

Update to Decision taken at Meeting No. 400/24.5.2013 of the University of Crete Research Committee

TIME-RELATED CHARGES FOR STAFF – UNIVERSITY’S OWN CONTRIBUTION

Having regard to:

- a) Decision No. 5.7.1 taken at the 332nd meeting of the Plenary on 14.1.2011
- b) Decision No. 5.2.2 taken at the 379th meeting of the Plenary on 14.9.2012
- c) Amendment No. 5058/2013 to the Ministerial Decision on Management Systems for co-financed projects and
- d) Clarification Circular No. 16137/2013 relating to the Ministerial Decision on Management Systems

The Committee decided to **update** the method for computing time-related charges (TRCs) for persons employed on Programmes in order to bring it into line with the new management framework for co-financed projects.

A. TRCs METHODOLOGY

The basis for calculation is **42 weeks of productive work a year**, which is considered to be a jointly acceptable figure based on the calculation below:

No. of calendar days a year	365
Less non-working days and weekends	104 days
Less annual leave	25 days
Less official holidays	14 days
Less sick leave, educational leave and other forms of leave	12 days
No. of days of productive work a year	210 days
No. of working days per week	5 days
No. of weeks of productive work a year	$210 : 5 = 42$ weeks

The following points apply based on the 42 weeks of productive work a year:

1. Computing the TRC for members of Teaching & Research Staff

The ordinary annual pay of members of Teaching and Research Staff was taken into account for the purposes of the calculation, presented as an hourly cost by dividing it by the total number of mandatory hours at attendance at the University a year.

Article 2(2c) of Law 2530/1997 (which remains in effect under the transitional provisions of Articles 76 to 81 of Law 4009/2011) states that, "*Full-time members of the Teaching and Research Staff are obliged to be present at university premises 14 hours a week, as a minimum, other than the 6 hours teaching they do, and to provide all manner of teaching, research-academic and administrative work,*" so the minimum mandatory attendance by members of Teaching and Research Staff is 20 hours a week.

Thus for members of Teaching and Research Staff we have:

Annual productive time: 42 weeks x 20 hours/week = **840 hours**

Monthly productive time: 840 hours: 12 months = **70 hours**

Hourly cost = (ordinary monthly pay x 12) / 840

Daily cost = (ordinary monthly pay x 12) / 210

2. Computing the TRC for other full-time staff

The ordinary annual pay of such staff was taken into account for the purposes of the calculation, presented as an hourly cost by dividing it by the total number of hours of productive work a year. The way in which ‘annual hours of productive work’ is calculated is different for different categories of staff depending on how long they must be present at the University, as specified in the University of Crete’s Bylaws and shown in the table below:

Category	Special / Laborator y Teaching Staff	Laboratory Special Technical Staff	Employees on Private law open-ended contracts / civil servants
No. of weeks of productive work a year (1)	42	42	42
Mandatory weekly attendance (2)	22 hours	30 hours	40 hours
Annual productive time (3)=(1)x(2)	924 hours	1,260 hours	1,680 hours
Monthly productive time= (3)/12 months	77 hours	105 hours	140 hours

Thus for members of other full-time staff categories we have:

Hourly cost = (ordinary monthly pay x 12) / Annual productive time

Daily cost = (ordinary monthly pay x 12) / 210

Note: The hourly cost for members of Teaching and Research staff and for other categories of full-time staff has been calculated based on the gross ordinary monthly pay in the month in which the contract started or in the previous month (employer social security contributions are not taken into account in the gross ordinary pay used as the basis for calculation).

3. Computing the TRC for extra staff

Where the TRC method is required by the financier or considered useful (in the absence of another costing method) to compute the pay for extra staff, the following factors must be taken into account:

“Extra staff” fall into the following categories:

- Technicians, who are tertiary education graduates and hold a postgraduate qualification,
- Researchers, who are doctoral candidates,
- Senior researchers, who have a Ph.D.,
- Senior International Consultants, which is the category in which experienced internationally respected consultants are placed.

By analogy with full-time employees referred to in the previous section, the monthly productive time for extra staff is computed at 140 hours.

The Committee hereby sets the monthly cost bracket and the corresponding hourly costs for each category as follows:

Category	Senior International Consultant	Senior Researcher	Researcher	Technician
Monthly cost (1)	€ 4,500 - € 5,000	€ 3,500 -€ 4,500	€ 2,200 -€ 3,500	€ 1,500 -€ 2,200
Hourly cost = (1): 140 hours	€ 32.14 -€ 35.71	€ 25.00 -€ 32.14	€ 15.71 -€ 25.00	€ 10.71 -€ 15.71

The precise hourly cost will be decided on by the Scientific Officer for each project, by selecting a figure from the bracket specified for each category.

In cases where the extra staff are employed on more than one programme, the Secretariat will check to ensure that the total fee per contractor from all projects managed by the Special Account does not exceed the pay for a General Secretary of a Ministry as it stands from time to time (in line with Article 12(B1) of the Financing and Management Guide).

***Note:** In the case of projects where the TRCs specified by the financier are below those proposed in this Decision, the relevant financier guidelines shall apply which are expressly set out in the financing terms and conditions.*

4. Monthly Time-Related Charge Sheet

Charge sheets are only to be submitted for programmes where the financier requires them and are documents needed for the payment to be made.

i) Charge Sheets per programme and per contract

Charge sheets must be filled out by any person who has concluded an extra employment agreement with the Special Account (in the case of members of the University of Crete's staff) or a project-related contract (in the case of extra staff).

The contracting party must record the number of hours spent each day in implementing the specific agreement and must briefly summarise the activities carried out.

Members of the University of Crete's staff must not only record the time spent on these extra duties but must also use the charge sheet to record the mandatory hours which are computed to cover the University's contribution towards the financed programme.

The charge sheets must be signed by the contracting party and the Scientific Officer for the programme and must be submitted to the Special Account each month, irrespective of the time at which the contracting party is to be paid. The amount to be paid to the contracting party in each case will be determined based on the progress of work, as shown in the charge sheets, the number of hours work and the daily activity.

ii) Comprehensive Charge Sheets

In addition, each month all members of the University of Crete's staff must submit a comprehensive charge sheet to the Special Account which records (a) the contractual working hours (i.e the number of hours in the context of the mandatory working time) and (b) the time spent working on programmes for which an hourly charge is payable.

The Secretariat shall check these comprehensive charge sheets to ensure that the restrictions (a) on the size of the requested fees in line with the relevant legislation and (b) the limits on working time, are being complied with.

B. THE UNIVERSITY'S OWN CONTRIBUTION

Under current circumstances, until this Decision is re-examined, the University of Crete's own contribution to financed projects shall be covered by: i) a percentage of the ordinary pay of University of Crete staff and ii) donations.

i) the percentage of University staff ordinary pay is set by decision of the competent body. At present, the Decision taken at the 734/21-10-2011 meeting of the Rector's Council applies, which set the percentage as follows:

- Up to 50% of productive time, i.e. up to 10 hours a week, for members of teaching and research staff at all grades

- Up to 30% of productive time for laboratory special technical staff and administrative staff working exclusively in laboratories whose work tasks are laboratory-related.
- Up to 10% of their productive time for laboratory special technical staff and administrative staff whose work tasks relate to administrative services.

In any event, any special terms and conditions laid down by the financier are to be taken into account.

The University's own contribution (stated in the decision taken at meeting No. 391/15-2-2013 of the Research Committee, relating to the signing of a contract on these matters) applies to cases where University of Crete staff are employed on programmes.

ii) Donations must be declared as revenues to the European Union provided that the sum total of financing and donations does not exceed the total eligible expenditure for the project, because otherwise the difference must be returned to the financier.