



## UNIVERSITY OF GJAKOVA "FEHMI AGANI"

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Based on the article 23, section 1.6, point 2 of the Statutes of the University of Gjakova "Fehmi Agani", in coordination with the Ministry of Finance and Ministry of Public Administration, Steering Council of University of Gjakova, on the meeting held on 24.10.2007, approved:

### REGULATION

#### *Unification of personal income of administrative staff in University of Gjakova "Fehmi Agani"*

#### I.GENERAL PROVISIONS

##### Article 1

Funds for personal income are used from Kosova Budget fund, from study fees and other payments made by students, from payments on commercial services and other services and donations, gifts and other aids, as well as from contracts with national, international public and private bodies. From these financial sources personal income and other compensations for full-time academic staff and non-academic staff, is paid, as well as work above the norm and honorarium for regular and engaged academic staff at the University of Gjakova "Fehmi Agani" (here after referred as University)

#### II. SPECIAL PROVISIONS

##### Article 2

Academic staff of University of Gjakova is subject to Kosovo Law on Civic Service, relevant legislation in force, the University Statute and other internal acts.

##### Article 3

University Financial Service calculates personal income and other payments determined on the basis of this regulation, laws and other bylaws in force, as well as on the basis of special decisions issued by the competent bodies of UGJFA.

##### Article 4

#### PAYMENTS FOR UGJFA ADMINISTRATIVE STAFF

No	Job title	No. of current performers	Certain bonuses by special decision Of Government	Gross payments without Government bonuses
1	General Secretary	1		1,428.75
2	Director of Internal Audit	0		1,126.13
3	Director-Head of Department	0		858.75
4	Director - Head of the Office-Unit	0		768.75
5	Head of the IT Office	0	According to the decion of MPA based on the decion of Government	1 68 .75
6	Faculty Secretary	0		768.75
7	Internal Audit Officer	0		872.30
8	Head of the Staff Office	0		768.75
9	Staff Officer	0		500.00
10	Certification Officer	0		500.00
11	Legal Officer	1		500.00
12	Fonancial and accounting Officer	1		500.00
13	Commitment and Budget Officer	1		500.00
14	Salary and daily payment Officer	1		500.00
15	Income Officer at UGJ	0		500.00
16	Expenditure Officer	0		500.00
17	Officer for the Assets in the Rectorate	0		500.00
18	Cashier	0		500.00
19	Procurement Officer	1		500.00
20	Information and protocol Officer	0		500.00
21	International Cooperation Officer	1		500.00
22	Gender Equality Officer	0		500.00
23	International Projects Officer	0		500.00
24	Senior Education Officer	1		500.00
25	Officer of Academic Development Office	0		500.00
26	Quality Assuarance Officer	1		500.00
27	Acreditation process Officer	0		500.00
28	Career Development Officer	0		500.00
29	IT Officer	1	400€	500.00
30	Network Officer	0	According to MPA decision based on Government decision	500.00
31	Data Center Officer	0	400	500.00
32	Website Officer	0	400	500.00
33	Editor and lecture Officer	0		500.00
34	Logistic Officer	0		500.00
35	Archive Officer	1		471.25
36	Protocol Officer	0		471.25
37	Assistant at Rector's Office	1		471.25
38	Assistant at General Secretary Office	0		471.25
39	Student's Issue Officer	0		471.25
40	Degree Officer	0		471.25
41	Librarian	0		442.50

Technical –Administrative Staff at CA		-	-
42	Driver	0	414.00
43	Rector’s driver	0	414.00
44	Depositor in the rectory	0	385.00
45	Receptionist	0	385.00
46	Buffet worker	0	385.00
Administrative Unit Staff at the Faculty		-	-
47	Senior Finance Officer	0	500.00
48	Senior Student Service Officer	0	500.00
49	Student Service Officer	3	442.50
50	Logistics and Asset Officer	0	442.50
51	IT Officer	0	442.50
52	Officer for practical work at F. of Education	1	500.00
53	Assistant-e at deanary	3	442.50
54	Archive,protocol a n d Photocopy Officer	1	442.50
55	Librarian	2	442.50
56	Laboratory technician	0	471.25
57	Central heating maintainer	0	385.50
58	Gardener	1	385.50

## **TRANSITIONAL PROVISIONS**

### **Article 5**

5.1. The salaries for the administrative employees of the University of Gjakova, determined by this regulation will be applied until the approval of the Law on Salaries for all civil servants at the level of the Republic of Kosovo. Leveling and harmonization of salaries for civil servants will be done on the basis of Classification of positions and ranks of pay in the civic service which will be determined and approved by the Ministry responsible for public administration.

5.2. The University of Gjakova may set bonuses on the basic salary, after approval by Ministry responsible for public administration.

5.3. For all positions which are not included in this regulation, while they are foreseen in the regulation for internal organization and systematization of jobs, the height of the basic base payment equivalent to the position of the same or similar category will be applied, incorporating also the stimulative bonus until the harmonization of salaries for all civic servants at the level of the Republic of Kosovo.

5.4. Saleries set out in Article 4 of this regulation are part of the merger of the existing stimulative bonus and the existing basic payment, which was made in agreement between UGJFA, MAP and MoF.

5.5. Civil servants, whose basic salary after the implementation of the law on the salaries of civil servants is less than their existing basic salary before the entry into force of this law, retain their existing basic salary until the time when their basic salary is in accordance with the provisions of this law and the provisions relating to the general classification of job positions in the Civic Service, as well as the standards and procedures for the classification of each position in the respective rank.

#### **Article 6**

This regulation is enforced after approval by the Ministry of Public Administration in cooperation with the Ministry of Finance.

With enforcement of this regulation, Article 6 of the Regulation on personal income dated 18.10.2013 is repealed, on the basis of which the personal income has been compensated for the employees of the university administration.

Prof. Dr. Luan Ahma  
Chairman of the SC