



Republika e Kosovës  
Republika Kosovo-Republic of Kosovo  
*Kuvendi - Skupština - Assembly*

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**Law No. 03/L-147**

**ON SALARIES OF CIVIL SERVANTS**

**Assembly of Republic of Kosovo,**

Based on Article 65 (1) and Article 101 of the Constitution of the Republic of Kosovo,

Adopts

**LAW ON SALARIES OF CIVIL SERVANTS**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Purpose and Scope**

The purpose of this law is the establishment of a system and structure of salaries, allowances and other remuneration for Civil Servants, as defined in the Law on the Civil Service of the Republic of Kosovo.

**Article 2  
Resources for Salaries**

The financial resources for salaries, allowances and other remuneration of Civil Servants shall be provided from the Budget of the Republic of Kosovo.

**Article 3**  
**Protection of Rights to Receive Pay**

1. Civil Servants' right to a fair and regular pay shall be guaranteed according to the terms and conditions established in this Law and the Law on Civil Service.
2. Public administration institutions in the Republic of Kosovo are obligated to pay equal salary for the work with the same value.
3. The right to receive a regular pay may be suspended only according to the terms and conditions established in the Law on Civil Service.
4. Civil Servants shall have the right on the guaranteed salary, in compliance with the general provisions of work.

**Article 4**  
**Salary Components and other Benefits**

1. The salary of Civil Servants is composed of the basic salary and allowances on basic salary specified in this Law.
2. Civil Servants shall have the right to receive allowances designated on basic salary; variable part of salary; compensation on basic salary and compensation of expenditures, in accordance with the terms and conditions established in this Law.

**CHAPTER II**  
**BASIC SALARY**

**Article 5**  
**Basic Salary**

1. Basic salary, according to this Law, is a result of work price, respectively value for simple work and coefficients determined for every group and sub-group, as well as the increased sums of work experience, for every full year, in determined percentage.
2. Basic salary, according to this Law, is a result of engagement and commitment of civil servant in his job position in relation to the entirety of other job positions determined with sub-legal act by the Government of the Republic of Kosovo.

**Article 6**  
**Classification of Salary Grades Positions in Civil Service**

1. For the purpose of determination of the basic salary, Civil Service positions are separated into four (4) functional categories and are classified in one of fourteen (14) salary grades. Report between minimal and maximal salary of civil servants according to this Law is in proportion one (1) with five (5).
2. The four (4) functional categories are as follows:
  - 2.1. civil servants of senior-level management;
  - 2.2. civil servants of management level;
  - 2.3. civil servants of professional level;
  - 2.4. civil servants of the technical-administrative level.
3. The following positions are considered Civil Servants of senior-level management:
  - 3.1. senior manager three (3) – Salary Grade one (1);
  - 3.2. senior manager two (2) – Salary Grade two (2);
  - 3.3. senior manager one (1) – Salary Grade three (3).
4. The following positions are considered Civil Servants of management level:
  - 4.1. manager four (4) – Salary Grade four (4);
  - 4.2. manager three (3) – Salary Grade five (5);
  - 4.3. manager two (2) – Salary Grade six (6);
  - 4.4. manager one (1) – Salary Grade seven (7).
5. The following positions are considered Civil Servants of the implementing and professional level:
  - 5.1. implementing and professional three (3) – Salary Grade eight (8);
  - 5.2. implementing and professional two (2) – Salary Grade nine (9);
  - 5.3. implementing and professional one (1) – Salary Grade ten (10).
6. The following positions are considered Civil Servants of the administrative level:

- 6.1. administrative four (4) – Salary Grade eleven (11);
  - 6.2. administrative three (3) – Salary Grade twelve (12);
  - 6.3. administrative two (2) – Salary Grade thirteen (13);
  - 6.4. administrative one (1) – Salary Grade fourteen (14).
7. Salary grades one (1), two (2), three (3) and fourteen (14) each have five (5) salary steps, while Salary Grades from four (4) to thirteen (13) each have twelve (12) salary steps.
8. The classification of salary grades shall be based on:
- 8.1. responsibility;
  - 8.2. complexity;
  - 8.3. interpersonal communication skills;
  - 8.4. available qualifications and;
  - 8.5. conditions at work.
9. To classify a post to the appropriate grade, the job description for that post is compared with a set of grade definitions which specify for each grade the level of responsibility, complexity, inter-personal skills, required qualifications and experience required for the concerned grade.
10. The general classification of work posts in the Civil Service, the standards and procedures for classifying each post to the appropriate grade based on a job description, and the salary steps shall be established by the Government with sub-legal acts, after proposal from the ministry responsible for public administration and the ministry responsible for finance.

## **Article 7**

### **Responsibility for Classification of Positions**

1. The heads of public administration institutions shall propose the grades of positions in their institution to the Ministry responsible for public administration, based on recommendations from the person responsible for human resources in their institution, who is responsible for the application of the standards and procedures for the classification of work posts in the Civil Service.
2. After proposal by the relevant institution and prior approval by the Ministry responsible for public administration and ministries responsible for finance, the organizational structure and grade for each work position and changes shall be approved by the Government.

**Article 8**  
**Calculation of the Basic Salary**

1. The basic salary of Civil Servants is calculated by multiplying the coefficient with the value of the coefficient.
2. The coefficient for a work post shall be determined from the step for each grade, pursuant to the sub-legal act specified in Article 6 of this Law.
3. The value of the coefficient shall be proposed by the Government and established in the Annual Budget Law.

**Article 9**  
**Terms of Payment**

1. Civil Servants shall be entitled to receive the basic salary for the number of hours specified in the act of employment contract.
2. Civil Servants not working full-time shall be entitled to receive the basic salary in proportion to the working hours assigned to them by the employment contract.

**Article 10**  
**Establishment of the Coefficient**

1. When first appointed to a grade, civil servants shall receive their salary at step one (1) of the relevant grade.
2. Upon promotion to a vacant post at a higher grade, civil servants may be placed in a new grade, up to three (3) coefficients above their present coefficient.
3. Upon transfer to a vacant post at the same grade as their present post, civil servants shall be placed in the new grade at the same coefficient as their present coefficient or in the higher coefficients above their present coefficient.

**Article 11**  
**Progress in steps based on Performance appraisal**

1. Civil servants shall progress from their present step to a higher step based on the performance appraisal rating resulting from application of the separate regulation on performance appraisal, within the limitations of the budget specified in paragraphs 4 and 5 of this Article.
2. Evaluative parameters that must be considered in case of advancing the civil servants according to this Law are:

- 2.1. professional abilities and skills showed at work place;
- 2.2. level of engagement and commitment;
- 2.3. results achieved at work and the contribution;
- 2.4. respecting the terms, dynamics, efficiency and effectiveness; and
- 2.5. quality of performed works.

3. In the case of grades four (4) to thirteen (13), increase of coefficient based on performance shall be decided as follows:

3.1. civil servants whose performance is rated as “good” in any year, shall progress one step at the end of that year, provided that their current step is below step four (4). If their current step is four (4) or more, civil servants whose performance is rated as “good” in two (2) consecutive years shall progress one step at the end of the second year, provided that their current coefficient is below step eight (8), which is the highest step for that performance category.

3.2. civil servants whose performance is rated as “very good” in any year shall progress two (2) steps at the end of that year if their current step is below step five (5) or one step, if their current step is step five (5). If their current step is step six (6) or more, a civil servants whose performance is rated as “very good” in any year, shall progress one step at the end of that year, provided their current step is below step ten (10), which is the highest step for that performance category.

3.3. civil servants whose performance is rated as “excellent” in any year shall progress two (2) steps at the end of that year if their current step is below step eleven (11) and one step if their current step is step eleven (11).

4. In the case of grades one (1) to three (3) and fourteen (14), increase of coefficient based on performance shall be decided as follows: Civil servants whose performance is rated in any year as “good” or higher shall progress one (1) step at the end of that year until they reach step five (5), which is the maximum step for the grade.

5. No more than five percent (5%) of civil servants in an institution may be rated as “excellent” in any year; no more than fifteen percent (15%) of civil servants in an institution may be rated as “very good” in any year; and no more than thirty percent (30%) of civil servants in an institution may be rated as “good” in any year.

6. In each calendar year, the Ministry responsible for public administration shall, in coordination with the Ministry responsible for Finance, on time propose a budget for performance appraisal increases. The budget will be expressed as a percentage of the total budget for basic salaries in

all public administration institutions and the same percentage budget shall apply to all public administration institutions.

7. Public administration institutions, based on the percentages determined pursuant to paragraph 4 of this Article, shall submit a report to the Ministry responsible for public administration, giving the numbers of staff rated in each of the five (5) performance categories and the resulting increase in the total cost of basic salaries.

8. Progress in steps based on performance appraisal shall be applied and enter into force with from the entry into force of the Annual Budget Law, based on performance appraisal ratings for the previous calendar year.

### **Article 12**

#### **Coefficient for civil servants transferred to respective job position**

1. Civil servant who forever or temporarily is transferred to other job position of the same rank-appointment, as the job position from which he/she has been transferred, there is appointed the coefficient that he/she had before transference.

2. Civil servant who because of non-satisfactory performance appraisal, disciplinary reasons and satisfactory non-responsibility is transferred to a lower job position, the coefficient and respective existing salary of that position are appointed at the moment of transfer.

### **Article 13**

#### **Coefficient for civil servants returning from a period of temporary suspension**

1. Civil Servants returning from a period of temporary suspension pursuant to the Law on Civil Service shall be placed on a coefficient as follows:

1.1. when returning to a position at the same grade and coefficient that they had before their temporary suspension in the civil service;

1.2. when after the temporary suspension confirmed in legal procedure as unfair and unreasonable are returned to a vacant position at a higher grade than the one they occupied prior to their temporary suspension, they may be placed in the new grade at the next coefficient, higher than the one they were on before the suspension;

1.3. when returning to a job at a lower grade, for reasons including disciplinary measures, they shall be placed at a lower coefficient and grade, in accordance with the principles established under the Law on Civil Service.

## **CHAPTER III ADDITIONAL PAY**

### **Article 14 Additional pays on basic salary**

1. Allowances on basic salary shall be:
  - 1.1. allowances for shift and overtime work;
  - 1.2. allowances for specific work conditions; and
  - 1.3. market conditions allowance.

### **Article 15 Additional Pay for Shift and Overtime Work**

1. In public administration institutions where there is a requirement for shift work under the terms of the Law on Civil Service, civil servants who work on shifts outside of normal working hours shall be eligible to receive a shift allowance.
2. Public administration institutions with a requirement for shift working shall seek approval of the pattern of shift working from the Ministry in charge of public administration, which will authorize the amount of shift allowances that may be paid by the public administration institutions.
3. The conditions, amount and the method of calculating the shift allowance shall be specified in a separate sub-legal act issued by the Government, after proposal from the Ministry responsible for public administration and the ministry responsible for finance.

### **Article 16 Allowance on basic salary for specific working conditions**

1. In public administration institutions where there is a requirement for some civil servants to work in specific working conditions where as a regular part of the job they are subject to possible specific conditions and requests at work place and that show risk for health, the institution shall seek the approval of a working conditions allowance for such civil servants, according to the sub-legal act referred to in paragraph 2 of this Article.
2. The criteria for the definition of specific working conditions, the amount of the allowance and the procedure for submitting a request for the specific working conditions allowance shall be specified in a sub-legal act issued by the Government, after proposal by the Ministry responsible for public administration and the ministry responsible for finance.



## **Article 17**

### **Allowance on basic salary for specific conditions and requests of job positions and work market**

1. For positions or types of positions for which the pay levels provided for similar staff by other organizations outside the Civil Service is much higher than the pay levels provided by the Civil Service, resulting in exceptional difficulty for the public administration to recruit and retain staff to those positions or types of positions, the Ministry in charge of public administration in cooperation with the ministry responsible for finance may ask the government to approve that a market conditions allowance can be paid to specific positions or types of positions.
2. The request for approval of such an allowance by the Government shall be based on an analysis which shows that for the positions or types of positions concerned:
  - 2.1. the market rates for such skills are much higher than the salary provided by Civil Service ;
  - 2.2. attempts to recruit staff at Civil Service salary have failed, and/or the rate of staff resignations is unacceptably high;
  - 2.3. it is expected that the allowance will have the desired effect of recruiting and retaining staff.
3. The conditions and the method for calculating the amount of the allowance for market conditions shall be specified in a sub-legal act, issued by the Government, after proposal by the Ministry responsible for public administration and the ministry responsible for finance.

## **Article 18**

### **Allowances on salary for work experience**

1. For every year of work experience in civil service or outside it, except the experience in practical work, the civil servant, according to this Law, has the right for allowance on basic salary of 0,5%.
2. The right of compensation for hurt at work, professional disease and hurt outside work shall belong to civil servants. The right from the previous paragraph of this Article shall be regulated according to respective provisions by special Law.

## **Article 19**

### **Budget for allowances on basic salary**

1. Public administration institutions shall submit to the Ministry responsible for Finance each year, as part of their normal annual budget submission, the budget amount required to meet the cost of allowances on basic salary in respective institution.

2. Institutions of the public administration may, every year, pay allowances to its staff only on condition that the total cost of allowances and base salaries be within the total wage bill ceiling established by the ministry responsible for finance for such institution.

## **CHAPTER IV COMPENSATION OF SALARY AND OTHER INCOME**

### **Article 20 Compensation of salary**

1. Civil Servants are entitled to receive compensation of salary in the following cases:

- 1.1. compensation for overtime work during working days;
- 1.2. compensation for overtime work during weekends; and
- 1.3. compensation for overtime work during official holidays.
- 1.4. compensation for annual leave;
- 1.5. compensation for the period of temporary incapability certified because of disease;
- 1.6. compensation during pregnancy and maternity;
- 1.7. compensation in case of being in special leave with payment;
- 1.8. compensation in case of professional perfection specialized for the needs of body or state;

2. Civil Servants are entitled to reimbursement of expenses incurred in connection with work, for the following:

- 2.1. travel and accommodation costs during an official trip or visit within Kosovo or abroad;
- 2.2. expenses incurred as a result of the use of personal automobile for official purposes;
- 2.3. expenses incurred while on field work;
- 2.4. expenses incurred as a result of a temporary or permanent relocation to another work place.

3. The conditions and the method for calculating the compensation of expenditures for certain cases shall be specified in a sub-legal act issued by the Government, after proposal by the Ministry responsible for public administration and the ministry responsible for finance.

## **Article 21**

### **Compensation of Overtime Work**

1. Civil Servants are eligible to receive overtime compensation with payment or to receive compensatory time off where the employer institution requests them to work overtime hours in the cases defined in the Law on Civil Service.

2. Civil servants shall be eligible to receive overtime compensation with payment or compensatory time off if:

2.1. their line manager has authorized in advance in writing the number of overtime hours;

2.2. daily-pays for traveling abroad;

2.3. after the overtime hours have been worked, their line manager confirms in writing the actual number of overtime hours that have been worked.

3. Overtime pay shall be calculated as a fulltime working hour, plus:

3.1. thirty percent (30%) of the civil servant's fulltime hourly pay for overtime worked on work days;

3.2. fifty percent (50%) of the civil servant's fulltime hourly pay for overtime worked on weekends;

3.3. one hundred percent (100%) of the civil servant's fulltime hourly pay for overtime worked on official holidays.

4. Compensatory time off for each overtime hour worked shall be calculated in accordance with the criteria established in paragraph 3 of this Article.

5. Compensation for overtime work shall be done with payment.

6. The civil servant for the overtime work, instead of compensation with payment shall have the right to require compensation with free time.

**Article 22**  
**Other payments in special circumstances**

1. Civil servants shall have the right to compensation in the following cases:

1.1. temporary inability to work due to illness;

1.2. maternity leave.

2. Civil servants shall have the right to the following:

2.1. payment in case they are declared redundant;

2.2. payment due to retirement;

2.3. jubilee reward;

2.4. assistance in cases of a civil servant's death or death of a close family member and assistance to the family in case of civil servant's death;

2.5. Payment in case of termination of employment relationship, without their fault and in case of going to pension.

3. The specific conditions concerning the points determined in paragraphs 1 and 2 of this Article shall be established with a sub-legal act, issued by the Government, after proposal by the Ministry responsible for public administration and the ministry responsible for finance.

**Article 23**  
**Budget for compensation and other income**

Public administration institutions shall submit to the Ministry responsible for Finance each year, as part of their normal annual budget submission, the budget amount required to meet the cost of compensation and other payments in their institution.

## **CHAPTER V TRANSITIONAL AND FINAL PROVISIONS**

### **Article 24**

Civil servants who from the appointed higher position are transferred to a work position of professional-executive nature, shall be given the respective coefficient for that work position and following advances based on the merit and results, in accordance with the criteria foreseen by Law.

### **Article 25**

#### **Transfer of civil servant because of reconstruction or rationalization of the body**

Civil servants who because of organizational and functional reconstruction or rationalization of respective administrative body, are transferred to a lower work position which does or does not respond their professional qualification , shall be appointed the coefficient that belongs for that work position, at that body or outside it.

### **Article 26**

#### **Control over the Enforcement of the Law**

The control over the enforcement of this Law and sub-legal acts issued for the implementation of this Law shall be executed by the Ministry responsible for public administration and Ministry responsible for Finance.

### **Article 27**

#### **Applicable Law until the establishment of the new legal framework**

1. Until the adoption of the sub-legal acts for the implementation of this Law by the Government, the existing sub-legal acts on salaries, allowances and compensation of civil servants shall continue to be implemented; provided they are not in conflict with this Law.
2. The Government shall adopt the sub-legal acts for the implementation of this Law within six (6) months after the entry into force of this Law.

### **Article 28**

#### **Protection of Basic Salary**

Civil servants whose basic salary on implementation of this Law would be lower than their current basic salary as applicable prior to the entry into force of this Law, shall retain their current salary until their basic salary comes into compliance with the provisions of this Law, the

provisions on the general classification of work positions in the Civil Service and the standards and procedures for the classification of each position in its relevant grade.

**Article 29**  
**Implementation of Progress in Steps**

Progress in steps on the basis of the performance appraisal, pursuant to Article 11 of this Law shall commence after one (1) year from the entry into force of this Law. The salary of civil servants until that period shall be calculated with the coefficient of step one (1) of the relevant salary grade.

**Article 30**  
**Entry into force**

This Law shall enter into force fifteen (15) days after the publication in the Official Gazette of the Republic of Kosovo.

**Law No. 03/L-147**  
**13 May 2010**

**President of the Assembly of the Republic of Kosovo**

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**Jakup KRASNIQI**