



**MINISTRY OF DEFENCE OF UKRAINE  
KOROLOV ZHYTOMYR MILITARY INSTITUTE**

**REGULATION  
ON THE SYSTEM OF ENCOURAGEMENT AND STIMULATION OF  
SCIENTIFIC AND PEDAGOGICAL STAFF OF  
KOROLOV ZHYTOMYR MILITARY INSTITUTE**

**APPROVED BY THE ACADEMIC  
COUNCIL**

of Korolov Zhytomyr Military Institute  
Protocol No. 9 dated 27 February 2025

**ENACTED BY**

the order of the Commandant of Korolov  
Zhytomyr Military Institute  
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## **FOREWORD**

These Regulations have been developed by a working group of Korolov Zhytomyr Military Institute, established in accordance with the order of the Head of Korolov Zhytomyr Military Institute dated February 3, 2025 No. 116.

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## **1. GENERAL REGULATIONS**

1.1. The Regulations on the system of incentives and motivation for scientific and pedagogical workers of Korolov Zhytomyr Military Institute (hereinafter referred to as the Regulations) are a normative document of Korolov Zhytomyr Military Institute (hereinafter referred to as the Military Institute).

1.2. The Regulations are intended to motivate highly effective work by academic and teaching staff (hereinafter referred to as “ATS”), stimulate the comprehensive development of abilities and creative initiative aimed at achieving the strategic goals and mission of the Military Institute. Incentives are a natural result of a positive assessment of the actions of ATS and the results of their work.

1.3. Material incentives for work are a means of ensuring the material needs and strengthening the material interest of ATS depending on the results of their collective and individual work through a system of legislative, regulatory, economic, social, and organizational factors and measures related to the organization and provision of training for military specialists. The main form of material incentives is the salary and bonuses of military personnel.

1.4. Moral incentives are those that are not related to the provision of any material values to ATS: payment of sums of money, presentation of gifts, provision of benefits, etc. The essence of moral incentives lies in the official and public recognition of the achievements of employees and their special role in the overall success of the military institution.

1.5. The main legislative documents forming this regulations are: the Constitution of Ukraine, the Labor Code of Ukraine dated December 10, 1971, No. 322-VIII (as amended), the Law of Ukraine “On Remuneration of Labor” dated March 24, 1995, No. 108/95-BP, the Law of Ukraine “On Vacations” dated November 15, 1996, No. 504/96-BP, the Law of Ukraine “On Higher Education” dated July 1, 2014, No. 1556-VII, the Procedure for the Payment of Allowances for Length of Service to Pedagogical and Scientific-Pedagogical Workers of Educational Institutions, approved by Resolution of the Cabinet of Ministers of Ukraine dated 31.01.2011 No. 78, Statute of the Military Institute, Regulations on Bonuses for Scientific, ATS and other Employees of Korolov Zhytomyr Military Institute (appendix to the Collective Agreement between the Command of Korolov Zhytomyr Military Institute and the Primary Trade Union Organization of Korolov Zhytomyr Military Institute, other state and departmental regulatory documents relating to material and moral incentives for employees.

## **2. SOURCE OF FUNDING**

2.1. In accordance with paragraph 4 (c) of Resolution No. 1298 of the Cabinet of Ministers of Ukraine dated August 30, 2002, managers are granted the right, within the limits of the wage fund approved in the income and expenditure estimates, to approve the procedure and amounts of bonuses for employees.

2.2. Bonuses to employees are paid from the general and special funds of the Ministry of Defense of Ukraine.

2.3. In certain cases, one-time bonuses may be paid to employees from the special fund, in accordance with the procedure and amount specified by regulatory acts.

2.4. Bonuses are paid within the limits of funding, with no restrictions on the maximum amount.

## **3. GENERAL PROVISIONS**

3.1. The organization of material incentives for the Academic and Teaching Staff (ATS) constitutes an important component of the human-centered policy of the Military Institute and is effective only when implemented through a consistent and systematic approach.

3. 2. The awarding of bonuses to ATS is one of the forms of incentive and motivational payments. Bonuses shall be granted subject to the fulfillment of individual work plans for the respective month, quarter (academic semester or year), as well as current assignments across all areas of activity.

3. 3. Bonuses shall be paid for the actual time worked, excluding periods of statutory leave (main, additional, and childcare leave up to three years), and, for faculty staff (departments), excluding the vacation period.

3. 4. Bonuses are accrued for the actual time worked, based on the total wage fund. For work performed on public holidays and overtime, bonuses shall be calculated at the standard (single) rate.

3. 5. Employees who are newly appointed or have resigned voluntarily may receive a bonus for the days worked in the current month by decision of the Command of the Military Institute, upon the recommendation of the head of the relevant structural unit, but not earlier than one month after employment or completion of the probationary period.

3. 6. Bonus payments may be made throughout the year, provided that guaranteed payments are fully secured in the established amounts, and taking into account the quality of the employee's performance, absence of labor discipline violations, and achievement of high results in the educational and training process.

3.7 In addition to regular (current) bonuses, employees may be rewarded:

- based on performance results for a month, quarter, half-year, semester, or year (including the academic year);
- for the completion of specific tasks or other important assignments;
- for the performance of additional duties on general grounds;
- for successful execution of the admission campaign;
- for the introduction of new educational technologies into the learning process;
- for the dissemination of best practices in research, educational, methodological, and organizational work;
- for contributing to the positive image of the Military Institute and its academic or research units.

### 3.8. Disposable (Non-Systematic) Bonuses

Disposable bonuses may be awarded:

- in accordance with procedures established by special bonus systems, by decision of the Government, or by higher authorities;
- for contributions to invention and rationalization, as well as for the development, implementation, and adoption of new equipment or technologies;
- for high-quality, timely, or early completion of repair, restoration, or other types of work;
- for the performance of important or particularly important assignments;
- in connection with national holidays, commemorative events, or anniversaries.

3. 9. Employees working part-time or temporarily substituting for absent staff may receive bonuses for the performance of such duties.

3. 10. Depending on their teaching load, regular ATS members may be employed with a full or reduced monthly salary (0.75, 0.5, 0.25, or another proportion of the basic salary).

3. 11. Subject to the Institute's financial capacity, employees may be granted the following additional allowances:

- for special working conditions (combat readiness) — up to 50% of the basic salary;
- for work intensity — up to 50% of the basic salary, provided that the employee performs their duties conscientiously and efficiently. In the event of a transfer to a position with a different scope of work, the allowance shall be discontinued as of the date of transfer.

3. 12. Employees of the Military Institute working part-time shall receive the allowances and bonuses specified in this Regulation proportionally to the time actually worked.

Setting, revision or cancellation of the allowance and/or bonuses takes place on the basis of the submission of the head of the structural unit, which must indicate the assessment of the employee's work, justification of the reasons for the appointment, revision or cancellation, as well as the date from which the setting, cancellation or revision of the allowance or bonuses is proposed.

3.13. Employees' awarding at the military institute is carried out with the aim of material stimulation of work and achievement of significant work success, namely:

- the quality educational process provision;
- raising the level of academic and teaching staff's training;
- achievements in scientific and educational activities;
- rational use of funds and material resources.

3.14. Accrual and payment of bonuses to employees is carried out on the basis of the order of the head of the military institute based on the institutional deputy heads' submissions in the areas of activity and other heads of structural units.

3.15. The deputy head of the institute for academic affairs initiates the submission for receiving bonuses for employees:

- for the highest rating of a scientific and pedagogical worker (1 - 3rd place) in all-institute rating based on the results of the academic year;
- for the preparation of educational programs (educational-professional and educational-scientific) for accreditation, their introspections and successful accreditation in NAQA, civilian guarantors;
- for the preparation of materials for accreditation cases and organizational support for passing accreditation examinations (during the academic year), heads of structural units from among civilian employees;
- for work as part of working groups on the development and approval of professional standards, regulatory and legal documents on the organization of educational activities of the military institute;
- for proper work as part of the admissions committee;
- for sports achievements of cadets, national teams of the military institute (training of masters of sports, winners of championships of Ukraine, Armed Forces of Ukraine, etc.) to a teacher-coach from among civilian employees on the basis of relevant supporting documents;
- for the publication of monographs, textbooks and training manuals (the size is established by the decision of the academic council of the military institute), if there are two or more authors, the award is distributed among the employees according to the information of the head of the structural unit about the creative contribution of each co-author.

3.16. The deputy head of the institute for scientific work initiates the submission of employees for bonuses (on the basis of relevant diplomas, extracts from orders, other supporting documents, etc.):

- for the defense of dissertation for obtaining the scientific degree of Doctor of Sciences;

- for defending thesis for the degree of Doctor of Philosophy;

- to the scientific supervisor of the applicant who defended his thesis for the degree of Doctor of Sciences;

- to the scientific supervisor of the applicant who defended his thesis for the degree of Doctor of Philosophy;

- for obtaining a patent for an invention (utility model);

- for the training of the cadets, winners in International, All-Ukrainian competitions of student scientific works (Olympiads), competitions of software products, cadets who received relevant certificates (diplomas) of interuniversity and institute scientific and practical conferences;

- to the winners of the month of collection and implementation of applications for inventions and applications for innovative proposals;

- for publishing a scientific article in publications indexed in scientometric databases Scopus or Web of Science.

Payment is made on the condition of the indication of the author's affiliation to Korolov Zhytomyr Military Institute. In the case of writing an article by the author's team, the submission of the deputy head of the institute for scientific work confirms the creative contribution of each of the co-authors and the payment is made in relevant parts.

3.17. Other material incentives for the staff:

- Articles written by staff members of the Military Institute for scientific journals and conference proceedings are published free of charge;

- staff members of the Military Institute are partially reimbursed for the costs of publishing monographs, student's books, other teaching materials and theses.

3.18. Social benefits for the staff:

The Chief of the Military Institute is authorized to provide (subject to availability of funds) one-off financial assistance to staff members of the Military Institute for burial of parents, children, spouse, and in the event of life-threatening disease requiring long-term treatment.

## **4. MORAL INCENTIVES FOR ACADEMIC AND TEACHING STAFF**

4.1. Exemplary fulfillment of professional duties, commitment to work and notable achievements are encouraged by providing the following forms of



recognition:

announcement of appreciation;

certificate award;

bestowal of honorary titles of the Military Institute.

The incentives are announced by the order of the Chief of the Military Institute, communicated to research and teaching staff and entered into employment records (service records) in compliance with the prescribed procedure. Acknowledgements, certificates, honorary certificates and diplomas of honorary titles are conferred during staff conference meetings, extended meetings of the Academic Board, official meetings, etc.

4.2. Employees of the Military Institute may be nominated for state awards of Ukraine in recognition of their exceptional achievements. They may be nominated for honorary titles by the Verkhovna Rada, the President, the Cabinet of Ministers, ministries and agencies of Ukraine. Employees may be as well nominated for awards or incentives issued by the Zhytomyr City Council and the Zhytomyr District Council, the Zhytomyr Regional Council and the Zhytomyr Regional State Administration for their commitment to work.

## **5. AMENDMENT AND SUPPLEMENT PROCEDURE**

5.1. The Statement shall be approved by the Academic Board of the Military Institute and become effective following the order issued by the Chief of the Military Institute.

5.2. All the participants in the educational process at the Military Institute are entitled to offer their suggestions for making amendments and additions to the approved Statement.

5.3. Any amendments and supplements shall be suggested and approved in compliance with the procedure applicable for the Statement.

5.4. In the event of an urgent necessity to make amendments and supplements to the Statement, which arise from amendments in the existing laws, the above amendments and supplements may be considered during scheduled meeting of the Military Institute's administration.

Deputy Chief of Staff Psychological Support – Head of Staff Psychological Support Department

Colonel

Volodymyr NAKONECHNY