

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

The current update of the method for computing time-related charges (TRCs) and for covering the University of Crete’s own contribution has taken into account:

- a) the former relevant Decisions taken at the 332<sup>nd</sup> meeting of the Plenary on 14.1.2011, the 379<sup>th</sup> meeting of the Plenary on 14.9.2012 and the 400<sup>th</sup> meeting of the Plenary on 24.05.2013,
- b) the Decision No. 81986/EYTHY712 (FEK 1822/24.08.2015), that concerns the national eligibility legislation for NSRF 2014 -2020 (ESPA),
- c) the provisions for the working time for the members of Teaching & Research Staff, Special / Laboratory Teaching Staff and Laboratory Special Technical Staff according to Article 78 of the Law 4310/2014 and Article 27 of the Law 4386/2016.

### **A. TRCs METHODOLOGY**

#### **1. Computing the TRC for Regular Staff of the University of Crete taking part to a funded project with a contract of additional employment**

The basis for calculation is considered to be the annual productive hours and the last confirmed annual gross employment cost.

#### **ANNUAL PRODUCTIVE HOURS**

The annual productive hours are defined to be 1720, a calculation that corresponds to a working week of 40 hours. For the different categories of the University staff, the corresponding pro-rata annual productive hours that will be taken into account, are presented below:

	Teaching & Research Staff	Special / Laboratory Teaching Staff	Laboratory Special Technical Staff	Employees on Private law open-ended contracts / civil servants
Working week (hours)	18	22	26	40
Full Time Equivalent	0.45	0.55	0.65	1
Annual Productive Hours	774	946	1118	1720

#### **LAST CONFIRMED ANNUAL GROSS EMPLOYMENT COST**

The “Last Confirmed Annual Gross Cost” derives from the annual payroll statements that the Payroll Department of the University of Crete issues. Extra allowances that are granted in regular basis are taken into account, but not extra earnings that are paid in particular (special) cases (ad hoc).

#### **HOURLY RATE**

On the basis of the above mentioned information, the hourly rate for the additional employment of the staff of the University of Crete for the projects that are managed by the Special Account for Research is:

<b><u>STAFF CATEGORY</u></b>	<b><u>HOURLY RATE</u></b>
Teaching & Research Staff	Gross Annual Cost /774
Special / Laboratory Teaching Staff	Gross Annual Cost /946
Laboratory Special Technical Staff	Gross Annual Cost /1118
Employees on Private law open-ended contracts / civil servants	Gross Annual Cost /1720

Regardless of the starting date of the additional employment the calculation of the hourly rate will be based on the last closed financial year’s data since this is the “latest confirmed”. The hourly rate for

additional employment for the year 2016 is calculated on the basis of the annual payroll statement of 2015, for the year 2017 on the basis of the annual payroll statement of 2016, etc. Thus, if during the financial year there is a difference in the confirmed pay, the hourly rate will be adjusted properly in the contracts that are extended to more than one calendar years.

## **2. Computing the TRC for extra staff taking part to a funded project with a work assignment**

As a basis for calculations is taken into account the extra staff categories according to typical qualifications and the setting of maximum limit costs.

The use of hourly rate for extra staff payments is made only when the TRC method is required by the financier or considered useful by the Scientific Responsible, lacking any other cost methodology.

### **EXTRA STAFF CATEGORIES**

“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.

### **MAXIMUM HOURLY COMPENSATION AND MAN MONTH COST**

The Research Committee sets the maximum hourly cost (including VAT) per staff category and the corresponding man month full time equivalent as follows:

Category	<b>Senior International Consultant</b>	<b>Senior Researcher</b>	<b>Researcher</b>	<b>Technician</b>
Maximum Hourly cost	35€	32€	25€	16€
Man – Month Cost *	5.005€	4.576€	3.575€	2.288€

- The full time equivalent man monthly cost corresponds to 143 productive hours (1720 hours/12 months).

The precise cost for each collaborator will be decided on by the Scientific Officer for each project, always by selecting a figure within the above mentioned limits specified for each category and by making sure that this figure does not differentiate significantly from the cost of the Uoc Staff that has the same qualifications or performs similar tasks and/or staff that can be found on the market in a similar post and relevant experience.

***General Note:*** *In the case of projects where the TRCs specified by the financier are different than those proposed in this Decision, the relevant financier guidelines shall apply which are expressly set out in the financing terms and conditions, provided they are not contrary to the existing legislation.*

## **3. 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 submitted to the Special Account each month, irrespective of the time at which the contracting party is to be paid.

#### ii) Comprehensive Charge Sheets (Global Timesheets)

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 sum of the contractual and additional employment may not exceed the 12 hours per day, unless otherwise determined by the financier. This limit concerns only to projects that the University of Crete is funded for the participation of its personnel on the basis of TRCs methodology.

### **B. THE UNIVERSITY'S OWN CONTRIBUTION**

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 derived from the productive time that each staff member may spend for the project implementation and is set by the decision of the competent body. According to the percentage employment rates that were set at the 80/15-1-2015 meeting of the Rector's Council and the minimum number of working hours per week according to existing legislation, the percentages are set as follows:

- Up to 55% 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 special laboratory teaching staff, rounded in 7 hours per week, provided that their participation is allowed only to not research projects
- Up to 30% of productive time for laboratory special technical staff working exclusively in laboratories whose work tasks are laboratory-related, rounded in 8 hours per week
- Up to 10% of their productive time for laboratory special technical staff whose work tasks relate to administrative services, rounded in 3 hours per week
- Up to 30% of productive time for administrative staff working exclusively in laboratories whose work tasks are laboratory-related, namely till 12 hours per week.
- Up to 10% of productive time for administrative staff whose work tasks relate to administrative services, namely till 4 hours per week.

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.

**The Research Committee decided the retrospective effect of the above TRCs Methodology for**