committee are appointed by the Chancellor.
2. The president of the Social Affairs Committee and his deputy are elected by the members of the Committee from among themselves.
3. The Social Committee gives opinions on the applications of persons listed in § 5 par. 1 regarding the provision of benefits from the Fund.
4. The Social Affairs Committee performs its tasks based on the Regulations for the Management of the Company Social Fund Resources of Medical University of Białystok.

§ 5

1. The benefits and assistance from the Fund may be used by:
2. employees of the Medical University of Białystok, full-time and part-time, together with their family members, employed on the basis of a contract of employment and appointment, including those taking maternity leave, additional maternity leave, leave on terms of maternity leave, additional leave on terms of maternity leave, paternity leave, parental leave,
3. residents with family members,
4. pensioners - former employees of the University with family members for whom the Medical University of Bialystok was the basic place of work,
5. former employees of the Medical University of Bialystok using the pre-retirement benefits and their families,
6. orphans from deceased persons listed in point a-e, provided they are studying at school, but no longer than until they reach the age of 25.
7. The family members referred to in point a-e are: spouse, children of one's own and of the spouse, adopted and foster children on condition they are studying at school but not later than until the age of 25; regardless of age, if they have become completely unable to work until they are 16 or during school education, but not later than at the age of 25.
8. In case it is found that the employee or the former employee provides false information about his/her family and financial status, at the request of the Social Affairs Committee, he/she will be deprived of the right to benefit from social benefits for a period of three years.

**Purpose of the Company Social Fund**

§ 6

­­The Fund's resources are intended for financing services and benefits in terms of:

1. financial or material aid for people in a particularly difficult financial situation / income assistance /
2. financial or material aid in cases of particularly justified fortuitous events: fire, flood, theft, chronic illness, death of a family member / hardship assistance /,
3. vacation for children and adolescents in the form of various types of camps: summer, leisure, hiking and winter camps
4. financing for vacation organized by the employee on their own (so-called tourist holidays),
5. Financing the cultural, educational, sport and recreational activities within the annual limit.

Within the limit the financing can be used for:

1. tickets to cinema, theatre, opera, philharmonic, museum, tickets for concerts, exhibitions, sports events, etc.;
2. sports activities, e.g. swimming pool, gym, aerobics;
3. relaxing massages;
4. trips to spectacles, shows, organised tours;
5. group recreational and sports activities for employees;
6. organizing a Christmas party for children from 3 to 12 years of age along with material and cash benefits, while cash benefits are not available to all entitled persons,
7. cash benefits related to increased spending in spring and winter - the amount and frequency of granting benefits in a given calendar year is determined annually,
8. financing for childcare in nurseries, kindergartens and children's clubs / applies to payment for stay /.

**Rules for granting benefits**

§ 7

1. Benefits from the Fund are discretionary and granted at the request of authorized persons. The granting of services and benefits and the amount of grants from the Fund depends on the life, family and material situation of the person entitled to these services and benefits and on the financial capacity of the University.
2. The amount of benefits granted to the employee depends on the amount of revenue per one family member. The average monthly revenue per capita in the family is calculated on the basis of revenue earned in the previous calendar year by family members living together and running a joint household.

To determine the revenue per one family member, it is required to present tax returns for the previous year.

2A. The amount of benefits for foreign employees who are also PhD students depends on the revenue per one family member. Monthly revenue per person in a family is calculated on the basis of the employee's revenue received at UMB and the statement on the current revenue of the spouse.

1. The document confirming the amount of revenue is not required in case of employees whose income exceeds the highest revenue threshold per family member provided in the benefit table established for a given year. In such case, as well as if this threshold is exceeded, the employee is not entitled to cash benefits referred to in § 6 point 7. In case of an employee undertaking employment for the first time, the amount of the benefit depends on the current revenue.
2. The amount of benefits for pensioners and persons on pre-retirement benefits depends on the current income per family member. As a confirmation of income it is required is to provide ZUS's (Social Insurance Institution's) decision on the amount of pension, disability or pre-retirement benefits, postal orders confirming the amount of the applicant's and their family members' benefits and certifications confirming income from other sources of the entitled person and members of their family, in case of working family members, a certificate of the gross salary achieved.”
3. Financing of services and benefits from the Fund can be granted to the entitled persons according to the following rules:
   * 1. financial or material aid for people in a particularly difficult life and material situation is granted in the form of income assistance:

* up to 75% of the minimum wage, with income not exceeding 50% of the minimum wage per person in a family,
* up to 50% of the minimum wage, with income not exceeding 75% of the minimum wage per person in the family,
* in case of singles or single-parent families, up to 75% of the minimum wage, with an income not exceeding 150% of the minimum wage per person in a family,
  + 1. financial or material support for entitled persons affected by fortuitous events, is granted depending on the needs and financial possibilities of the University in the form of a hardship assistance - up to 300% of the minimum wage,
    2. the basis for granting the allowance due to difficult life and material situation, as well as the hardship assistance is the amount of income per family member from the month preceding the date of submitting the application. Income is determined on the basis of gross salary of working persons and the gross amount (i.e. the amount constituting the basis for taxation) of a retirement pension, pension and pre-retirement benefit of persons entitled to the above-mentioned benefits. The basis for determining the income is the gross salary certificate and ZUS's (Social Insurance Institution's) decisions on the amount of the retirement pension, pension and pre-retirement benefit or postal orders certifying the amount of the benefit of all family members. In case of non-working family members, a certificate from the Labor Office confirming the status of the unemployed should be submitted.
    3. financing for:

1. summer and winter camps for children and adolescents - after presenting a paid invoice or invoice issued for an employee in accordance with the table of benefits,
2. vacation organized individually by an employee, so-called tourist holidays, are implemented for a minimum of 14 days rest period - in accordance with the table of benefits. The grant does not include spouses of entitled persons.
3. The amount of financing for tourist holidays, and children's recreational camps (so-called table of benefits) is set annually after submitting applications for granting the abovementioned benefits, including information on the amount of revenue per 1 family member for the previous calendar year.
4. An employee is obliged to provide in the statement the full amount of all revenue received by family members living together and running a joint household.
5. The amount of financing for pensioners' leisure is determined annually depending on the current income per family member, i.e. income from the month preceding the date of submitting the application in accordance with the principles set out in §7 par. 3.
6. The entitled persons mentioned in § 5 par. 1 can use the financing for the vacation organized on their own once a year. The entitled may apply in a given year for a financing for one form of recreation for children (tourist holidays or financing for camps).
7. Children of entitled persons attending elementary, secondary, and upper secondary schools can benefit from subsidies from the fund for leisure activities organized during free time once a year.

Employees whose children attend secondary and higher schools are obliged to provide for inspection: school / student ID card or photocopy of the abovementioned documents or a certificate confirming their education.

1. The amounts of financng for each form of leisure are determined by the Social Affairs Committee no later than until May 31 each year. The amount of financing is approved by the Chancellor.
2. The financing for tourist holidays can be made no sooner than 7 days before the start of the leave.
3. The table of financing limits for cultural, educational, sport and recreataional and tourism activities for a given calendar year is determined annually no later than until May 31.
4. The financing within the granted limit takes place after submitting VAT invoices paid and issued in a given calendar year, issued with the employee's name, confirming payment and submitted to the Employee Affairs Department, no later than by December 15 of a given year. In case of activities referred to in § 6 par. 5 s. d invoice settlement along with a list of those entitled to social benefits is acceptable.
5. The amount of benefits in kind, as well as the group of persons entitled to cash benefits, referred to in §6 point 6, is determined by the Social Affairs Committee
6. The condition for using the financing referred to in § 6 point 8 is submitting:
   1. an application,
   2. an invoice, a bill or a certification of stay, with the indicated documents being accepted for 4-month periods preceding the submission of the above-mentioned proofs / with details of charges for each individual month /; It is allowed to submit documents for periods shorter than 4 months if the child used the facilities specified in §6 point 8 during a period shorter than 4 months.
7. The documents confirming the payment for the child's stay in a nursery, kindergarten, children's club, the entitled persons shall submit by:
   1. May 15, for the months of January, February, March, April,
   2. September 15, for the months of May, June, July and August,
   3. January 15, for the months of September, October, November, December.

In case of submission of payment confirmation after the dates, the financing for the abovementioned periods is not available.

1. If both entitled persons are the employees of the Medical University of Bialystok, only one can receive the financing.
2. If the submitted documents show that the amount of payment for a nursery, kindergarten and children's club is lower than the amount of financing determined in *a* given year, the entitled person receives only the amount resulting from the presented documents.
3. The funds not used by the beneficiary within the limit in the calendar year do not pass into the following year.

**CHAPTER II - housing part**

§8

The resources of the Fund intended to meet housing needs are administered by the Chancellor, making decisions regarding the management of these funds, after consulting the Social Affairs Committee.

§9

* 1. The fund's resources are intended for the following loans:

1. to complement the housing contribution for a flat implemented as part of a housing cooperative,
2. for the purchase of a flat or a house, documented by a notary agreement or other document confirming the purchase,
3. for the construction and extension of the house,
4. for adaptation of premises for housing purposes,
5. for the deposit and fees required for obtaining or exchanging apartments at the disposal of local state administration bodies and enerprises,
6. to transform the tenant's right to an apartment into owner-tenant right or ownership right,
7. for adapting housing to the needs of people with limited mobility,
8. for renovation and refurbishment of flats or houses.
   1. The funds referred to in par. 1 may not be used for the construction of summer houses or garages.

§10

In order to receive financial assistance from the Fund, an application specifying the type of benefit for which the employee applies should be submitted to the Employee Affairs Department with the relevant documents:

1. in the case of applying for a loan to complement the housing contribution within a housing cooperative, a certificate or contract specifying the value of the flat and the amount of the required contribution should be provided,
2. in case of a loan related to the purchase of a flat or a house on the free market, a notary agreement confirming the transaction and determining its value should be presented,
3. in case of applying for a loan for the construction or extension of the house, a construction or extension permit must be submitted, as well as a cost estimate for the construction or extension approved by the supervision inspector,
4. in case of applying for a loan for the costs of adaptation of premises for housing purposes, a cost estimate of the planned adaptation and a contract for the provision of a premise to be rebuilt should be provided,
5. in case of applying for a loan for a deposit and fees required to obtain housing at the disposal of local state administration bodies or enterprises, a document confirming the obligation to pay a deposit and specifying its amount must be presented,
6. in the case of applying for a loan to transform the tenant's right to a flat into owner-tenant or ownership right, a relevant certificate from a housing cooperative should be provided.

§11

1. The loan from the Fund may be used by an entitled person employed for an indefinite period or for a definite period necessary to repay the loan granted.
2. In case of employment for a definite period of time shorter than the periods listed in § 11 par. 3 repayment of the loan is spread over the duration of the employment contract.
3. The loans repayment period may not exceed 5 years, including loans for renovation and refurbishment of flats - 3 years. This period is reduced to 3 and 2 years respectively in case of loan repayment by a person who has achieved at the Medical University of Bialystok a gross monthly salary higher than 150% of the average monthly wage in the national economy.
4. The maximum amount of loans from the Fund is determined by the Chancellor, at the request of the Social Affairs Committee, depending on the available resources and needs of the employees.
5. Loans granted from the Fund are subject to an interest rate of 3% per annum and the amount of interest income increases the resources of the Fund.
6. At the justified request of the employee, the Social Affairs Committee may shorten the repayment period of the loan for the renovation of the flat by ¼.
7. An employee may use a loan for the construction or extension of a house, purchase of a house or a flat not more often than every 10 years (from the date of granting).
8. The Chancellor, at the request of the Social Affairs Committee, may, in individual and particularly justified cases, depart from the principle set out in § 11 par. 7 of the Regulations.
9. Loans from the Fund are granted on the basis of a contract concluded with the beneficiary specifying the amount of the loan and repayment terms and require a guarantee of 2 people (employees of the University). The contract template is attached to these Regulations.
10. The employee can be the guarantor of only three loans from the Fund at a time.
11. The order of granting the loans is determined by the date of submitting the application. The derogation from this rule may apply to persons affected by a fortuoitous event, affecting the deterioration of the housing situation or other particularly justified cases, for example, a specific date of payment in case of buying or building an apartment or a house.
12. An entitled person may use only one form of loan at a time.
13. In the event of the death of an employee, retirement pensioner or a pensioner repaying a loan from the Fund, the loan amount may be remitted at the request of a family member.
14. The amount of the loan may be paid in cash or into an employee's account.
15. An unpaid loan with interest is repayable upon termination of the employment relationship. At the justified request of the borrower and with the consent of the guarantors, the Employer, in consultation with the Social Affairs Committee, may set the repayment of the remaining loan amount according to the new rules.

*§ 12*

Personal data protection

1. The administrator of personal data obtained from people using the Company Social Fund benefits is the Medical University of Bialystok.
2. The data of persons entitled to use the benefits of the Company Social Fund are processed solely for the purpose of providing the benefits.
3. The data is obtained on the basis of art. 8 of the Act of 4 March 1994. on the company social fund and art. 6 par. 1 p. C and art. 9 par. 2 p. B of the General Data Protection Regulation (RODO).
4. The data is obtained in accordance with the rules regarding the processing of personal data referred to in art. 5 1 RODO, in particular with the principle of data minimization.
5. Information on the processing of personal data of persons applying for benefits from the Company Social Fund is attached as Appendix 12 to the Regulations.

**Final provisions**

§13

1. Applications for social benefits and services and assistance in meeting housing needs should be submitted to the Employee Affairs Department on dates indicated by the Social Affairs Committee.
2. The Regulations enter into force on the day of signing.
3. As of the date of entry into force of these Regulations, the Regulations introduced by the Rector's Ordinance No. 38/14 of June 10, 2014, with amendments to the Rector's Ordinances no. 8/2015, 51/2016, 11/2017, shall cease to apply.

Rector

prof. Adam Krętowski, PhD

Appendices:

1. Application for cash benefit for an employee.
2. Application for cash benefit for a former employee.
3. Application for financing vacation organised individually - for an employee.
4. Application for financing vacation organised individually - for a former employee.
5. Application for a financing for child’s vacation.
6. Declaration – of using a vacation organised induvidually.
7. Application for Company Social Fund's financing in the field of cultural, educational, sport and recreation and tourism activities.
8. Application for non-repayable allowance /income and hardship assistance/.
9. Application for aid from the Company Social Fund.
10. Agreement on a loan from the Fund.
11. Application for financing for a nursery, kindergarten, children's club.
12. Information on the processing of personal data of the people applying for the benefits form the Company Social Fund