

## **Collective agreement of NTUU “KPI” for the period from April 2015 till April 2016**

Collective agreement is signed on the basis of current law, in particular with compliance with Laws of Ukraine "Law on collective contracts and agreements ", "Law on education ", " Law on higher education", "Law on remuneration of labour ", "Law on occupational safety and health ", "Law on vacation ", " Law on trade unions, their rights and warrants of their activities ", Ukrainian Law Code on labour, Law on general and branch contracts etc.

Collective agreement is signed according to the sections 10-20 of Ukrainian Code on labour.

Collective agreement of of National Technical University of Urkaine “KPI” regulates labour, social and economical relationships between University Administration and its labour collective, guarantees defence of rights and interests of all KPI employees regardless their union membership.

The conference of University labour collective relegates trade union committee of primary trade union organization of NTUU employees "KPI" (hereinafter referred TUC as –) to represent interests and protect interests of labour collective, sign the Collective agreement of the University and contribute to collective agreements signing in structural subdivisions of NTUU "KPI" within their competence.

Collective agreement is signed for a period of one year. It comes into force from the moment of affirmation by the Conference of University labour collective and remains in force according to the current law till the affirmation of the new collective agreement.

Changes and additions to the existing collective agreement in favor of the labor collective may be introduced by agreement of the parties - Administration and trade union - a joint decision of the University Committee, which prepared the collective agreement, and after signing the Rector and Chairman of the trade union and registering with the state authorities become an integral part of the current Collective Agreement as an annex.

Collective agreement between the administration of structural subdivisions and professional bureau come into force according to section 9 and 13 of Ukrainian law " Law on collective contracts and agreements ".

Collective agreement confirmed by the conference of labour collective of the university must be printed out and distributed among all subdivisions of the university within two-week term from the date of its registration and acceptance from the regional state administration.

NTUU "KPI" administration in association with TUC of employees and students of the university systematically monitor the contractual performance of the agreement.

The Conference of the labour collective on the base of the administration and TUC reports on collective agreement performance makes relevant decisions.

### **I. DEVELOPMENT OF UNIVERSITY MANAGEMENT SYSTEM**

1. With the purpose of improving the university (subdivisions) management system, NTUU "KPI" administration as well as subdivisions’ directors oblige at the end of agreement contract

time in association with TUC of university (professional bureau of faculties, institutes) representing the interests of labour collectives, to report to the conference of labour collective of the university (conferences of labour collectives of subdivisions) on collective agreement performance and reapprove collective agreement at the end of current agreement period.

(Rector, TUC chief, subdivisions directors, professional bureau chiefs)

2. To envisage in the University budget and budgets of Departments the following expenditures:

- on the development of social object of the university, dormitories, recreation centers;
- on the maintenance and renovation of audit fond, development of material and technical base (including legislative requirements);
- on health examination (service) of employees working in harmful labour conditions;
- on further training and education of the personnel – no more than 2 % of salary budget;
- on welfare payments – in an amount of 2% from estimated salary budget ;
- on occupational safety and health in an amount no less than 0,2 % of salary budget (Law of Ukraine) "on occupational safety and health ", section 19);
- on cultural, physical and recreational activities of university workers in an amount no less than 0,3% of salary budget.(Law of Ukraine "on trade unions", section. 44).
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*(Rector, TUC Chairman, DEF general manager, subdivisions directors and professional bureau chiefs)*

3. With the purpose to secure welfare payments of employees university administration one must coordinate with TUC the orders and directives on revision and amendments of labour remuneration regulations, safety and health, working environment, labour hours, off-work time, tariff rates, position salary, specifications of implementation and amount of employee benefits, additional payment, premium, remuneration, other incentive, compensatory payments, material and domestic, medical services of university employees.

*(Rector, TUC Chairman)*

4. The university administration is obliged at the beginning of the academic year to publish on the website KPI and in the newspaper “Kyiv Polytechnic” the norms of rating points of teachers.

5. The university administration in association with TUC in two-week term before the conference of labour collective of NTUU "KPI" obliged to publish the information in the newspaper " Kyiv Polytechnic" on the results of financial activity of the university over the past year.

*(Rector, TUC Chairman)*

6. The university administration presents relevant documentation, statements, reports and calculations for the purpose of monitoring the collective agreement performance, agreement on safety and health, statutory compliance on labour law, regulations of health improvement and off-work time of employees and their families, public catering service and other issues concerning labour, social and economical rights and interests of the university employees.

*(Rector, TUC Chairman)*

7. Recommendations on premises rent, agreement extension on premises rent, premises in university buildings and hostels for the social welfare purposes shall be considered on the previous agreement with corresponding trade unions committees of the university.

*(Rector, TUC Chairman)*

8. The university administration acquaints employees with the Statute of the University, collective agreement, internal regulations of the University, the Regulations on Intellectual Property Rights, established in NTUU "KPI", working conditions and duties.

*(Rector)*

## **II. LABOUR AGREEMENT, PAYMENT AND LABOUR NORMING, FAVOURABLE WORKING ENVIRONMENT, SOCIAL SECURITY**

1. Labour agreement is signed between the employees and administration on the basis of current legislation.

In case of termination of the contract with the scientific and pedagogical workers, their employment may be continued on a competitive basis or by extension of the contract within the period of competitive election in the light of the report of scientific and teaching staff and department's recommendation.

*(Rector, TUC Chairman, Head of Students Human Resources Department (SHRD))*

1.1. Termination of an employment contract should be carried out by the initiative of the employee or the University Administration. In case of termination of employment at the initiative of the Administration the consent of the trade union committee is required (in the cases specified by the legislation of Ukraine).

*(Rector, TUC Chairman, Head of SHRD)*

1.2. For university employees dismissed due to the staff reduction (with no less than 15 years of accumulated period of work) and who are in the accommodation waiting checklist of NTUU "KPI" no less than 5 years, the queue for housing in accordance with the checklist for the period of employment, established by the legislation of Ukraine is saved.

*(TUC Chairman, housing committee of NTUU "KPI")*

1.3. Term tests for admission to employment may not exceed three months, and for the heads of departments, in consultation with the elected body of the primary trade union organization - six months. The probation period for employment of workers working professions can not exceed one month.

*(Rector, TUC Chairmen, Head of SHRD)*

1.4. The employees who receive their salaries at the expense of common fund provided the execution of remunerated services, envisaged by the NTUU "KPI" Statute, can be provided with incentive payments (for complexity, work tension, particular important work, great work accomplishments) as well as premiums at the expense of special fund.

*(Rector, TUC Chairman, Head of DEF, heads of Departments)*

2. NTUU administration and TUC are obliged to take all possible measures to pay salaries in due time according to section 115 of Ukrainian Law Code on labour and section 24 of Ukrainian law "Law on remuneration of labour": for the first month half for a period from 15 to 17 day of current month, for the second half of the month for the period from 1 to 3 day of the next month.

*(Rector, TUC Chairman, Head of DEF, accountants of Departments)*

2.1. NTUU administration and TUC are obliged to provide interqualified (interposition) correlation in labour remuneration according to standards stated in branch agreement.

*(Rector, TUC Chairman, Head of DEF)*

2.2. At employee's request a subdivision accountant shall provide wages statements (over the period of less than 3 days) with deduction explanations.

Payment of wages through the banks is carried out in accordance with current legislation only based on personal statements employees.

*(Head of DEF, accountants of Departments)*

2.3. At the request of employees who process retirement benefits, one shall provide the issue of required official documents on salary, accumulated period of work etc.

*(Head of DEF, accountants of Departments, Head of SHRD)*

2.4. Salary deduction that are not envisaged by the current law and Ukrainian Law Code on labour shall be performed only with written statement of the employee.

*(Head of DEF, accountants of Departments)*

2.5. To provide university employees who work overtime with night-time work payment, off-work time payment and public holidays payment according to sections 107, 108 of Ukrainian Law Code on labour.

*(Head of DEF, Head of SHRD, Deputy Chairman of TUC)*

2.6. Immediately issue orders and directives that regulate issues on labour remuneration.

*(Rector, Vice-Rectors, TUC Chairman, Head of DEF)*

2.7. According to the branch agreement to deduce membership fee from salary of the employee and trade union member on their written statement and provide unpaid, non-cash transfer of membership fee on the account of TUC of university employees in three day period after wage payment.

*(Rector, TUC Chairman)*

2.8 To provide University administration with the right to sign contracts with employees or make amendments in current contracts on part-time working day or part-time working week in concurrence with parties and under condition of compulsory agreement with TUC, in case of funding reducing for the unrelated to the University reasons.

*(Rector, TUC Chairman)*

3. To establish the following vacation period for the university employees:

a) annual leave – 24 calendar days;

b) incentive leave – 4 calendar days according to Ukrainian law "Law on vacation " (section 4) and Article 9/1 of the Labor Code and within the payroll;

c) with the purpose to extend right of employees of the student catering center if required, provide them with additional leave during vacation time (July – August) up to 15 days without pay;

d) according to Ukrainian law "Law on vacation " to provide employees who have irregular working hours according to position, profession and job list stated in Supplement № 1 to Contract with additional paid leave at interval to 7 calendar.

*(Vice-Rectors, Deputy Chairman TUC, heads of Departments, Head of SHRD)*

3.1. Subdivisions directors shall issue for the next year no later than 5 January coordinated with professional bureau leave schedule of the employees who are informed about this schedule.

A particular period of granting vacation in the scopes stated by the schedule is coordinated between the employee and executive head who is obliged to inform in written form the employee on the vacation commencing date no later than two weeks before the period stated by the schedule (section 10 Ukrainian law "Law on vacation ").

Reschedule of vacations shall be performed in the procedure stated in Ukrainian law "Law on vacation".

*(Vice-Rectors, Deputy Chairman TUC, heads of Departments, Head of SHRD, heads of TU bureau)*

3.2. Subject to the existence of funds, to pay money for the vacation and wages no later than three days before vacation commencing date. In case of late payment upon employee's application the vacation commencing date shall be amended in compliance with academic calendar.

*(Vice-Rectors, Deputy Chairman TUC, Head of DEF, Head of SHRD)*

4. Upon the application of subdivisions to provide them with automobile vehicles for commodity transportation at subdivisions account according to production needs.

*(Vice Rector on administrative work, Deputy Chairman of TUC, transport base manager)*

5. In case of retirement according to age and irrevocable dismissal from the university one shall pay money reward as a percentage of position salary to administrative and service, scientifically-supplementary, engineering and technical personnel by accumulated work period in NTUU "KPII":

- no less than 15 years – in the amount of 50%;
- no less than 25 years – in the amount equal to 100 %;
- educational research staff by accumulated work period in NTUU "KPI" no less than 20 years – in the amount equal to 50%.

(Rector, Head of DEF, accountants of Departments)

6. In the event of the death of the employee or the member of their family to envisage particular kinds of services and allowance at the university expenses in the amount no less than 600 UAH but no more than the position salary.

(Rector, TUC Chairman, Vice Rector on administrative work, Head of DEF, Head of SHRD, heads of Departments)

7. Full-time employees who receive salaries at the expenses of common funds upon personal applications coordinated with directors and professional bureau of subdivisions and common decision of Administration and TUC shall receive allowance from wage fund in the amount of no less than 600 UAH but no more than position salary for a year if the complex operation, durative medical treatment or other extreme conditions required.

Full-time employees who receive salaries at the expenses of special funds, are paid financial allowance from special fund in the same cases and amounts within the limits of wage fund.

This clause of Collective agreement do not extend to the employees who according to the law shall receive financial allowance for recreation purposes.

( Rector, TUC Chairman, Head of DEF, heads of Departments, heads of TC Departments)

8. Full-time employees who have continuous service record in NTTU"KPI " no less than 5 years and are fully responsible for performance obligations by submission of the director and subdivision professional bureau before anniversary on university order can receive premium in the amount of no less than 500UAH but no more than position salary (totally in the limits of common and special funds).

50, 60, 70 years are considered to be anniversary dates as well as further 5 years of the worker age.

Besides, the age milestone that gives the right to receive pension shall be considered as anniversary date for women.

( Rector, TUC Chairman, Head of DEF, heads of Departments, heads of TC Departments)

9. Administration and TUC of employees render assistance in the activity of Veteran Rada of the University and women personnel activity.

*( Rector, TUC Chairman)*

10. Administrations and trade union committees of the university shall perform measures towards civil order at university premises.

*(Vice Rectors, TUC Deputy Chairman, administrator, security department manager)*

11. Administration of the University contributes to the work of staff of public organizations for the protection of public order in accordance with the Law of Ukraine "On the participation of citizens in the protection of public order and national borders" and the police authorities to ensure the protection of public order in the territory of the University.

*(Rector, TUC Chairman)*

12. To provide a supportive, safe working conditions, conservation of the property of the University, staff and students continue to work on improving the system of access control in educational buildings.

*(Security department manager)*

13. Improve the working conditions of teachers who conduct classes in the buildings of other faculties and institutes of the University.

*( Vice Rector on AEW, Departments Deans, Institutes Directors)*

14. Administration, TUC, professional bureau shall conduct educational work among university employees with the purpose to:

- have careful attitude toward material values, class and laboratory funds;
- improve labour and civil discipline ;
- economize on thermal and electric power;
- improve sanitation condition and fire security in buildings and NTUU premises"KPI";
- observe current standards of occupational safety.

15. In cases of work performances, if according to working conditions daily or weekly working time period is not stated, one shall process the schedule of full-time or shift duties of receptionists, duty attendants, ushers, nurses of the Center of physical education and sport (CPES) according to total working time record to the intent that working time period according to record period do not exceed common number of working hours (section 61 of Code of Laws on labour)

To envisage possibilities of food acceptance along with duty performance in work places with impossible fixed break for dining.

*( Vice Rector on administrative work, TUC Deputy Chairman, Administrator, security department manager, CPES manager)*

### **III. Occupational safety and health**

1. With the purpose to provide safety working conditions, quality environment and disease rate decrease administration and TUC are obliged to:

1.1. To provide by subdivisions' applications due time assessment (reassessment) of workplaces with harmful and severe working environment at the expenses of subdivisions and university. Do not concede the terms violation of workplaces assessment according to working conditions.

To involve TUC representatives into the commission composition on workplaces assessment, hygiene-and-sanitary conditions survey on the workplaces with the purpose of elimination of harmful and hazardous working conditions revealed in the result of assessment.

*( Vice Rector on administrative work, TUC Deputy Chairman, Head of DEF, manager of occupational safety and health department and manager of social and domestic department, heads of subdivisions)*

1.2. To conduct training on occupational safety and health of those who are in charge for occupational safety within subdivisions according to statutory documents.

*(Vice Rector on administrative work, Head of the Department of Labor, subdivisions directors)*

1.3. To carry out revision on occupational safety issues within subdivisions of the university according to schedule.

*(Vice Rector on administrative work, TUC Deputy Chairman, Head of Labor Commission at TUC, Head of the Department of Labor, subdivisions directors)*

1.4. To improve the design of work safety rooms in institutes and on faculties under the guidance of subdivisions without putting them out of schedule.

*(Subdivisions directors, Head of the Department of Labor)*

1.5. To provide checkup of grounding circuit and electric wire isolation in university subdivisions according to predicated schedule. (According to the safe operation rules of electric consumers, affirmed by the order of Minister of Labour and social politics of Ukraine dated 09.01.1998 p. № 4).

*( Vice Rector on administrative work, chief engineer, chief power engineer, subdivisions directors)*

1.6. To envisage a definite sum in budget estimate of KPI for the allowance to position salary of employees who work in harmful working environment (according to working places assessment) and according to Law of Ukraine "Law on vacations " (sections. 7, 8) to provide these employees with additionally paid leave in 7 days for the work in harmful and severe working conditions.

*(Head of DEF, Head of SHRD, chief engineer, subdivisions director, TUC deputy head, security department manager, social and domestic department manager)*

1.7. To provide employees who work in harmful working environment with correspondent working conditions according to Branch agreement (clause 7.2.3 and clause 8 of the Law of Ukraine "Labor Safety").

*(Head of DEF, TUC Deputy Chairman, chief engineer, subdivisions directors, security department manager and manager of social and domestic department)*

1.8. To provide absolute employee performance of safety requirements, machines, working benches, mechanisms and instruments handling standards as well as the usage of personal and collective protective equipment etc.

*(Vice Rector on administrative work, TUC Deputy Chairman, chief engineer, subdivisions directors, security department manager, division manager, building-service supervisor)*



1.9. To avoid a possible pollution and other changes of natural properties of indoor atmospheric air that is harmful for life and health of employees and students.

To consider recommendation, acts of subdivisions professional bureau and TUC commissions on violation of working safety conditions without undue delay and take measures towards their further elimination.

*( Vice Rector on administrative work, subdivisions directors, security department manager, divisions manager, building-service supervisors)*

1.10. To provide development of boiler and heat stations of University in winter period. To make renovations and reconstruction of heating system in buildings rooms, battery cleansing from accumulated rust before heating season. To substitute old heating batteries with new ones.

*( Vice Rector on administrative work, chief engineer, subdivisions directors, building-service supervisors)*

1.11. To provide regulatory thermal conditions in university buildings and hostels in winter period. With this purpose one shall take appropriate measures including implementation of subdivisions funds on energy and heat conservation.

*( Vice Rector on administrative work, chief engineer, subdivisions directors, professional bureau chiefs, building-service supervisors)*

1.12. With the purpose of flooding prevention of classrooms and service rooms in the results of thaw period to provide roofs cleaning from snow, ice plugs in water discharge systems without undue delay.

*( Vice Rector on administrative work, subdivisions directors, building-service supervisors)*

1.13. With the purpose to prevent injuries of employees and students on the university premises in winter period to provide proper avenue cleaning in front of university buildings without undue delay. In case of heavy snowfall to give the right to administration in association with TUC to involve employees and students into work on avenues cleaning in front of buildings and hostels.

*(Rector, TUC chairman, Vice Rector on administrative work, subdivisions directors, building-service supervisors)*

1.14. To provide university buildings and hostels with fire-fighting primary means and fire-protection devices without undue delay.

*(Structural subdivisions managers, KPI fire-fighting service, occupational safety and health department)*

1.15. With the purpose to maintain sanitation and hygiene standards in buildings rooms to provide buildings with accessible equipment for warm-water assistance for cleaning purposes.

*( Vice Rector on administrative work, chief engineer, structural divisions managers, TU heads)*

1.16. Provide primary medical kits all units of the University.

*(Structural divisions managers, division of labor)*

1.17. Administration together with the trade union to develop a program to provide medical services to employees and students.

( Vice Rector on administrative work, chief engineer, structural divisions managers, TU heads)

*(Ректор, проректор з перспективного розвитку, голови профкомів співробітників та студентів, декан ФБМІ)*

*(Rector, Vice-Rector in innovations, TU heads, Dean of FBE)*

2. According to the results of workplaces assessment to include workplaces list that provide employees with the right to age on the pension on a preferential basis into Collective agreement (Supplement № 2).

3. To resolve Agreement on occupational safety and health (Supplement № 3) at the Conference of labour collective of the university simultaneously with Collective agreement signing.

*( Vice Rector on administrative work, TUC Deputy Chairman)*

4. To provide agreement performance on occupational security and health with quarterly revision of its performance..

*( Vice Rector on administrative work, TUC committee chief on occupational security and health)*

5. Administration and TUC shall provide common control on organizational and administrative measures performance towards prevention of smoking in university rooms.

*(Vice Rector on innovations, TUC deputy head, subdivisions directors, professional bureau chiefs, building-service supervisors)*

6. To take measures towards safety conditions, proper sanitation conditions in buildings and on the university premises including historical, park and architecture university area.

*( Vice Rector on administrative work, TUC chief, administrator, subdivisions directors, professional bureau chiefs, security department manager)*

#### **IV SOCIAL INSURANCE, MEDICAL CARE, ORGANISATION OF SANATORIUM-AND-SPA TREATMENT AND RECREATION**

With the purpose of prevention and decrease of cases of NTUU "KPI"workers' diseases, organization of their quality recreation, the Administration and the TUC agreed to:

1. Provide functioning, holding and further development of recreation facilities of the University according to the applicable laws. Give equal recreational opportunities for all categories of co-workers and members of their families at the recreation facilities of the University. Develop additional opportunities concerning medical treatment on the facilities.

Conduct the account of facilities vouchers of the University to improve health of workers and members of their families, doctors, postgraduates and students taking into the consideration the compensation of seasonal expenses.

(Rector, Chairman of TUC, Vice Rector administrative work, Head of DEF)

2. Take measures, arranged and approved the University administration and TUC, under fixed limits regarding sport camps, recreational facilities, including selection and preparation of staff for recreational period.

Coordinate staffing of recreational facilities for health-improving period with TUC not later than 2 months before its beginning.

*(Deputy Chairman of TUC, Vice Rector administrative work)*

3. The TUC shall take additional measures for receiving vouchers on sanatory-and-spa treatment of workers and children accompanied by parents, according to medical rates.

(Chairman of TUC)

4. According to the list of professions, provide medical examinations of workers, who work in harmful and difficult conditions in 2014. Give TUC the information about the results of fulfillment of periodical medical examinations of workers, who work in above mentioned conditions.

(Director of social department, directors of subdivisions and the Chairman of TUC, director of Labor Security Department, head of TUC commission of safety and health department)

5. Administration and TUC of workers with the purpose of assistance of development of physical movement in NTUU "KPI", formation of healthy lifestyle and renovation of physical capability of workers provide privileged usage of services given by the Center of Physical Education and Sports (CPES) – sports complex of the University for the workers of NTUU "KPI" and their children according to the agreement between the TUC and the Administration. (According to Article 44 of Act of Ukraine " on Professionals union ..." – on contributions from enterprises, organizations, primary unions to cultural and mass, physical and recreational works in the amount not less than 0, 3% of wages fund.

(Rector, Chairman of TUC, Head of DEF, director of CPES, directors of subdivisions and chairmen of TU)

## **V. WOMEN WORK AND LIFE CONDITIONS,**

### **PROVIDING HELP IN CHILDREN UPBRINGING**

1. Continue functioning of "flexible" working hours for women, who have children of preschool and younger age, after their applications.

(Directors of subdivisions, Head of SHRD, Deputy Chairman of TUC)

2. According to Article 19 of Act of Ukraine " On vacations" provide women, who have more than 2 children up to 15 years or disables child, women, who adopted a child, single fathers, single mothers, as well as worker, who has taken a child in custody, with additional paid social vacation for 10 calendar days excluding holidays and non-working days, after the workers' applications.

(Vice-Rectors, Head of DEF, Head of SHRD, heads of structural subdivisions)

3. During a year take measures concerning the recreation of workers' children: receiving vouchers for children camps, sanatoriums, provide an opportunity to visit University's swimming pool on a preferential basis, to participate in New Year concerts etc. Maximally cover all the children, who have a special social attention and support with recreational measures, according to Act of Ukraine " On recreation and leisure of children".

(Rector, Chairman of TUC)

## **VI. LIVING CONDITIONS, ORGANISATION OF FOOD SERVICES,**

### **PROVISION OF CULTURAL NEEDS**

1. Develop and improve the network of food services in the University. To develop and implement catering programs in the base of the University Center of the student nutrition.

(Vice-Rector on administrative work, TUC chairmans, director of CSN, directors of subdivisions)

2. With the purpose to improve living conditions of University workers, give the Administration the right to involve funding from other organizations for building after confirmation from TUC, to conduct exchange or substitution of the dwellings on beneficial for the University terms.

*(Rector, Chairman of TUC)*

3. In the first term, use department housing for academic teaching staff and core workers of the University.

*(Rector, Chairman of TUC)*

4. Trade union, Trade Union Bureau of subdivisions provide organizational and financial support for the rest of workers and their families through the development of tourism (including excursions to historical and cultural monuments of different cities of Ukraine and other countries).

*(Rector, Chairman of TUC, heads of subdivisions, heads of TU of subdivisions)*

5. The Administration and TUC shall assist the involvement of KPI workers and their families for folk art, including on the territory of CCA of NTUU "KPI".

*(Rector, Chairman of TUC)*

6. Take steps to further reconstruction of parkland within the University of allocations. Update the system of green spaces on campus: flowers, shrubs and trees.

*(Vice Rector on administrative work, Chairman of TUC)*

## **VII. Providing legal guarantees of trade union committee and trade union activists**

*1. University Administration:*

- recognizes the priority right to the trade union committee of employees NTUU "KPI" to conclude the collective agreement and the right to represent the interests of the working staff of the University in matters of wages, employment, working conditions and safety, rent, food, and other professional and social issues;
- provides the realization of rights and guarantees of TU activities, established by the applicable legislation, does not allow intrusion into their activities, restriction of rights of TU or preventing of their realization;
- considering within 7 days requirements and submissions of trade union bodies to eliminate violations of the labor legislation and the collective agreement, promptly take appropriate action.

*(Rector, Vice-Rectors, heads of subdivisions)*

2. The University administration upon submission of the trade union committee provides time and keeping wage to elected union workers union who not exempt from its core operations, to perform union duties.

*(Rector, Vice-Rectors, heads of subdivisions)*

3. According to the Labour Code and Branch Agreement the Administration provides University trade union to perform union duties:

– free use of vehicles, means of communication within the agreed limits, as well as its applications - copy machines for the distribution of current information.

*(Rector, Vice-Rectors)*

- the gratuitous use of the premises, which TU held on 01.01.2014.

*(Rector)*

4. Administration allows University trade union to include trade union representatives on the boards, commissions relating to trade union power in accordance with the Law "On Trade Unions, Their Rights and Guarantees".

*(Rector)*

5 Changing the terms of the employment contract, remuneration, bringing to disciplinary liability of employees, members of the elected trade union bodies, shall be permitted only with the prior consent of the elected body, which they are members. (Article 41 LU "On Trade Unions, Their Rights and Guarantees").

*(Rector, Chairman of TUC)*

## **VIII. DISTRIBUTION OF POWERS**

1. Taking into consideration the distribution of powers while conducting an Collective agreement, to state, that on the level of structural divisions, it is obligatory to include the following clauses into the agreement's subsections in matter: section I – sp.1, 2; section II – sp.1, 1.1, 1.4, 2, 2.2, 2.3, 2.4, 2.5, 2.7, 3, 4a), б), в), г), 4.1, 4.2, 5, 6, 9, 10, 11; section III – sp.1, 1.1, 1.2, 1.3, 1.4, 1.5, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14, 1.15, 5, 6; section IV – sp. 4, 5; section V – sp.1, 2, 3; section VI – sp. 1, 5, 6; section VII – sp.1, 2, 3, 4, 5; section VIII –

corresponding clauses in the part of faculties' administrations responsibilities (institutes) and in the part of faculties TUs (institutes) responsibilities.

The issues concerning the subsections defined in the Statute of NTUU "KPI" and the corresponding Principles as well as matters reflecting peculiarities of their activities, are also included into the Collective agreements NTUU "KPI".

Collective agreements of the subsections shall be concluded not later than the month before the conduction of the University's working collective conference.

2. To entrust the Administration and TUC of the University with an organization of the registration and control after the conclusion of collective agreement of structural subdivisions.

*(Rector, Chairman of TUC)*

M. Z. Zhurovskiy, the Rector of NTUU "KPI"

V. I. Molchanov, the Chairman of TUC

## **IX. Collective agreement between management and the trade union committee of students and student council NTUU "KPI"**

*The Conference of working collective of the University according to the present legislation, including the abidance of the Acts of Ukraine " On collective agreements and treaties ", "On higher education", "On trade unions and their rights and activities guaranty", Code of Laws on Labour of Ukraine, General and Industry agreements and others, entrusts the TUC of NTUU "KPI" students and the Student council of NTUU to conclude the agreement between the Administration and students and postgraduates NTUU "KPI" (further – students) .*

### **1. General issues.**

*The Administration is obliged to:*

1.1. Recognize the priority right to the trade union committee of students, Student Council, Student Council campus NTUU "KPI", STSA NTUU "KPI" to participate in the preparation of collective agreements under applicable law.

*(Rector)*

1.2. Provide the ability to trade union committee of students and the student government at the University elect their representatives to the scholarship committees and commissions, which are considered (solved) student questions.

*(Rector)*

1.3. Planning and allocation of resources of the University and departments that are directly related to the interests of students, to carry out with the participation of representatives of the trade union committee of students and student government.

*(Rector, Vice-Rectors, Head DEF)*

1.4. In agreement with the trade union committee of students NTUU "KPI", Student Council of NTUU "KPI" and Student Council campus NTUU "KPI" (according to the activity):

- To approve the internal regulations of the University, the house rules in student dormitories, the schedule of the educational process;
- Encourage students for success in the educational, scientific, sports, cultural and social activities;
- Provide financial assistance;
- Issue an order of dismissal of students from the University for a one-time gross violation of discipline or internal regulations for committing an immoral act incompatible with the continuation of training in the student team;
- Issue orders, directives, regulations, relating to the conditions of learning, living, life, and health recreation of the students.

*(Rector, vice-rectors, deans, directors of institutes)*

1.5. University allocates the trade union committee of students NTUU "KPI", Student Council NTUU "KPI" and Student Council campus NTUU "KPI" free appropriate facilities with equipment, lighting, heating, service for their work.

Administration provides the trade union committee of students NTUU "KPI", Student Council NTUU "KPI" and Student Council campus NTUU "KPI" free use of the means of communication within the city, transportation, copying machines for distribution of operational information among the students of the University.

*(Rector, Vice-Rectors, the director of the campus, heads subdivisions)*

1.6. According to the Industry Agreement, at the personal request of union members, to carry out non-cash payment of membership fees and list them within 3 days after payment of scholarships to the account of the trade union committee of students.

*(Head of DEF)*

1.7. Facilitate trade union committee of students, student government and the trade union committee of employees to monitor the work of the catering facilities at the University and on the results of audits to take effective action.

*(Vice-Rectors, the director CSN, deans, directors of institutes)*

1.8. Contribute to the work of the student government and the trade union committee of students.

*(First vice-rector, vice-rector, deans, directors of institutes)*

1.9. Together with the trade union committee of students and the student government to promote donation at the University of the Law of Ukraine "On the donation of blood and blood components."

1.10. Provide the trade union committee of students, the Student Council and the Student Council of the University campus NTUU "KPI" information on decisions relating to students accepted commissions and councils under applicable law.

*(Vice-rector for educational work , deans, directors of institutes)*

*The trade union committee of students of NTUU "KPI" and Student Council NTUU "KPI", undertake:*

1.11. To work together on areas of the activities planned by the Collective Agreement, to inform students about the implementation of the Collective Agreement.

*(Chairman of TUC students NTUU "KPI", Chairman of the Student Council NTUU "KPI" and Chairman of Trade Union Bureau and the Faculty Student Council (institutions))*

1.12. Together with the Administration to develop a plan to conduct educational work among the students in order to:

- Careful attitude to the material values, classroom, laboratory fund campus property;

- Improving the educational and social discipline;

- Saving of heat and electricity;

- Improvement of sanitary conditions and fire safety in buildings, dormitories and on the territory of NTUU "KPI".

*(Chairman of the TUC of students NTUU "KPI", Chairman of Student Council NTUU "KPI", Chairman of Student Council campus NTUU "KPI" and Chairman of Trade Union Bureau and student councils faculties (institutions), dormitories)*

1.13. Participate in the distribution and rational use of funds allocated for social and everyday needs of students of cultural and educational, sports and recreational work to implement measures for their further involvement.

*(Chairman of the TUC of students NTUU "KPI", Chairman of the Student Council NTUU "KPI", Chairman of Student Council campus NTUU "KPI")*

1.14. Participate in the discussion and development of regulations of the University concerning students. *(Chairman of the TUC of students and chairman of the Student Council of NTUU "KPI")*

1.15. Consider at its meetings questions (presentation) made by University Administration and provide an extract from the minutes of the meeting on time, in accordance with the specified period in circulation, but no later than seven working days after the application

*. (Chairman of the TUC of students NTUU "KPI", Chairman of Student Council NTUU "KPI", Chairman of Student Council campus NTUU "KPI" and Chairman of Trade Union Bureau and the Faculty Student Council (institutions), dormitories)*

## **2. Social protection and scholarships.**



The Administration is obliged to:

2.1. use scholarship fund in accordance with the Procedure for the use of funds allocated for scholarships, financial aid and awards for students NTUU "KPI".

*(First Vice-Rector, Head DEF)*

2.2. In the case of attracting students to the work of non-implementation of the curriculum, contracts for these works carried out with the participation of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI" and Student Council campus NTUU "KPI" in accordance with good working conditions, living and recreation with the predefined / workload and salary / remuneration.

*(First Vice-Rector, Vice-Rector on educational work, deans, directors of institutes)*

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2.3. While forming the timetable to abide by the teaching load.

*(First vice-rector, deans, directors of institutes)*

The trade union committee of students of NTUU "KPI" and Student Council NTUU "KPI" are obliged to:

2.4 To participate in the scholarship committee of the University, faculties and institutes in the appointment of scholarships to provide financial assistance and bonuses for students. (Chairmen of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Council (institutions), student councils hostels relevant departments (institutions))

2.5. Maintain records of students in need of financial assistance, and assistance in accordance with applicable law.

*(Chairman of the trade union committee of students NTUU "KPI", Chairmen of the Trade Union Bureau faculties and institutes)*

### **3. Training, research and innovation**

The Administration is obliged to:

3.1. Provide appropriate learning environment for students in accordance with the Regulations on the organization of the educational process in NTUU "KPI".

*(Rector, vice-rectors, deans, directors of institutes)*

3.2 Promote the development of scientific, research, design and innovation activity of students, as well as the establishment and operation of scientific teams and clubs at the University.

*(Rector, vice-rectors, deans, directors of institutes)*

3.3. Fully support the organization and conduct of research and educational activities at the University, in particular conferences, summer schools, workshops and courses with students of NTUU "KPI".

*(Rector, vice-rectors, deans, directors of institutes)*

3.4. Contribute to the promotion of students to achieve high results in training, participation in research and creative activities.

*(Vice-rectors, deans, directors of institutes)*

*Student Council NTUU "KPI", Scientific Society of undergraduate and graduate students of NTUU "KPI" are obliged to:*

3.5. To work together within the framework of activities approved by the Rector of the University for education, research and innovation activities of students.

*(Chairmen of the trade union committee of students NTUU "KPI", Student Council NTU "KPI", Student Council campus NTUU "KPI", Society of undergraduate and graduate students NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Council (institutions), dormitories)*

3.6. To carry out activities to promote science and attract students to research work at the University. *(Chairmen Student Council NTUU "KPI", Society of undergraduate and graduate students NTUU "KPI" and Student Council of faculties (institutes))*

3.7. Contribute to the creation of the Council of the standouts for the purpose of contributing to the achievement of high performance in academic and scientific work of students.

*(Chairmen of the Student Council of NTUU "KPI", Society of undergraduate and graduate students NTUU "KPI" and Student Councils faculties (institutes))*

3.8. Work to raise additional funds for the implementation of student research and innovation projects, scientific and educational activities.

*(Chairmen of the Student Council of NTUU "KPI", Society of undergraduate and graduate students NTUU "KPI" and Student Councils faculties (institutes))*

#### **4. Improvement of living conditions.**

*The Administration is obliged to:*

4.1. When forming the preparation plan of the University for the new academic year to provide priority the repair of vital communications and utilities campus dormitories by the relevant subdivisions University, student teams and construction teams of students (in the framework of the legislation of Ukraine). Together with the trade union committee of students NTUU "KPI", Student Council of NTUU "KPI" and Student Council of the University campus to form a list of top-priority for repair campus objects.

Attract, on supplementary agreements, subdivisions University funds to prepare the campus for the new academic year.

*(Vice-Rector for administrative work, deans, directors of institutes, director of the campus)*

4.2. Funds received in the form of rent from commercial organizations located on campus (except for utility costs) and leases the campus infrastructure directed to conduct the repair work and the development of the material base of the campus (in the framework of the legislation of Ukraine).

*(Rector, director of the campus)*

4.3. Use campus housing in accordance with the "Regulation on the settlement and living in the dorms campus NTU" KPI ".

*(Rector, director of the campus)*

4.4. To inform the trade union committee of students and student self-government about changes in the implementation of the repair work plans and the adjustment budget NTUU "KPI" for such work.

*(Vice-Rector for administrative work, director of campus)*

4.5. To guide funds, received from the payment for accommodation in hostels campus, to guide for the maintenance and development of technical base of campus.

*(Rector, Vice-Rector, Head of DEF, director of the campus)*

*The trade union committee of students of NTUU "KPI" and Student Council NTUU "KPI", are obliged to:*

4.6. Participate in the development and discussion of projects for the construction, repair and overhaul of buildings and dormitories, in the formation of students' teams for repair and landscaping of the University.

*(Chairmen of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI", Student Council campus NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Councils (institutions), dormitories)*

4.7. Contribute to the development of catering establishments in educational buildings and university dormitories, supervise their work.

*(Chairmen of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI", Student Council campus NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Councils (institutions), dormitories)*

## **5. Organization of students leisure, strengthen the material base of Cultural and Sports Objects.**

*The Administration is obliged to:*

5.1. Facilitate the organization of leisure among students.

*(Vice-Rectors, the director of the campus)*

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*The trade union committee of students of NTUU "KPI" and Student Council NTUU "KPI", are obliged to:*

5.2. Develop and fully support the various forms of the organization of leisure of students (student clubs, cafes, discos, creative and artistic groups, travel clubs, etc.). Contribute to the development of their material and technical base. Raise additional funds for repair and maintenance of the premises, conducting cultural work at the university.

*(Chairmen of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI", Student Council campus NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Councils (institutions), dormitories)*

5.3. Ensure distribution of tickets among students of NTUU "KPI" for cultural and sporting events at the University and beyond, received or acquired by the trade union committee of students, Student Council of NTUU "KPI".

*(Chairmen of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI", Student Council campus NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Councils (institutions), dormitories)*

5.4. Coordinate with the administration carrying out of the cultural, sports and social events at the University.

*(Chairmen of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI", Student Council campus NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Councils (institutions), dormitories)*

## **6. Sports work and health recreation of students.**

*The Administration is obliged to:*

6.1. Promote sports competitions, sports days in various sports at the University, faculties (institutes), on the campus.

*(Vice-Rector for educational work, deans, directors of institutes)*

6.2. Together with the trade union committee of the students NTUU "KPI" and Student Council NTUU "KPI" organize and carry out the rest, treatment and rehabilitation of undergraduate and graduate students in recreation and rehabilitation at the University according to the "Regulations on the distribution and allocation of permits for recreation and leisure students NTUU "KPI".

*(Rector, Vice Rector for administrative work, chairman of the trade union committee of students and staff, the chairman of the Student Council of NTUU "KPI", a recreation committee of the University)*

6.3. Ensure timely expenditure of the health resort preventive according to the approved budget and its maintenance in accordance with the "Regulation on the sanatorium NTUU "KPI ". To work on the repair of premises, renovation of medical devices and equipment health resort preventive and attract additional funds for this purpose (in the framework of the legislation of Ukraine).

(Rector, Vice Rector for administrative work, head of DEF)

6.4. Together with the trade union committee of students and staff of NTUU "KPI", Student Council of NTUU "KPI" develop a plan for the reconstruction and development program for student mountain-sports camp "Globus" (Ivano Frankivsk region, Village Vorohtha).

(Rector, Vice Rector for administrative work, head of DEF)

*The trade union committee of students of NTUU "KPI" and Student Council NTUU "KPI" are obliged to:*

6.5. Accordance with applicable law to take measures for the treatment, rehabilitation and recreation for students, graduate students of the University.

*(Chairmen of the trade union committee of students of NTUU "KPI" and the Student Council of NTUU "KPI")*

6.6. Co-operate in activities approved Administration and the trade union committee of employees NTUU "KPI", repair of recreational camps.

*(Chairmen of the trade union committee of students and staff of NTUU "KPI" and the Student Council of NTUU "KPI")*

6.7. Conduct the work to attract students to the recreation NTUU "KPI" during weekends and recreational seasons.

(Chairmen of the trade union committee of students NTUU "KPI", Student Council NTUU "KPI", Student Council campus NTUU "KPI" and Chairmen of Trade Union Bureau and the Faculty Student Council (institutions), dormitories)

6.8. Work to raise additional funds for the renovation of premises, renovation of medical devices and equipment sanatorium, recreational bases of the University.

*(Chairmen of the trade union committee of students, the Student Council of NTUU "KPI")*

M.Z.Zgurovsky, Rector NTUU"KPI",

A.Yu.Gavrushkevich, Chairman of the trade union committee of students,

D.V.Afanasiev, Chairman of the Student Council