



**Joint Instruction No. 1/2025 (I.21) of the Rector and the Chancellor amending the Joint Instruction No. 7/2023 (XII.7) of the Rector and the Director-General for Economic Affairs on the Implementation of the Employment Requirements System of Károli Gáspár University of the Reformed Church in Hungary**

Upon the authorization pursuant to Article 13 (1) of Act CCIV of 2011 on National Higher Education and Article 62 (1) and 62/A (5) of the Organisational and Operational Rules, Part I of the Organisational and Operational Regulations of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), we issue the following instruction of the Rector and the Chancellor.

1. § Article 22 (4) of the HR Instruction shall be replaced by the following provisions:

“(4) Salary supplement in addition to the basic salary for the teaching staff in accordance with Article 34 (4) b) of the ERS may be granted only for the following activities:

- a) senior management and leadership functions of the University,
- b) chairperson or member of a university committee or council, chairperson of a faculty committee, established by the OOR,
- c) Rector, dean’s senior adviser, adviser,
- d) workshop leader of a college of excellence,
- e) editor in chief, editor of a university publication,
- f) regular editing of university publications,
- g) permanent faculty quality assurance tasks,
- h) permanent tasks related to the operation of doctoral schools,
- i) in individual cases authorized by the Rector.”

2. § Article 24 of the Joint Instruction of the Rector and the Director-General for Economic Affairs No. 7/2023 (XII.7) on the Implementation of the Employment Requirements System of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as HR Instruction) shall be replaced by the following provisions:

**“Target task (Article 36 of the ERS)**

**Article 24**

(1) The determination of the target task and target allowance may be initiated by the head of the organisational unit using the form ‘Determination of target task’, subject to the availability of financial resources. Target tasks and target allowances may be determined for project-related tasks that are not part of the job description or that significantly exceed it for a shorter period of time. If a task is a permanent, ongoing task of the organisational unit, it must be included in the job description of a staff member.

(2) The initiator shall consult the HR Directorate and Directorate-General for Economic Affairs by electronic means in advance. The target tasks must be set before the start of the deadline for the completion of the tasks, therefore the initiative must be launched for signature in due time. If the Rector/Chancellor who has set the target task does not approve the initiative, the value of any task that may have already been carried out will not be paid.

(3) In all cases, the target task to be performed, its duration, the amount of the target allowance and the person entitled to receive the performance certificate must be indicated on the form. It is not enough to indicate a general description of the subject of the target task, but the tasks to be carried out must be precisely determined, and if possible in terms of their expectable quantity, so that the person certifying the performance can determine the extent of the actual performance.



K R E

Károli Gáspár Református Egyetem

Károli Gáspár University of the Reformed Church in Hungary

Rektor | Rector

(4) The ‘Determination of target task’ form completed and duly signed shall be sent to the HR Directorate. If the target task is assigned to an employee of another organisational unit, this may be done with the agreement of the head of the organisational unit of the employee.

(5) The target allowance can be paid on the basis of the performance certificate. When certifying the performance of long-term target tasks, the actual performance during the month/period in question should be indicated. In the case of partial performance, the performance certificate must specify the tasks actually performed and a partial payment must be made. The certifier of performance must initiate the payment in proportion to the performance within 30 days of the expiry of the performance deadline, or notify the HR Directorate or Directorate for Economic Affairs, if the performance has failed. If the deadline is not met, the target allowance may be paid based on a specific justification, with the permission of the Chancellor.

(6) The signed performance certificate, together with the signed target task statement, must be sent to the HR Directorate which, after a formal check, forwards it to the Directorate for Economic Affairs for countersignature. The HR Directorate forwards the countersigned performance certificate to the payroll department for payment, and then sends it to the organisational unit that initiated the target task.

(7) In particular, a target task may be set for the following tasks included in the budget of the organisational unit,

- a) talent nurturing, mentoring,
- b) tasks relating to the organisation of academic competitions, conferences,
- c) tasks funded from external sources (e.g. Erasmus),
- d) organising internships,
- e) participation in admission procedure, e.g. aptitude tests,
- f) specific tasks related to university professional publications other than those for which a royalty is payable (which cannot be settled with a supplement),
- g) teaching activities which are not included in the teaching workload and are not evaluated in the Performance Evaluation System (TÉR), e.g. teaching duties of an administrative employee.

(8) In cases where a task and the amount of allowance due for it are defined by a regulation, a Rector’s order /Chancellor’s instruction or an agreement concluded with an external partner, instead of determining a target task, the performance certificate should be issued with reference to the relevant point of the regulation, instruction or agreement, using the form ‘Performance certificate of a one-off task’. This applies in particular to the allowances provided for in the habilitation and doctoral regulations, the Theolinguia and JLPT language exams and cooperation agreements with partner schools.

Form 19: Determination of target tasks and performance certificate for target allowance

Form 20: Performance certificate of a one-off task”

3. § (1) This Instruction shall enter into force on 1 February 2025.

(2) The review of jobs and the corresponding amendments of job descriptions shall be carried out by the heads of the organizational units by 30 June 2025.

Budapest, 21 January 2025.

Prof. Dr. László Henrik Trócsányi sgd.  
Rector

Dr. Gyula Balázs Csáki-Hatalovics sgd.  
Chancellor