

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
TERNOPIL VOLODYMYR HNATIUK NATIONAL PEDAGOGICAL
UNIVERSITY**

APPROVED BY

**The Conference of the Labour
Collective of Ternopil Volodymyr
Hnatiuk National Pedagogical
University
protocol No. 1, dated 23.01.2024**

Acting Rector

/signed/ **Volodymyr KRAVETS**

*Seal: /Ministry of Education and Science of
Ukraine * Ternopil Volodymyr Hnatiuk
National Pedagogical University *
02125544/*

COLLECTIVE AGREEMENT

**between the Administration and the Trade Union Organisation of Employees
of Ternopil Volodymyr Hnatiuk National Pedagogical University
for 2024–2025**

Ternopil 2024

*This is correct and accurate translation,
which corresponds to the original text.
Translated from Ukrainian into English
by the certified translator Liudmyla Koshivka*



GENERAL PROVISIONS

1. The Collective Agreement is the main legal document that regulates labour and socio-economic relations between the University Administration and the labour collective, ensuring the protection of the rights and interests of all employees and students.

2. The Provisions of the Collective Agreement apply to all employees and students, regardless of their trade union membership, and are mandatory for both the University administration and all members of the collective.

3. The University's labour collective authorises the Employees' Trade Union Organisation to represent its interests during the negotiations on drafting the Collective Agreement, as well as in matters related to remuneration, employment, working conditions, occupational safety, health improvement, and recreation. On behalf of the labour collective conference, the Agreement with the Rector is signed by the Chairperson of the University Trade Union Organisation.

4. The Collective Agreement is concluded for a period of two years and comes into effect upon its approval by the labour collective conference and signing by the Administration and the Trade Union Organisation, the authorised representative of the labour collective, and remains valid until a new Collective Agreement is adopted or revised.

5. While implementing the Collective Agreement, both parties shall demonstrate mutual respect and trust and adhere to the principles of social partnership, parity, equality of the parties, mutual responsibility, constructiveness, and reasonableness.

6. In case of failure to fulfil the obligations under the Collective Agreement, the parties shall be liable in accordance with the procedure established by the Law of Ukraine "On Collective Agreements and Accords."

7. In case of a shortage of funds for the implementation of certain provisions of the Collective Agreement, such provisions may be postponed or annulled by a joint decision of the Trade Union Organisation and the Administration.

8. The Trade Union Organisation shall report on the progress of the implementation of the Collective Agreement at the labour collective conference at least once a year.

9. Amendments and additions to the Collective Agreement shall be introduced as required by changes in the current legislation of Ukraine, as well as by the provisions of the General, Sectoral, and Regional Agreements on matters within the scope of the Collective Agreement.

SECTION 1. DEVELOPMENT OF THE UNIVERSITY AND ITS MATERIAL SUPPORT

1.1. The University Administration carries out financial and economic activities to ensure the special fund's revenues within the limits of current legislation.

1.2. University administration, in terms of available funds, provides for special fund expenditures in the university budget for:

- maintenance and renovation of the University's classroom facilities and material resources;
- development of the University's social infrastructure and dormitories;
- conducting annual medical examinations for employees;
- providing employees working in hazardous conditions with special clothing, detergents, towels, and personal protective equipment;
- implementing occupational safety measures.

Responsible entities: Vice-Rectors, Chief Accountant.

1.3. Upon completion of the calendar year, the Administration shall inform the labour collective about the planning and use of the University's budget during the annual labour collective conferences and on the University's official website.

Responsible entities: Rector.

SECTION 2. ORGANIZATION, REGULATION, AND REMUNERATION

2.1. The recruitment of scientific and teaching staff at the University shall be carried out in accordance with the provisions of the Law of Ukraine “On Higher Education” (Section VI). Employment shall be based on open competition and concluded through employment contracts or agreements.

Responsible entities: Rector, Academic Councils of the University and faculties, Human Resources Department.

2.2. In case of free vacant scientific and academic positions, priority shall be given to filling them with graduates of the University’s doctoral and postgraduate programs who have completed their studies, as well as with highly qualified specialists possessing the relevant academic and teaching profile required for the vacant positions.

Responsible entities: First Vice-Rector, Head of the Human Resources Department.

2.3. The working hours of scientific and teaching staff shall be determined in accordance with the Law of Ukraine “On Higher Education”, the Code of Labour Laws of Ukraine, Rector’s order on workload, individual work plans, and class schedules, and shall amount to 36 hours per week. The working time for other employees shall be 40 hours per week. The working hours of security guards, duty staff of academic buildings and dormitories shall be regulated by shift schedules and shall not exceed 40 hours per week.

Responsible entities: Rectorate, Trade Union Organisation.

2.4. When calculating the annual teaching workload of lecturers, current scientific achievements are taken into account (articles in scientific periodicals indexed in the Web of Science Core Collection and/or Scopus databases, articles in publications classified in the first - third quartiles (Q1-Q3) according to the SCImago Journal and Country Rank and Journal Citation Reports classifications, individual monographs, textbooks, manuals authored by the teacher or co-authored),

organisational and methodological work, and public activities.

Responsible entities: Rectorate, Vice-Rectors.

2.5. Based on the Law of Ukraine “On Higher Education”, the annual planned teaching workload shall not exceed 600 hours, in accordance with the approved staffing schedule at the beginning of each academic year.

Responsible entities: First Vice-Rector.

2.6. With the consent of the faculty or unit management, employees may, upon written request, be permitted to work under a flexible working schedule.

Responsible entities: Heads of departments, Trade Union Organisation.

2.7. Employees (men or women) who have elderly parents requiring care, children under 14 years of age, or children with special needs, shall be granted part-time work with payment proportional to the hours actually worked, upon submission of a written request.

Responsible entities: Rectorate, Human Resources Department, Chief Accountant, Heads of departments.

2.8. The University Administration shall inform the labour collective of:

- Scientific and administrative staff reductions or transfers of employees to part-time work (in accordance with the requirements of Ukrainian legislation);
- changes in the organisation or level of remuneration;
- changes in essential working conditions (in accordance with the requirements of Ukrainian legislation).

Responsible entities: Vice-Rectors, Chief Accountant, Head of Human Resources Department.

2.9. Remuneration of University employees shall be carried out in accordance with the current legislation of Ukraine, within the budget approved by the Ministry of Education and Science of Ukraine and the university’s staffing schedule. The indexation of employees’ salaries shall be conducted within the financial resources allocated in the approved budget appropriations for the corresponding fiscal year.

Responsible entity: Chief Accountant.

2.10. Remuneration for academic staff, administrative, and support personnel shall be paid on the 15th day for the first half of the month and on the 30th day for the second half of the month, via employees' bank cards.
Responsible entity: Chief Accountant.

2.11. The amount of salary for the first half of the month shall not be less than the payment for the actual time worked, based on the employee's payment rate (official salary).

Responsible entity: Chief Accountant.

2.12. The university administration, according to the salary budget approved in the income and expenditure estimates, has the right to give employees financial help that's no more than one official salary per year, except for funeral expenses.

Responsible entities: Rectorate, Chief Accountant.

2.13. Submit timesheets of hours worked to the Accounting Department by the 14th day for the first half of the month and by the 29th day for the full month.

Responsible entities: Heads of departments, persons responsible for maintaining timesheets in the departments.

2.14. Bonuses for employees shall be paid from savings within the remuneration fund, within the limits of the annual budgets of the general and special funds, and in accordance with the Regulations on the Procedure for Awarding Bonuses to Employees of Ternopil Volodymyr Hnatiuk National Pedagogical University.

Monetary incentives for academic and teaching staff shall be granted in accordance with the Regulations on the Annual Monetary Incentive for Academic and Teaching Staff for Diligent Work and Exemplary Performance of Official Duties.

Responsible entities: Rectorate, Chief Accountant.

2.15. In accordance with Article 61 of the Labour Code of Ukraine, for certain categories of work (such as security personnel, dormitory staff, and building duty personnel) where compliance with the normal daily or weekly working hours is not possible, a summarized recording of working time may be introduced (with the consent of the University Trade Union Organisation), ensuring that the total working

hours within the accounting period do not exceed the statutory limit.

Responsible entities: Rectorate, Chief Accountant.

2.16. Upon request, all employees shall receive, together with their remuneration, a pay slip specifying the amount and structure of payments and deductions. Salary and all related payments (including vacation pay and temporary disability, maternity, or childbirth benefits) shall be calculated based on the official salary rate effective in the month when the event occurred, including all permanent allowances and bonuses.

Responsible entity: Chief Accountant.

2.17. In accordance with current labour legislation, additional payments shall be made for combining positions, expanding service areas, increasing work volumes, or performing the duties of temporarily absent employees in addition to regular work.

Responsible entities: Rectorate, Chief Accountant.

2.18. Employees working night shifts shall receive an additional payment of up to 40% of their hourly wage rate for each hour worked between 10:00 p.m. and 6:00 a.m.

Responsible entities: Rectorate, Chief Accountant.

2.19. Cleaning staff of University premises shall receive a 10% salary allowance for the use of disinfectants in their work.

Responsible entities: Rectorate, Chief Accountant.

2.20. Drivers shall receive a qualification allowance for the entire period of employment during which they perform their duties as defined by the employment contract and internal regulations.

Responsible entities: Rectorate, Chief Accountant.

2.21. All University employees shall be covered by mandatory social and pension insurance in accordance with the applicable legislation of Ukraine.

Responsible entity: Chief Accountant.

2.22. Employees, including non-academic staff, shall receive compensation for downtime not caused by their fault, at a rate corresponding to their official salary.

Responsible entities: Rectorate, Chief Accountant.

2.23. The composition of the Commission on Individual Labour Disputes between the Administration and employees (Appendix 4) and the Commission on Ethics and Academic Integrity (Appendix 5) shall be approved.

Employees of the University undertake to:

2.24.1. Conscientiously perform their official duties and comply with the Internal Labour Regulations and the provisions of the University Statute.

2.24.2. Strictly observe occupational safety, fire safety, industrial hygiene, and personal hygiene rules.

2.24.3. Refrain from violations of labour and production discipline, theft, or causing damage to the University's property and educational resources.

2.24.4. Continuously enhance their professional qualifications.

2.24.5. Use electricity, heat, fuel, lubricants, water, and other material resources rationally and economically.

**SECTION III. OCCUPATIONAL SAFETY AND HEALTH (OSH) AND
EMPLOYEE WELFARE**

3.1. Ensure compliance by officials and employees with the requirements of the Law of Ukraine "On Occupational Safety and Health", as well as other regulatory acts on occupational safety, and safeguard the rights of employees guaranteed by legislation. Responsible entities.

Rectorate, Occupational Safety Engineer.

3.2. Conduct a re-certification of workplaces with hazardous working conditions once every five years, according to a schedule approved by the Trade Union Organisation.

3.3. Ensure payment of allowances for work in hazardous conditions to the respective categories of University employees (e.g., Department of Chemistry, electric and gas welders, building maintenance and repair personnel).

Responsible entities: Vice-Rectors, Deans, Heads of Structural Units, Trade Union Organisation, Occupational Safety Engineer.

Ensure timely development and implementation of measures aimed at creating safe and healthy working conditions in accordance with current regulatory documents on occupational safety.

Responsible entities: Vice-Rector for Social and Economic Development, Occupational Safety Engineer.

3.4. Approve comprehensive occupational safety measures in accordance with the approved cost estimate (Appendix 1).

In compliance with current legislation, allocate annually not less than 0.5 percent of the total wage fund to occupational safety and health measures.

Responsible entities: Rectorate, Chief Accountant, Occupational Safety Engineer.

3.5. In accordance with Article 8 of the Law of Ukraine “On Occupational Safety and Health”, provide employees engaged in hazardous or dangerous work, or work associated with contamination, free of charge, with personal protective clothing, safety footwear, other personal protective equipment, as well as washing and neutralizing agents, in accordance with established norms.

Responsible entities: Vice-Rector for Social and Economic Development, Occupational Safety Engineer.

3.6. Ensure proper preparation of University facilities for operation during the autumn–winter period.

Responsible entity: Vice-Rector for Social and Economic Development.

3.7. Ensure the completion of fire safety equipment and primary firefighting means in all University buildings and dormitories.

Responsible entities: Vice-Rector for Social and Economic Development, Occupational Safety Engineer.

3.8. Maintain strict control over the enforcement of organizational and administrative measures concerning the prohibition of smoking within University premises.

Responsible entities: Vice-Rectors, Deans, Heads of Structural Units, Heads of Trade Union Bureaus.

3.9. The Trade Union Organisation shall exercise public oversight over the state of occupational safety, compliance with occupational safety and health standards and internal regulations, and shall participate in accident investigation commissions to determine the circumstances and causes of incidents.

The Committee shall also promote measures aimed at conserving heat, electricity, and other energy resources.

Responsible entity: Chair of the Trade Union Organisation.

Section IV. LEAVE ENTITLEMENTS

4.1. In accordance with the Law of Ukraine “On Leave”, the duration of the annual basic leave shall be established as follows:

4.1.1. For managerial, teaching, scientific and teaching, and research staff — 56, 42, or 28 calendar days, according to the List of Positions (Appendix 2).

Responsible entities: Rectorate, Heads of Structural Units, Human Resources Department.

4.1.2. For all other full-time employees — 24 calendar days, with an increase of 2 calendar days for every two years of continuous employment, but not exceeding 28 calendar days in total.

Responsible entities: Rectorate, Heads of Structural Units, Human Resources Department.

4.2. When granting leave, the administration shall be guided by approved vacation schedules, which take into account the specific organization of the educational process and are agreed upon with the University Administration and the Trade Union Organisation.

Responsible entities: Deans of Faculties, Heads of Structural Units, Trade Union Organisation.

4.3. At the employee’s request, the annual leave may be divided into parts of any duration, provided that at least one uninterrupted part of the leave shall last no less than 14 calendar days per year.

Responsible entities: Rectorate, Deans of Faculties, Heads of Structural Units, Human Resources Department, Trade Union Organisation.

4.4. Teaching and research-and-teaching staff may be granted unused parts of their annual leave during the academic year, provided this does not interfere with the educational process.

Responsible entities: Rectorate, Deans of Faculties, Heads of Structural Units, Trade Union Organisation.

4.5. Where required for sanatorium-resort treatment or due to production needs, the main annual leave or part thereof may be granted during the academic year.

Responsible entities: Rectorate, Human Resources Department, Deans of Faculties, Heads of Structural Units, Trade Union Organisation.

4.6. Establish the following durations of annual additional leave:

4.6.1. For employees with irregular working hours — 4 or 6 calendar days, according to the list of positions (Appendix 3).

Responsible entities: Rectorate, Heads of Structural Units, Human Resources Department.

4.6.2. For cleaners engaged in maintaining public sanitary facilities — 4 calendar days.

Responsible entities: Vice-Rector for Social and Economic Development, Heads of Structural Units, Human Resources Department.

4.6.3. For electric and gas welders — 7 calendar days, and for building maintenance and repair workers — 4 calendar days, for work under hazardous conditions.

Responsible entities: Vice-Rector for Social and Economic Development, Heads of Structural Units, Human Resources Department.

4.7. University employees who are combatants or war-disabled veterans, as defined by the Law of Ukraine “On the Status of War Veterans and Guarantees of Their Social Protection”, shall be granted an additional paid leave of 14 calendar days per year, in accordance with Article 16-2 of the Law of Ukraine “On Leave”.

Responsible entities: Rectorate, Human Resources Department.

4.8. University veterans (employees who have worked at the University for 15 years or more) shall be granted leave at a time convenient to them, by agreement with the administration, provided it does not disrupt the educational process.

Responsible entities: Heads of Structural Units, Human Resources Department, Trade Union Organisation.

4.9. At the employee's request, the administration may grant unpaid leave for the period stipulated by current legislation.

Responsible entities: Human Resources Department, Deans of Faculties, Heads of Structural Units.

4.10. Upon an employee's written request, paid leave shall be granted in the following cases:

- for the employee's own marriage – 3 calendar days;
- for the marriage of a child – 3 calendar days;
- for the death of close relatives (mother, father, spouse, son, daughter) – 3 calendar days.

Responsible entities: Rectorate, Heads of Structural Units, Human Resources Department.

Section V. SOCIAL AND HOUSEHOLD BENEFITS

5.1. In accordance with the Law of Ukraine "On Trade Unions, Their Rights and Guarantees of Activity", funds shall be transferred monthly to the Primary Trade Union Organization of University Employees for cultural, recreational, sports, and children's activities. The amount shall be not less than 0.3% of the wage fund, financed through additional budgetary allocations.

Responsible entities: Rector, Chief Accountant, Chair of the Trade Union Organisation.

5.2. The main structural units, laboratories, and groups undertaking field practice shall be provided with necessary medical supplies and first aid kits.

Responsible entity: Chief Accountant.

5.3. Financial assistance shall be granted to employees in the event of the death of an immediate family member (father, mother, spouse, son, or daughter), in an amount not exceeding the income limit established for the applicable monetary social benefit.

Responsible entity: Chief Accountant.

5.4. University employees and postgraduate students who have completed PhD or Doctoral dissertations shall be entitled to have their dissertation abstracts printed at the University's expense.

Responsible entity: Vice-Rector for Research and International Cooperation.

5.5. University employees shall be provided free access to the Internet via the University's wireless local network (Wi-Fi) in designated areas.

Responsible entities: Rectorate, Trade Union Organisation.

5.6. Appropriate conditions shall be created for the operation of sports clubs and amateur art activities, and efforts shall be made to promote physical and recreational engagement among staff members.

Responsible entities: Rectorate, Trade Union Organisation, Dean's Office of the Faculty of Physical Education.

Upon request, minor carpentry work and the production of wooden items may be arranged for employees, with costs reimbursed by the employee.

Responsible entities: Administrative and Economic Department, Accounting Department.

SECTION VI. LEGAL GUARANTEES FOR THE TRADE UNION ORGANISATION

6.1. The University Administration recognizes the right of the Employees' Trade Union Organisation to conclude the Collective Agreement and to represent the interests of the University Labour Collective.

Responsible entities: University Administration.

6.2. To ensure the proper functioning of the trade union organization, the University Administration shall provide the Trade Union Organisation with office premises equipped with the necessary furniture, communication facilities, and, when required, access to university transport.

Responsible entities: University Administration.

6.3. The University Administration shall provide trade union representatives with the guarantees stipulated in Article 252 of the Labour Code of Ukraine.

Responsible entities: University Administration.

Members of the Trade Union Organisation who are not released from their primary job duties shall be granted up to three (3) paid hours per week for performing public (trade union) duties in the interests of the Labour Collective and for participation in trade union training.

Responsible entities: University Administration, Heads of Structural Units.

6.4. The University Accounting Department shall, upon written application of employees, deduct trade union membership fees from their wages and transfer them monthly to the account of the Employees' Trade Union Organisation.

Responsible entity: Chief Accountant.

6.5. Employees elected to trade union bodies and not released from their main work shall not be subject to disciplinary sanctions without the prior consent of the University Trade Union Organisation and the Regional Council of the Trade Union of Education and Science Workers of Ukraine, unless otherwise provided by law.

Responsible entity: Rector.

6.6. The University Administration shall inform the Employees' Trade Union Organisation about regulatory acts, orders, and internal documents establishing general provisions on working conditions, remuneration, and leave entitlements.

Responsible entities: University Administration, Human Resources Department, Accounting Department.

SECTION VII. FINAL PROVISIONS

7.1. During the term of this Collective Agreement, either party has the right to propose amendments or additions. Such proposals shall be considered at a joint meeting of the University Administration and the Employees' Trade Union Organisation within ten (10) calendar days from their submission.

Responsible entities: University Administration, Trade Union Organisation.

7.2. Any disagreements arising during collective negotiations or in the course of implementation of the Collective Agreement shall be resolved in accordance with Article 11 of the Law of Ukraine "On Collective Agreements and Accords."

Responsible entities: University Administration, Trade Union Organisation.

7.3. The Parties agree that, during the term of this Collective Agreement and provided its provisions are duly observed, employees shall not make new demands regarding matters governed by this Agreement, nor shall they use work stoppages as a means of exerting pressure. In such cases, the Law of Ukraine "On the Procedure for Settlement of Collective Labour Disputes (Conflicts)" shall apply.

In the event of a breach of this obligation, the Administration reserves the right to apply disciplinary measures to the participants of such work stoppages in accordance with the labour legislation in force.

Responsible entities: University Administration, Trade Union Organisation.

7.4. Supervision over the implementation of the Collective Agreement shall be exercised jointly by both Parties to the Agreement.

Responsible entities: Rector, Chair of the Trade Union Organisation.

7.5. The Parties shall annually report on the implementation of the Collective Agreement at the University Labour Collective Conference, held in February.

Responsible entities: Rector, Chair of the Trade Union Organisation.

7.6. One month prior to the Labour Collective Conference, a Joint Conciliation Commission shall be established on a parity basis by the University

Administration and the Employees' Trade Union Organisation. The Commission shall draft the new Collective Agreement, present it to both Parties, and submit the reviewed draft for discussion and approval at the Conference.

Responsible entities: Rector, Chair of the Trade Union Organisation.

7.7. The text of the Collective Agreement between the University Administration and the Labour Collective of Ternopil Volodymyr Hnatiuk National Pedagogical University shall be published on the official University website for general access.

Responsible entities: Rector, Chair of the Trade Union Organisation.

7.8. The University Administration and the Trade Union Organisation shall ensure systematic monitoring of the implementation of the Collective Agreement. The results shall be reviewed at the Labour Collective Conference and at joint meetings of the University Administration and the Trade Union Organisation. Any disputed issues arising in the course of implementation shall be considered by the Joint Conciliation Commission, which shall draw up an official protocol of its decisions.

Responsible entities: Rector, Chair of the Trade Union Organisation.

Rector of TNPU /signed/

Bogdan BUYAK

Chair of the Trade Union
Committee of TNPU /signed/

Ivan KAPLUN

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Volodymyr Hnatiuk National
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COMPREHENSIVE MEASURES

of Ternopil Volodymyr Hnatiuk National Pedagogical University

on Occupational Health and Safety

to the Collective Agreement for 2024–2025

No	List of Measures	Scope of Work		Implementation Period	Responsible entitles
		Allocated Funds	Actual Expenditures		
1	Ensure that employees of the University departments and the security service are provided with special clothing, footwear, and other protective equipment in accordance with regulatory requirements.	100000 UAH		2024-2025	O. Hyrylo V. Nezhyvyi
2	Pay a monthly allowance for harmful working conditions amounting to 12% of the official salary (for employees of the Department of Chemistry, building maintenance and repair workers, and electric and gas welders).	12,652 UAH		2024-2025	V. Savchyn M. Dantseva

3	Provide all laboratories, dormitories, academic buildings, and other divisions with medical supplies in accordance with established norms.	50,000 UAH		2024-2025	V. Savchyn M. Dantseva
4	Conduct mandatory medical examinations for employees.	40,000 UAH		2024-2025	V. Savchyn U. Bzovska M. Dantseva
5	Ensure that employees are provided monthly with soap, detergents, and cleaning supplies.	6,600 UAH		2024-2025	O. Hyrylo V. Nezhyvyi V. Savchyn Residence Wardens
6.	Equip all University units with primary fire extinguishing means.	60,000 UAH		2024-2025	O. Hyrylo V. Savchyn M. Dantseva

Rector of TNPU /signed/

Bogdan BUYAK

Chair of the Trade Union
Committee of TNPU /signed/

Ivan KAPLUN

Vice-Rector for Social and
Economic Development /signed/

Oleh HYRYLO

Occupational Health and
Safety Engineer /signed/

Myroslava DANTSEVA

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LIST OF POSITIONS

of managerial, pedagogical, scientific and teaching, and research staff entitled
to annual basic leave of 56, 42, or 28 calendar days

No.	Position	Duration of Annual Basic Leave (calendar days)
1.	Rector, Vice-Rectors, Academic Secretary, Deans of Faculties, Head of Postgraduate Studies, and Head of Industrial Training whose duties are directly related to the educational or research process and who simultaneously carry out teaching activities at the University amounting to not less than one-third of the annual teaching load	56
2.	Vice-Rector, Head of Postgraduate Studies, Head of Industrial Training, Academic Secretary, and Head of the Library, who do not perform teaching duties at the University	28
3.	scientific and teaching staff	56
4.	Accompanists of Departments	56
5.	Head of Laboratory	42
6.	Head of Educational (Training and Production) Workshop; Instructor of Industrial Training	42
7.	Methodologists	42
8.	Research Staff (Leading, Senior, and Junior Research Fellows) of Departments or State-Funded (Contract-Based) Research Projects.	28

Rector of TNPU

/signed/

Bogdan BUYAK

Chair of the Trade Union

Committee of TNPU

/signed/

Ivan KAPLUN

Head of Human Resource

Department

/signed/

Uliana BZOVSKA

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National Pedagogical University * 02125544/

LIST OF POSITIONS

of University Employees Entitled to Annual Additional Leave for an Irregular
Working Hours (4 Calendar Days)

Heads of: Archives, Central Warehouse, Storage Room, and Maintenance
Department.

Civil Protection Specialist, Engineers, Technicians, Dispatchers, Senior
Laboratory Assistants, Laboratory Assistants, Librarians, Bibliographers, Heads of
Library Departments and Sectors, Specialists of Various Categories.

Inspectors, Dormitory Attendants, Passport Officers, Security Personnel,
Doorkeepers.

Conductors of Orchestras and Ensembles.

Plumbers, Carpenters, Electricians, Drivers.

LIST OF POSITIONS

of University Employees Entitled to Annual Additional Leave for an Irregular
Working Hours (6 Calendar Days)

Rector's Assistant, Rector's Adviser.

Heads of Structural Units (Departments, Offices, Centres), Academic
Secretary, Head of Industrial Training, Legal Adviser, Heads of Dormitories,
Dormitory Warehouse Manager.

Chief Accountant, Deputy Chief Accountants, Accountants of Various
Categories, Economists.

Rector of TNPU	/signed/	Bogdan BUYAK
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Chair of the Trade Union Committee of TNPU	/signed/	Ivan KAPLUN
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Head of Human Resource Department	/signed/	Uliana BZOVSKA
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UNIVERSITY LABOR DISPUTES COMMISSION MEMBERS

1. Halyna Misko – Assistant Lecturer, Department of Musicology and Music Teaching Methods.
2. Tetiana Hulka – Warehouse Manager.
3. Halyna Humeniuk – Associate Professor, Department of General Biology and Teaching Methods of Natural Sciences.
4. Tetiana Kravchuk – Associate Professor, Department of Foreign Languages, Deputy Chair of the Trade Union Organisation.
5. Volodymyr Konkuliovskiy – Associate Professor, Department of Theory and Practice of Translation.
6. Mykhailo Bodnar – Acting Chair of the Student Trade Union Organisation.
7. Nataliya Nahachevska – Senior Librarian.
8. Mykhailo Oliiar – Associate Professor, Department of Theoretical Foundations and Methods of Physical Education.
9. Volodymyr Rak – Associate Professor, Department of Computer Technologies.
10. Petro Demianchuk – Associate Professor, Department of Geography and Teaching Methods.
11. Yaroslav Seko – Associate Professor, Department of World History and Religious Studies.
12. Volodymyr Ivashchuk – Legal Advisor, Legal Department.
13. Viktor Matsiuk – Associate Professor, Department of Physics and Teaching Methods.
14. Halyna Synorub – Associate Professor, Department of Journalism.
15. Halyna Sviderska – Associate Professor, Department of Developmental Psychology and Counselling.

Rector of TNPU

/signed/

Bogdan BUYAK

Chair of the Trade Union

Committee of TNPU

/signed/

Ivan KAPLUN

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Volodymyr Hnatiuk National Pedagogical University * 02125544/

**COMPOSITION OF THE UNIVERSITY ETHICS AND CONFLICT
MANAGEMENT COMMISSION**

Iryna ZADOROZHNA	Vice-Rector for Research and International Cooperation
Nadiya DROBYK	First Vice-Rector
Ihor GEVKO	Vice-Rector for Educational and Methodical Work
Ulyana BZOVSKA	Human Resources Department
Maria POSTOLIUK	Head of the Doctoral Studies Department
Mariia BOIKO	Head of the Academic Integrity Promotion Group
Oleksandr YASHCHYK	Associate Professor, Department of Computer Technologies
Petro PETRYTSA	Associate Professor, Department of Physical Education and Rehabilitation
Ihor KUZYK	Assistant Lecturer, Department of Geoecology and Methods of Teaching Environmental Sciences
Ivan ZULIAK	Professor, Department of History of Ukraine, Archaeology and Special Branches of Historical Science
Ivan YATSIUK	Associate Professor, Department of German Philology and Methods of Teaching German
Serhii MARTYNIUK	Associate Professor, Department of Informatics and Methods of its Teaching
Halyna SYNORUB	Associate Professor, Department of Journalism
Oleg VYNNYCHUK	Associate Professor, Department of Pedagogy and Management of Education

Yaroslaava TOPORIVSKA	Associate Professor, Department of Musicology and Methodology of Musical Art
Mariana Prokopiak	Associate Professor, Department of Botany and Zoology
Petro PNOV	Legal Advisor
Ivan KAPLUN	Chair of the Trade Union Organisation of University Employees

**STUDENT SELF-GOVERNMENT REPRESENTATIVES
IN THE UNIVERSITY ETHICS AND CONFLICT MANAGEMENT
COMMISSION**

Denys SOKOTOV	4th-year student, Faculty of Physics and Mathematics
Khrystyna POLIANSKA	3rd-year student, Faculty of Chemistry and Biology
Iryna HOROKHOVIANKO	2nd-year postgraduate student, Journalism

Rector of TNPU	/signed/	Bogdan BUYAK
Chair of the Trade Union Committee of TNPU	/signed/	Ivan KAPLUN
Acting Chair of the Student Trade Union Committee	/signed/	Mykhailo BODNAR

*Seal: /Ministry of Education and Science of
Ukraine * Ternopil Volodymyr Hnatiuk National
Pedagogical University * 02125544/*

**ANNEX TO THE COLLECTIVE AGREEMENT
OF TERNOPIL VOLODYMYR HNATIUK NATIONAL PEDAGOGICAL
UNIVERSITY
AGREEMENT BETWEEN THE ADMINISTRATION AND THE
STUDENT TRADE UNION ORGANISATION**

In accordance with the Laws of Ukraine “On Social Dialogue in Ukraine,” “On Collective Agreements and Contracts,” “On Higher Education,” and “On Trade Unions, Their Rights and Guarantees of Activity,” as well as the Sectoral Agreement between the Ministry of Education and Science of Ukraine, the Trade Union of Education and Science Workers of Ukraine, and the All-Ukrainian Association of Employers’ Organizations in the Field of Higher Education for 2021–2025,

Ternopil Volodymyr Hnatiuk National Pedagogical University, represented by Rector Prof. Bogdan Buyak, and the elected body of the Primary Student Trade Union Organisation of Ternopil Volodymyr Hnatiuk National Pedagogical University, represented by Acting Head of the Student Trade Union Organisation Mykhailo Bodnar, hereby conclude the Agreement as follows:

I. GENERAL PROVISIONS

The Administration undertakes to:

1.1. Recognise the Student Trade Union Organisation, the elected body of the Primary Trade Union Organisation of Students (hereinafter referred to as the Student Trade Union Organisation), as the authorised representative of the interests of student members of the trade union.

1.2. Consider the suggestions from the Student Trade Union Organisation when forming the University’s annual budget regarding the development of the material and technical base of academic buildings, dormitories, and cultural, sports, and recreational facilities.

1.3. Coordinate with the Student Trade Union Organisation the internal regulations of the University concerning students who are trade union members, as

well as orders on student expulsion or dormitory eviction in cases of gross violations of academic discipline or internal regulations, or for committing immoral acts incompatible with continued study within the student community.

1.4. Provide the Student Trade Union Organisation, free of charge, with the necessary premises equipped with lighting, heating, communication facilities, and other resources required for its work and that of its subdivisions.

Grant the Committee free access to the University transport and copying equipment for the dissemination of relevant information among students.

Provide the Student Trade Union Organisation with access to the University's information network to ensure conditions for effective trade union activity.

1.5. Not expel students elected to the Student Trade Union Organisation or faculty trade union bureaus without the prior consent of the Student Trade Union Organisation.

1.6. Ensure the execution of accounting operations related to the deduction and transfer of membership fees in non-cash form to the account of the Student Trade Union Organisation, in accordance with the Statute of the Trade Union of Education and Science Workers of Ukraine.

1.7. Support student trade union activists in fulfilling their public duties by allowing selective class attendance and the use of distance learning technologies, as officially approved.

1.8. In accordance with Clause 9.2.1 of the Sectoral Agreement, ensure that draft local acts affecting the rights and interests of students in the field of labour and socio-economic relations are coordinated with the Student Trade Union Organisation.

1.9. Delegate the head of the elected body of the Primary Trade Union Organisation of Students to the University Academic Council.

Include representatives of the Student Trade Union Organisation in the Academic Councils of faculties and the Scholarship Commission.

1.10. When developing class schedules, observe established norms of academic workload and ensure an even distribution of study hours throughout the week.

1.11. Upon the submission of the Student Trade Union Organisation, hold personally accountable those responsible for violations of occupational health and safety regulations in educational or everyday settings.

1.12. At least once per academic semester, discuss student-related issues at meetings of the Rectorate and the elected body of the Primary Trade Union Organisation.

The Student Trade Union Organisation undertakes to:

1.13. Inform students about the progress of implementing the Collective Agreement.

1.14. Participate in the work of the University and Faculty Academic Councils and the Scholarship Commission.

1.15. Participate in the drafting and discussion of the University regulatory documents related to student affairs.

1.16. Demand the suspension of orders or directives that contradict current legislation, regulatory documents, or this Agreement.

1.17. Organize and conduct educational and awareness-raising activities among trade union members.

1.18. Participate in joint meetings of the Rectorate, the Student Trade Union Organisation, and student representatives.

1.19. Assist the University Administration in maintaining academic discipline and adherence to internal regulations.

II. SOCIAL PROTECTION AND SCHOLARSHIP PROVISION

The Administration undertakes to:

2.1. Ensure the timely payment of scholarships, financial assistance, and other payments to students, subject to the availability of funds.

2.2. Conduct scholarship indexation within the financial resources approved in the budget estimates for the relevant fiscal year.

2.3. Provide students who have young children and female students whose

pregnancy has reached at least seven months with the opportunity for selective class attendance and the use of distance learning technologies.

The Student Trade Union Organisation undertakes to:

2.4. Maintain a register of students belonging to privileged categories, including:

- orphans or children deprived of parental care;
- persons with disabilities;
- individuals affected by the Chornobyl disaster;
- students from low-income families;
- persons recognized as combatants and their children;
- children registered as internally displaced persons;
- miners with at least three years of underground work experience;
- children of miners;
- children whose one parent has died (or gone missing) in the area of the

anti-terrorist operation, combat actions, or armed conflicts;

- student parents;
- half-orphans and others.

2.5. Ensure the proper storage of copies of documentation belonging to students listed in point 2.4 and monitor the observance of their rights and guarantees as members of preferential categories.

2.6. Hold meetings with students to clarify their rights, responsibilities, social guarantees, and privileges in accordance with current legislation and internal regulatory documents.

2.7. Submit recommendations for granting social benefits to students listed in point 2.4 in accordance with current legislation.

2.8. Participate in the review of matters related to the expulsion of students who are members of the trade union.

III. IMPROVEMENT OF STUDENT HOUSING AND LIVING CONDITIONS

The Administration undertakes to:

3.1. Ensure that, drawing up the university's plan for the new academic year, repairs are carried out on the residential premises and engineering networks of the student campus dormitories, subject to the availability of funds.

3.2. Include in the budget the costs of replacing soft furnishings and bed linen, subject to the availability of funds.

3.3. Ensure sanitary and hygienic conditions for students living in dormitories.

3.4. Use the housing stock of the student campus in accordance with the current Ukrainian legislation.

3.5. Coordinate draft orders on the cost of student accommodation in university dormitories and payment procedures with the Student Trade Union Organisation.

The Student Trade Union Organisation undertakes to:

3.6. Monitor adherence to the Regulations on Student Dormitories and internal rules of conduct within them.

3.7. Assist in the allocation of accommodation and student settlement, ensuring control over the housing of socially vulnerable student categories in accordance with current regulations.

3.8. Support the organisation and functioning of dormitory student councils.

3.9. Monitor student compliance with dormitory residence rules.

IV. ORGANIZATION OF STUDENT LEISURE AND STRENGTHENING OF THE MATERIAL BASE OF CULTURAL FACILITIES

The Administration undertakes to:

4.1. Provide the Student Trade Union Organisation with premises for

temporary free use to conduct cultural, educational, wellness, and sports-related activities with university students according to an agreed schedule.

4.2. Assist in organising student leisure activities and create favourable conditions for the development of student amateur groups, clubs, and art studios.

The Student Trade Union Organisation undertakes to:

4.3. Develop and support various forms of student leisure activities. Seek and attract additional funds for organising cultural and recreational events at the university.

4.4. Support the active work of university amateur art groups.

4.5. Organise cultural and recreational events.

V. SPORTS ACTIVITIES AND STUDENT WELLBEING

The Administration undertakes to:

5.1. Maintain sports grounds within the student campus in proper condition.

5.2. Include in the university's annual preparation plans for the new academic year renovation of gyms and recreation centres, and leisure rooms in dormitories, as well as the renewal of their equipment, subject to the availability of funds.

5.3. Support wellness programs for students in preferential categories during the summer holidays, provided that financial resources are available.

The Student Trade Union Organisation undertakes to:

5.4. Support activities aimed at disease prevention and medical care for students.

5.5. Organise sports events and competitions for students.

VI. FINAL PROVISIONS

6.1. The Agreement shall be valid for two years from the date of its signing and shall apply to full-time higher education students.

6.2. The parties to the Agreement shall be directly responsible for the fulfilment of their obligations.

6.3. Amendments and additions to the Agreement may be made during its validity period and shall be approved at a joint meeting of the Student Trade Union Organisation and the Rectorate by mutual consent of the parties.

Rector of TNPU

/signed/

Bogdan BUYAK

Acting Chair of the Student
Trade Union Committee

/signed/

Mykhailo BODNAR

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