Teachers in public pre-school institutions and schools are public servants. They are employed according to the procedure prescribed by law. Candidates for pre-school teachers and teachers apply for open recruitment positions published by pre-school institutions and schools. Candidates are selected by the school board.

Working conditions in pre-school institutions and schools are roughly determined by general labour legislation, legislation on public servants and education legislation. Individual aspects such as traineeship, teaching certification examination and advancement are stipulated by executive acts issued by the Minister of Education. The scope of individual rights is subject to negotiations between the Minister and teachers’ unions. Negotiations are concluded with the Teachers’ Collective Agreement.

The institutions/bodies responsible for decision-making concerning the conditions of service for teachers are: Ministry of Education, Science and Sports, municipalities and education institutions. Conditions of service are stipulated by national regulations (Labour Act, Primary and Secondary Education Act, Act on Salaries in Public Services, Academic and Expert Titles and Academic Degree Act, Basic Collective Agreement for Servants and Employees in Public Services, Secondary Teachers' Basic Collective Agreement, Primary Teachers' Basic Collective Agreement...).

**Planning Policy**

Higher education institutions are autonomous in their decisions regarding enrolment. Starting from 2003, all matters concerning tuition fees, study capacities, admission requirements and study standards are independently prescribed by each individual higher education institution.

This means that solely University Senate, composed of all faculties’ representatives as well as student representatives, determines the number of students that shall be admitted to a particular study programme and at the same time taking care that educational standards aren’t violated. The University Senate determines the faculties’ capacities and admission politics, sets admission quotas and establishes educational standards and supervises its compliance. The Senate itself is composed of university employees with academic title (i.e. university professors) in the total number of at least 60% of Senate members.

Demographic projections, student intake, the number of employed teachers and the type of employment is monitored and published by the National Statistical Office.

Graduates status on the labour market is monitored by the Croatian Employment Service and reports on its findings are regularly published. The Ministry of Science, Education and Sports is developing education policy, it monitors statistical information on student intake, departments and employment in pre-school institution and schools. It also collects data and uses them for administrative purposes. The student: teacher ratio is determined by regulations (norms) in which rules on forming classes and
groups, the number of teaching staff and similar are outlined (The State Pedagogical Standard).

**Entry to the Profession**

Schools are responsible for the recruitment of teachers and play a direct role in the selection process; they publicize vacant posts, review applications and select candidates. School board as the school managing body provides prior consent as to the commencement of employment in the school institution.

Employment with the school institution is regulated under an employment agreement entered into following a selection process on the basis of a published job advertisement.

The job advertisement is published at Croatian Employment Office web pages and notice boards, schools web pages and notice boards and the period for receiving applications may not be shorter than 8 days. As to required qualifications, the following persons may work in preschool or school institution:

The job of a class teacher may be performed by a person who has completed an integrated undergraduate and graduate university study programme for primary school teachers or a graduate university study programme for primary school teachers or four-year professional study programme earning 240 ECTS credits or four-year (pre-Bologna) undergraduate programme offering university degree according to former regulations.

The job of a primary school subject teacher may be performed by a person who has completed the corresponding graduate university study programme, or corresponding integrated undergraduate and graduate university study programme or corresponding specialist graduate professional study programme or undergraduate university study or a professional study programme earning a minimum of 180 ECTS credits and has acquired the necessary education in pedagogy, psychology, didactics and methodology, thus earning a minimum of 60 ECTS credits (pedagogical competences) if none of the applicants have completed the corresponding graduate university study programme or integrated undergraduate and graduate university study programme.

The job of a secondary school subject teacher may be performed by a person who has completed the corresponding graduate university study programme or corresponding specialist graduate professional study programme and possesses the required pedagogical competences.

The job of a secondary school vocational education teacher may be performed by a person who has completed an undergraduate university study programme or corresponding specialist graduate professional study programme and possesses pedagogical competences.

A job vacancy and filling of a job vacancy are reported to the state administration office, or the City Office, and the Croatian Employment Service. The state administration office, or the City Office, keeps a record of full-time or part-time job vacancies that have been reported and it suggests potential employment with the school institutions that have reported a vacancy to persons who have the matching qualifications. School institutions may fill a vacancy only after the state administration office, or the City Office, has notified the school institution that there is no matching candidate in the record, or after the school has informed this office in the written form of the reasons for refusing to employ the referred person.

Exceptionally an employment agreement may be entered into without advertising the job vacancy: for a temporary period, when the job vacancy needs to be filled without a delay, until an employment agreement has been signed on the basis of a selection process and a job advertisement or in another
prescribed way, but for a period no longer than 60 days; with a person whose employment agreement has been terminated due to economic, technical or organisational reasons and who has been listed on the record of the state administration office, or the City Office; until a full-time employment agreement is signed, with a person who has signed a part-time temporary employment agreement with the school institution; pursuant to an agreement among school institutions whose employees on a permanent employment agreement would like to change their workplace due to the distance between their workplace and their home; with a person being employed as a religion teacher.

If none of the job applicants meets the requirements, the job vacancy is advertised again within 5 months, and, until an employment agreement has been entered into on the basis of a repeated job advertisement, an employment agreement may be entered into with a person who does not meet the stipulated requirements.

The person who is for the first time employed on a job which he/she has been educated for enters into an employment agreement for the jobs of a primary or secondary school teacher or an expert associate as a trainee. Induction period lasts for a year, during which the trainee is trained to perform his/her job independently. The trainee is required to pass the licensing exam within one year from the end of induction period/completion of teacher training. The trainee who fails to pass the licensing exam within one year from the completion of teacher training/induction will have his/her employment terminated on the day which is the deadline for passing the licensing exam.

The same requirements that apply to the person who has been employed for the first time in the job apply to the person whose working experience in the job which he/she has been educated for is shorter than the duration of teacher training, but the duration of the required teacher training is deducted by the period of the working experience.

The programme and the methods for preparing teachers for independent work in the course of induction period as well as monitoring his/her work with pupils/students, and the methods and the conditions for taking the licensing exam is prescribed by the Minister.

The person who has received an adequate type and level of education and has gained working experience in the job which he/she has been educated for and which is longer than the duration of induction period enters into an employment agreement conditioned by passing the licensing exam within one year from entering into the employment agreement.

The person who has received an adequate type and level of education and has gained working experience in the job which he/she has been educated for and which is longer than the duration of induction period enters into an employment agreement for the job of a primary or secondary teacher or an expert associate conditioned by acquisition of pedagogical competences at higher education institution within two years from entering into the employment agreement.

If the person who has received an adequate type and level of education and enters into an employment agreement for the job of a primary or secondary teacher or an expert associate conditioned by acquisition of pedagogical competences at higher education institution within two years from entering into the employment agreement has no prior working experience on the job which he/she has been educated for will enter into an employment agreement for the job of a primary or secondary school teacher or an expert associate as a trainee.

Employment with the school institution is denied to the person who has been convicted in a final court ruling of an offence against life and the human body, against human and civil freedoms and rights, against the Republic of Croatia, against the values protected under the international law, of a sex offence, an offence against marriage, family, youths, against property, against legal trade and transaction security, against judiciary, against identification documents authenticity, against public
order, against official duty, unless rehabilitation treatment has been initiated in accordance with a special act. Employment with the school institution is also denied to the person against whom criminal proceedings have been instigated for any of the offences provided above.

The employment in a pre-school institution commences with the Employment Contract based on competition. A decision on tender publishing is made by the Governing Council. By way of exception, an employment can commence solely upon signing an Employment Contract and without competition: in cases when there's a need for filling a vacancy not longer than 60 days. Decision on commencement and termination of employment is made by the Governing Council at head teacher's proposal. By way of exception, in case when it is necessary to fill a job vacancy for performing such work that delay cannot be tolerated, the head teacher decides on commencement of employment.

The methods of making decisions on commencement of employment in a pre-school institution whose founder is a religious community or another natural and legal person are regulated by general act of a pre-school institution. Pre-school teachers and expert associates in pre-school institutions who have signed an Indefinite Employment Contract, on reasonable grounds that are determined by the Governing Council of pre-school institutions, can commence employment in another pre-school institution without competition.

Employment with the preschool institution is denied to: a person with legally binding conviction for violent misdemeanour cannot be employed in a pre-school institution, unless he/she has been rehabilitated according to separate law; a person with legal proceedings underway against him/her for misdemeanour mentioned above cannot be employed in a pre-school institution. If the criminal or misdemeanour proceedings against an employee have been suspended or he/she has been acquitted by a legally binding ruling, the employee shall be compensated for the suspended part of salary from the first day of suspension. Employment with the preschool institution is also denied to a person who has been legally convicted and against whom the criminal proceedings have been initiated for some of the criminal activities mentioned above or the misdemeanour proceedings for a misdemeanour from above; a person who has been banned to work or whose employment has been terminated due to unlawful and/or unprofessional practice against children's rights and interests; a person with imposed measure for protection of child's welfare in accordance with separate regulation cannot be employed in a pre-school institution.

**Induction**

After obtaining higher education degree, all primary school/specialist teachers – novice teachers are obliged to undergo one-year traineeship – the so-called period of introduction to the teaching profession, and it is done with the supervision of a teacher-mentor assigned to the novice teacher. After that period, the work of primary school/specialist teachers – novice teachers is assessed and they have to pass a teacher certification exam before the Commission appointed by the Ministry, and if they are successful they become fully qualified primary school/specialist teachers. After passing teacher certification exam, primary school/specialist teachers can be promoted to two levels: teacher-mentor and teacher-counsellor.

The partnerships between institutions for initial teacher education and schools and pre-school institutions are officially regulated, with the goal of enabling students’ internship during their studies. There are two types of partnerships: a partnership on the level of initial education and a partnership immediately upon its termination. Through their studies, students spend certain number of hours in schools/pre-school institutions (school internship is commonly represented with 7-12% in the overall study programme) and there are mentors in charge of student supervision and monitoring in each institution.
The Ordinance on Taking Licensing Exams for Primary School Teachers and Expert Associates and Secondary School Teachers and the Ordinance on Procedure and Terms of Taking Licensing Exams for Pre-school Teachers and Expert Associates in Pre-school Institutions regulates the procedure and terms of performing traineeships as well as the procedure and terms of taking licensing exams for preschool, primary and secondary school teachers and expert associates.

The purpose of internship is to train preschool, primary and secondary school teachers and expert associates without working experience for successful, professional and independent job performance in primary and secondary schools. A trainee in school education is a teacher or an expert associate without teacher certification, employed permanently or temporarily. A trainee in pre-school education is a pre-school teacher or an expert associate without professional working experience. A person volunteering in jobs of teaching or pre-school teaching is also considered to be a trainee.

Traineeship is realized based on framework traineeship programme issued by the Ministry. Traineeship Committee makes an operational traineeship programme for each individual trainee and they are responsible for implementation of the programme. The school is obliged to deliver the operational traineeship programme within 15 days from the commencement of trainee’s employment. Pre-school traineeship is realized based on the programme proposed by the Traineeship Committee and adopted by the expert body of the pre-school institution (Pre-school Teachers’ Council). A pre-school institution is required to deliver the integral traineeship programme within 15 days from the commencement of trainee’s employment.

The Committee’s duty is to draft a proposal for traineeship programme, to provide pedagogical, methodical and any other support to the trainee and to monitor his/her progress.

The Traineeship Committee is comprised of:

- school or pre-school principal as the chairman of the Committee
- trainee’s mentor
- expert associate

Records on realization of the traineeship programme are, in most cases, kept by the mentor. A mentor is person with the same profession as trainee’s but with a teaching certificate or who isn’t required to take licensing exam. If it is not possible to appoint a mentor or an expert associate in the school/pre-school institutions where the trainee is doing his/her traineeship, one is be appointed in another school/pre-school institution. If a pre-school institution doesn’t have a pre-school teacher holding the title of mentor, pre-school principal can appoint as a mentor a pre-school teacher with the same or higher degree that the trainee’s with teacher certificate or one who isn’t required to take licensing exam but has a reputation of an outstanding pre-school teacher.

The realization of the Traineeship Programme starts with the date of commencement of employment or with a date of signing the volunteer agreement.

The basic content of the traineeship programme for school teachers are:

- The Constitution of the Republic of Croatia
- The Universal Declaration of Human Rights
- The Convention against Discrimination in Education
- The Convention on the Rights of the Child
- Legal and sublegal acts from the area of primary and secondary school education in the Republic of Croatia
- Activity and organization of educational institution and its role in educational system
The compulsory contents of the traineeship programme of pre-school teachers are as follows:

1. The Constitution of the Republic of Croatia
2. Pre-school Education Act
3. Programme orientation of pre-school children education
4. Other regulations from the area of pre-school education
5. Pre-school institutions’ general and professional acts
6. Understanding of specific features, needs and rules of education and monitoring, assessment and evaluation of programme realization
7. Keeping pedagogical records.

Upon commencement of trainee’s employment, a school/pre-school institution:

- appoints the Committee
- reports the traineeship programme no later than 30 days since commencement of trainee’s employment
- drafts an traineeship programme and deliver it to the Ministry – Agency, no later than 30 days since commencement of trainee’s employment, or in case of a pre-school institution, make a proposal to the Pre-school Teachers’ Council for adoption
- gives continuous professional-pedagogical, methodological and other necessary support to the trainee
- monitors and evaluate trainee’s progress in realization of the traineeship programme.

Trainees with double-major degree choose one subject for his/her traineeship and licensing exam. The same concept is applied to trainees with non-teaching degree who implement educational programmes of professional-theoretical teaching in secondary vocational schools.

Trainees – primary school (general) teachers realize their traineeship programme in all school subjects, but they choose two subjects for licensing exam, one of which must be chosen among Croatian Language, Mathematics or Science and Social Studies, and the other must be chosen among Art, Music and Physical Education.

The Examination Committee decides between two chosen subjects and inform the trainee thereof no later than 8 days before taking the licensing exam.

Trainees in student dormitories implement their traineeship programme for educators and expert associates in the dormitory.
Attendance

Trainees are required to attend mentor’s classes – at least 30 classes throughout the traineeship and mentors are required to attend 10 trainee’s classes. Volunteer trainees are obliged to attend mentor’s classes at least twice a week throughout the school year or 70 classes. They also have to teach 35 classes with mentor’s presence. Volunteer trainees in pre-school institutions are required to attend 60 mentor’s classes throughout the traineeship. Compulsory attendance at demonstration classes should include all types of classroom activities, evenly distributed during traineeship.

Trainees – expert associates and pre-school teachers – cooperate with their mentor on different tasks from mentor’s scope of work for 60 hours during traineeship, or 30 hours for those in pre-school institutions. Volunteer trainees – expert associates and pre-school teachers – are required to spend at least two days a month during the school year or 140 hours with their mentor in school performing the tasks of expert associate or pre-school teacher.

The Traineeship Committee must be present during traineeship period at least two times for two hours in trainee’s classes or other forms of trainee’s educational work. Other members of the Committee are required, within their scope of work, to provide assistance to the trainee for five hours each.

Records on realization of traineeship are compulsorily kept by each member of the Committee. If a trainee, during the period of traineeship, transfers to another school/pre-school institution, the traineeship is continued in the school/pre-school institution he/she transferred to. School/pre-school institution where a part of the traineeship has been realized is required to write a report on realization of the traineeship. One copy of the report, along with accompanying documentation, is sent to school/pre-school institution the trainee transferred to and the other copy is submitted to the trainee personally. In cases of long periods of sick leave, military service, maternity leave, etc., the traineeship is terminated and it is continued when the mentioned reasons cease to exist.

After completed programme of the traineeship, the school applies the trainee for licensing exam. The application for the exam is submitted to the Ministry – Agency on an application form.

The following is enclosed with the application form:

- Committee’s report on traineeship results,
- copy of the diploma in acquired higher education,
- copy of the certificate of pedagogical-psychological education for trainees who acquired a non-teaching university degree or college degree,
- records of realization of the traineeship programme.

In case of retaking the licensing exam or just one part of it, in addition to the application form, it is necessary to deliver the proof of paid costs for retaking an exam or just some of its component parts. Licensing exam must be applied for at least 30 days prior to commencement of the exam period.

Licensing exam is taken in accordance with the programme established by the Ministry. A special part of licensing exam programme for Religion teachers is issued by the Ministry at religious community’s proposal. The purpose of the teacher licensing exam is to establish trainee’s qualification for independent performing educator’s or expert associate’s profession.

A teacher with completed non-teaching university degree who passed the licensing exam in his/her profession isn’t required to take those parts of the teacher licensing exam that are identical by their content to the exam they already took. A trainee who is taking a licensing exam, and who already passed licensing exam in his/her profession outside the system of pre-school education isn’t required
to take those parts of the teacher licensing exam that are identical by their content to the exam he/she already took.

Examination periods for teachers and expert associates in primary schools are as follows: from January 15th to March 1st; from April 15th to June 1st and from October 1st to November 15th.

Examination periods for secondary school teachers are as follows: from February 10th to April 10th and from October 10th to December 10th.

Examination periods for pre-school teachers are as follows: in September, November, January, March and May.

Teacher licensing exam is taken in front of the Examination Committee comprised of 5 members.

Those are as follows:

- senior counsellor or counsellor at Ministry - Agency as the chairman of the Examination Committee
- Methodology examiner appointed from among university professors specialized in subject methodology relevant to the trainee or senior counsellors in the Ministry - Agency, i.e. authorized experts from other institutions or certified teachers with counsellor title,
- teacher colleague teaching the same subject as the trainee, acting as a mentor at the exam
- school head
- Croatian language teacher.

Methodology examiner and mentor on licensing exam for Religion teacher trainee are appointed at relevant religious community’s proposal.

Licensing exam for pre-school teachers is taken in front of the Examination Committee comprised of:

- Methodology professor
- Croatian language professor
- mentor, pre-school education counsellor of the Ministry of Education and Sports or a prominent expert practitioner
- pre-school institution principal of the institution where the exam is taken
- pre-school teacher or expert associate from the pre-school institution where the exam is taken.

Decision on composition of the Committee and individual members’ assignments is issued by the Minister at Agency’s proposal. The work methods of the Examination Committee are prescribed by the Rules of Procedure delivered by the Ministry – Agency. The number of examination committees, their composition and members, as well as the list of schools where licensing exams are taken is determined by the Minister of education. The mentor who works with the trainee during his/her traineeship is entitled to remuneration for his/her work. The chairman and the members of the examination committee are entitled to remuneration for performing work in relation to licensing exam and for the work of the examination committee. During realization of the traineeship programme and taking licensing exam the trainee is entitled to a wage coefficient which is proportioned to his/her professional qualifications and acquired years of service.

Licensing exam for pre-school teachers and expert associates includes:

- for pre-school teacher – written work, practical work with children and oral exam
- for expert associate – written work, practical work corresponding to usual expert associate’s tasks and oral exam.
There are 4 hours, at the most, provided for the written work and the oral part of the exam can last up to 40 minutes. Candidate obtains a descriptive grade: “satisfactory”, “successful”, “very successful”, “excellent”, “unsatisfactory” and the overall success is expressed in words: “excellent”, “very successful”, “successful”, “satisfactory”, “unsatisfactory”.

The licensing exam includes:

- for teachers – written work, written lesson plan, lesson performance and oral exam;
- for expert associates – written work, practical work corresponding to usual expert associate’s tasks and oral exam;
- for educators – written work from the area of dormitory education, written lesson plan and performance of activities with pupils/students or written practical work and oral exam.

The written work lasts up to 180 minutes, lesson plan performance lasts for one class period or for the amount of time necessary to perform one demonstrative teaching activity or work rehearsal for practical teaching, the part of the exam lasts up to 40 minutes.

Success in a certain part of the exam or an overall success is expressed in descriptive grades: “passed” or “didn’t pass”.

A trainee (pre-school institution/school) who got the grade “didn’t pass” from the written work or class performance, i.e. the practical part of the work, cannot take the oral part of the exam.

A trainee who wasn’t satisfactory on the oral part of the licensing exam is referred to retaking that part of the licensing exam.

Minutes are taken on licensing exam and those are signed by the chairman or the members of the Examination Committee.

Records on trainees who passed the licensing exam are kept by the Ministry – Agency.

Trainees for teaching jobs in schools who pass the licensing exam get the Teacher Certification and trainees in pre-school institutions get a Certificate of a passed licensing exam and after filing data in central records, a trainee gets a teacher certification.

The costs of taking licensing exam for the first time, apart for volunteers, are covered from the national budget or pre-school institution funds. The costs of retaking a licensing exam are born by the trainees. Volunteers themselves bear the costs of traineeship and of taking licensing exam.

**Professional Status**

Pre-school teachers and teachers in public pre-school institutions are public servants. Employment and working relationships of public servants in pre-school institutions and schools as well as their rights and duties are regulated by Labour Act, Primary and Secondary Education Act, Act on Salaries in Public Services, Basic Collective Agreement for Servants and Employees in Public Services, Secondary Teachers' Basic Collective Agreement, Primary Teachers' Basic Collective Agreement.

The employment contract is usually concluded on permanent basis but it may also be concluded for a limited time period. Employment may be concluded full time or part time. An employment contract can also be signed with several pre-school institutions or schools if there are insufficient hours for full time employment in a single school. Irrespective of the duration of employment or working hours the agreement stipulates certain legal rights and rights determined by the collective agreement.

The employment agreement can be revoked by common agreement or the employee can unilaterally
break it. In legally permitted cases the pre-school institution or school can also break the agreement.

The school or dormitory committee, in collaboration with the council of teachers or educators, passes the ethical codex of immediate providers of education in the school institution.

**Replacement Measures**

School head as a leader of an institution is responsible for ensuring substitution for a temporarily absent teacher. In case the substitute isn’t ensured and therefore an employee teacher must work overtime, an employee is entitled to an overtime allowance. In case the substitute has been organized and another teacher performed the mentioned work, he/she is entitled to an overtime allowance.

In replacing a temporarily absent pre-school teacher or teacher, pre-school institutions and schools use different measures. Sudden or short-term absences are resolved with regular teachers substituting for the absentees. Principal as the institution’s manager has the obligation to ensure replacement for temporarily absent teacher. In case this is not ensured and the need to assign additional workload or extra teaching hours, the teacher is entitled to additional payment for the overtime work. The head teacher can assign an additional workload or extra teaching hours.

In case of a longer absence of a teacher a pre-school institution or a school can employ a new teacher. This is the case with maternity leave or a long-term illness. A substitute teacher who is employed for a limited period of time takes the status of a public servant and enjoys equal rights and duties, which they can assert during their employment.

**Support Measures**

Pre-school teachers and teachers do not have a specially organised counselling service, though there are various forms of support and assistance available during their employment. At the beginning of their employment or during their traineeship teachers can consult their mentor and members of traineeship council. They can also receive assistance from the head teacher of the pre-school institution or a school or their assistants. Also, teacher unions offer their members counselling in legal matters and financial assistance.

Apart from these, Education and Teacher Training Agency as the body responsible for the provision of professional and advisory support in the area of general education provides professional and advisory assistance in education, assistance and guidelines to educational institutions, their principals, pre-school, primary and secondary-school teachers, and school-counsellors in relation to education. The Agency has subsidiaries in all major cities and its advisors are in constant contact with preschool institutions and schools. Vocational school teachers and teachers of adults are offered assistance and guidance by the Agency for Vocational Education and Training and Adult Education.

CARNet offers school teacher several different Internet access methods, as well as online content which can help them in their work and professional development. The "Nikola Tesla" National Portal for Distance Learning offers the possibilities for modernisation of teaching and classes through lessons for certain subjects, and contains ICT online courses which teachers themselves can attend. School Portal is the central place for sharing knowledge and digital teaching materials, as well as for communication with colleagues through the forum. There are several websites that offer teachers web community to share experiences, find trainings and seminars, advice and useful websites.
Salaries

The basic statutory salary \( S \) in public sector in Croatia - which includes teachers and school heads of public schools - is calculated as the product of the national baseline salary amount \( B \), job complexity factor \( C \) and length-of-service increment \( L \) which is initially equal to one and increases by 0.005 for each year of service \( Y \): \[ S = B \times C \times (1 + 0.005 \times Y) \]

For primary, general lower secondary and general upper secondary education decision-making levels for setting teachers’ basic statutory salaries in public schools include the central level, while for the pre-primary the decision lies with local/municipality level bodies. As for the salaries in private sector teachers’ basic statutory salaries are defined following the same methods for public, private grant-aided and private independent schools.

The average number of years that a reference teacher must complete to obtain the maximum basic statutory salary is: 35 years.

Teachers receive certain salary allowances based on the following criteria and decision on granting teacher this right is decided at the central level.

Further formal qualifications lead to an increase of 8 % of the basic statutory salary for additional qualification at Master level and an increase of 15 % of the basic statutory salary for additional qualification at Doctorate level.

Job complexity factor increases through three levels (1. level – novice; 2. level – mentor; 3. level – counsellor.

For teachers working in disadvantaged or remote area the basic statutory salary is increased by 10 %.

For teachers working with pupils/students with special education needs or challenging circumstances the hourly fee for each class held with pupils with special needs is increased by 7-10 % from the regular hourly fee, depending on the structure of the class and the number of pupils with special needs.

Teachers working overtime receive adequate payment, each hour of overtime work is paid as 1.5 regular working hour.

Paid sick leave - if an employee is absent from work due to sickness up to 42 days, he/she is entitled to an allowance in the amount of 85% of his/her average monthly salary earned in three months prior to his/her sick leave. An employee is entitled to an allowance in the amount of 100% of his/her average monthly salary earned in three months proper to his/her sick leave if his/her absence is caused by a professional disease or an occupational accident. Annual leave allowance - an employee is entitled to annual leave allowance (the purpose of allowance is to settle employee’s vacation costs that incur due to vacation, travelling etc. specifically during the period of annual leave) which is paid as a lump sum once a year at most. Daily allowance and travel expenses compensation - an employee who has been sent to a business trip is entitled to travel expenses compensation and daily allowance as well as reimbursement for accommodation costs in full. Travelling expenses allowance - an employee who works in an area less than 2 km from his/her address is compensated for the expenses of local public transport to and from work in the amount of the most favourable public transport expenses from employer's point of view that enable the employee to regularly travel to and from work. An employee who doesn't use public transport for travelling to and from work is compensated for travelling expenses in such way that the allowance is reduced for 25 %.

Jubilee award for service - an employee is entitled to jubilee award for service depending on years of
service. St. Nicholas Day presents - each employee who has a child younger than 15 or who turned 15 in the year in which presents are awarded, is entitled to a present in honour of Saint Nicholas Day. Christmas bonus - all public service employees are entitled to an annual allowance for Christmas holidays in the same amount (Christmas bonus). Insurance - an employer is obliged to insure his/her employees from accident while performing his/her job or leisure in a 24-hour period. General medical examinations - all employees up to 50 years of age are entitled to general medical examinations every three years and those over 50 are entitled to general medical examinations every two years in the amount of 500 HRK according to healthcare service prices from compulsory health insurance, organized by the Ministry responsible for health and that will be performed in healthcare facilities from the public health services' net, usually according to the workplace.

**Working Time and Holidays**

The total weekly workload of primary and secondary school teachers, educators and expert associates in school institutions are defined within a 40-hour working week by the annual programme of activities, in compliance with the National Curriculum, the programme of study and the school curriculum. Class teachers, subject teachers, educators and expert associates receive a decision on their weekly and yearly responsibilities related to immediate educational work and to other jobs arising therefrom and from carrying out the activities concerning implementation of the programme of study and the school curriculum.

Class teachers’ standard working hours spent in immediate work with pupils are the hours set out in the programme of study for grades 1 to 4 of primary school. Subject teachers’ standard weekly working hours spent in immediate work with pupils, including two school classes a week spent carrying out the role of the class master are set between 22 and 24 school classes.

Standard weekly working hours spent in immediate work with students for secondary school teachers, with the exception of educators, including two school classes a week spent carrying out the role of the class master, are between 20 and 22 school classes for theoretical classes, 28 school classes for practical classes and educational work with educational groups.

Weekly responsibilities of primary school teachers and expert associates in primary schools are prescribed by the Minister.

Teachers in primary schools conduct classes and other forms of immediate educational work with pupils, carry out the role of the class master and perform activities which arise from the nature and the scope of the educational work. Activities related to immediate educational work include activities related to the beginning and end of a school year, activities related to the end of teaching period, planning and programming of immediate educational work, preparing lessons and other forms of immediate educational work, drafting written daily preparations and weekly and monthly work programmes, keeping pedagogical documentation and registers, continuous professional development, participating in school's cultural and public activities, participating in the work of expert bodies and committees, conducting exams, participating in pupils’ trips and excursions, taking care of the cabinet, collections, teaching aids and materials, classroom and other working areas.

Teacher holiday usually coincides with student holidays. Duration of annual holiday is determined in such a way that holiday days are added to the base number of 18 days, in accordance with the criteria determined by the Collective Agreement.

**Working conditions related:** difficult working conditions - 2 days; working shifts, working split shifts or regular work on Saturdays and Sundays, public holidays and non-working days - 2 days; working as a
class master – 1 day; working in several programmes – 1 day; working with students/pupils with
developmental difficulties – 2 days. Job complexity related: - 1st category - 4 days; 2nd category - 3
days; 3rd category - 2 days. According to the years in service: from 5 to 15 years – 2 days, from 15 to
25 years – 3 days, from 25 to 35 years – 4 days, over 35 years – 5 days. Special social conditions
related: parent, foster parent or guardian of one underage child – 2 days, and for every other
underage child one more day; parent, foster parent or guardian of a child with developmental
disabilities; single parent – an additional day; Homeland War veteran – 1 day. Job contribution related
- if an employee achieves exceptional work results – 3 days; if he/she is very successful – 2 days; if
he/she is successful – 1 day. Disability related: persons with established disability of 25-50% - 2 days;
over 50% - 4 days.

School year begins on the 1st September and ends on 31st August and has two terms. During a
school year, pupils/students are entitled to winter, spring and summer holidays. Educational work is
usually delivered over at least 175 teaching days, that is, 35 weeks, and for secondary school
students in final grades at least 160 days, that is, 32 weeks. Teaching year, that is the beginning and
end of teaching period, number of working days and student holidays are prescribed by the minister
for every school year.

Paid leave Employee is entitled to paid leave for different occasions and circumstances (marriage,
childbirth, death or illnesses in the family, moving, blood donating, participating in cultural and sport
events, participating in union meetings, seminars...).

Employee obliged to take licensing exam or participate in continuous professional development or
obliged to acquire education in pedagogy, psychology, didactics and methodology is entitled to paid
leave for exam preparation and taking. Employee has the right to unpaid leave during one year for
personal education and training.

Employee is entitled to paid leave during one calendar year up to 10 working days in the following
cases: Marriage - 5 days; child birth – 5 days; death in family (in this case an employee is entitled to
paid leave for regardless of the number) - marriage partner, child, parent, adoptee, foster parent,
guardian and grandchild – 5 days; brother, sister, grandfather, grandmother and parents in law – 2
days; severe illness of parents or child outside the place of residence – 3 days, moving in the same
place of residence – 2 days, moving outside the place of residence – 4 days, participating in cultural
and sport events – 1 day, participating in union meetings, seminars, education for union activities – 2
days, blood donors – 2 days for every blood donation, disasters – 5 days.

Employee obliged to take licensing exam is entitled to paid leave for licensing exam preparation from
5 – 10 days, on the day of the exam and in case he/she needs to travel for this purpose, travel and
accommodation expenses are covered. Employee obliged to participate in continuous professional
development or obliged to acquire education in pedagogy, psychology, didactics and methodology is
also entitled to paid leave preparation and taking the exam.

Employee has the right to unpaid leave during one year for personal education and training. 5 days
for preparing exams in secondary education, 10 days for preparing exam exams higher education or
preparing for bar exam, 5 days for participation in professional seminars and 2 days for exams
concerning special knowledge and skills.

**Promotion, Advancement**

Teachers having the corresponding education required by law, necessary education in pedagogy and
psychology and, complying with prescribed criteria can advance to: primary school teacher mentor
and teacher counsellor/učitelja mentora i učitelja savjetnika, secondary school teacher mentor and
secondary school teacher/profesora mentora i profesora savjetnika, preschool teacher/educator mentor and teacher/educator councellor/odgojitelja mentora i odgojitelja savjetnika, vocational teacher mentor and vocational teacher counsellor.

Conditions that the candidate must meet are defined on the national level in the Regulatory Act on the Promotion of Teachers in Primary and Secondary Schools (Official Gazette, 1995), and the elements that are taken into account upon evaluation are the quality of teaching, involvement in extracurricular activities and continuing professional development.

Elements in the evaluation of expertise and quality of teachers work regarding the conditions and procedure for advancement into mentor and counsellor are: successfulness in working with pupils/students, extracurricular expert work and continuous professional development.

Teachers may transfer to the administrative department of ministry of education, inspectorate or apply for school principal position.

**Mobility and Transfers**

There is no rotation or transfer system. If the post of a pre-school teacher or a teacher is retracted (if there are not enough pupils/students) the redundant teacher can be employed by another pre-school institution and has advantage, as oppose to those applying for a job at open recruitment procedure. In such transfers, the local level administration is involved i.e. city offices for education. Teachers may transfer to the administrative department of ministry of education, inspectorate or apply for school principal position.

Pre-school teachers and teachers can ask to terminate their employment contract. The notice period is 3 months.

Exceptionally an employment agreement may be entered into without advertising the job vacancy: for a temporary period, when the job vacancy needs to be filled without a delay, until an employment agreement has been signed on the basis of a selection process and a job advertisement or in another prescribed way, but for a period no longer than 60 days; with a person whose employment agreement has been terminated due to economic, technical or organisational reasons and who has been listed on the record of the state administration office, or the city office; until a full-time employment agreement is signed, with a person who has signed a part-time temporary employment agreement with the school institution; pursuant to an agreement among school institutions whose employees on a permanent employment agreement would like to change their workplace due to the distance between their workplace and their home; with a person being employed as a religion teacher. Pre-school teachers and expert associates in pre-school institutions who have signed an Indefinite Employment Contract, on reasonable grounds that are determined by the Governing Council of pre-school institutions, can commence employment in another pre-school institution without competition.

**Dismissal**

The employment agreement with an employee in the school institution is terminated in accordance with the general labour regulations. Employment agreement is terminated also when an employee reaches the age of 65 and has 15 years of service and with the end of school year in which the employee reached this age and years of service.

The principal, following the consent of the school committee decides upon Commencement and termination of employment. If an education inspector determines that the principal has, in concluding or terminating employment agreements, violated provisions of law, the education inspector takes
measures within his/her competence and in accordance with a special act.

If there is a reasonable doubt that the physical and mental health of a school employee has been reduced to an extent that significantly affects his/her working ability, the school principal presents to the school committee an elaborated proposition for issuance of a decision on referring the employee to an authorised evaluation of his/her working ability, upon which they decided on referring the employee to an authorised evaluation of his/her working ability.

The employment agreement of the employee who has refused to comply with this decision is terminated on the grounds of employee misconduct due to a breach of obligations arising from the employment agreement.

If it is determined by the authorised evaluation that the employee is not able to adequately fulfil his/her responsibilities in educational work due to permanently reduced mental and physical health, he/she is recommended employment in another job on the basis of the remaining level of work ability. If the school institution does not have adequate jobs to offer, the employee's employment is terminated due to personal circumstances. If the employee refuses the offer his/her employment agreement is terminated and an amended agreement offered.

If a person employed with a school institution has been, in a final court ruling, convicted of the offences against life and the human body, against human and civil freedoms and rights, against the Republic of Croatia, against the values protected under the international law, of a sex offence, an offence against marriage, family, youths, against property, against legal trade and transaction security, against judiciary, against identification documents authenticity, against public order, against official duty, unless rehabilitation treatment has been initiated in accordance with a special act, the school institution as the employer may terminate the employment agreement notwithstanding the obligation of granting the prescribed or the agreed notice period on the grounds of employee misconduct, in case of which the employer will at the moment of employment agreement termination request from the employee to stop performing his/her job without delay.

If the school institution as the employer is caused to know that criminal proceedings have been instigated and are under way against a school institution employee for any of the offences listed above, the employee will be suspended from performing his/her job until the criminal proceedings have been abandoned, or, at the latest, until the final court ruling has been issued, with the right to continue receiving his/her salary at the amount of two thirds of an average salary received in the last three months before the suspension.

The trainee who fails to pass the licensing exam within one year from the completion of induction will have his/her employment terminated on the day which is the deadline for passing the licensing exam.

The employee who enters into an employment agreement conditioned by passing the licensing exam within one year from entering into the employment agreement and fails to pass the licensing exam, his/her employment is terminated on the day which is the deadline for passing the licensing exam.

Likewise, the employee who enters into an employment agreement conditioned by acquisition of pedagogical competences at higher education institution within two years from entering into the employment agreement and he/she fails to acquire these competences and pass the licensing exam within two years from entering into the employment agreement, will have his/her employment terminated on the day which is the deadline for acquisition of pedagogical competences and passing the licensing exam.

School can terminate employment contract with notice because of: failure to fulfil work obligations or
malpractice, untimely and negligent obligation fulfilment, unjustified failure to come to work, unauthorised leave/arbitrarily leaving working place, resulting in, misuse of the school funds, failure to comply with safety at work regulations and fire safety regulations which led or might have led to damage, revealing business secret, misuse of position or breach of authority, committing serious damage, unduly and incorrect treatment of employees or harassment, misuse of sick leave. Pre-school teacher and expert associate's employment is terminated if the Governing Council establishes that a pre-school teacher or an expert associate does not implement the educational programme in accordance with law and regulation adopted by virtue of law. Without union counsellor’s prior consent principal cannot dismiss or offer alternative employment agreement to: an employee 50 years old and working over 25 years with the same employee, pregnant woman, i.e. woman breastfeeding, mother of a child up to 7 years old, disabled person, single parent of underage child, parent of three or more kids in the age up to 15, that is, in regular schooling, parent of a child with developmental difficulties.

Every employee who is dismissed for a reason other than problematic conduct is entitled to a severance payment according to labour act.

Union representative during his/her mandate/fulfilling union duties and 12 after cannot be dismissed, transferred to less favourable job, transferred within head or branch school, or in other way placed in an unfavourable position without the union consent.

Retirement and Pensions

Pre-school teachers and teachers may retire according to the general conditions stipulated by the Pension Insurance Act. In order to be entitled to a full pension they must be 65 years old (for men) or 60 years old (for women) and have at least 15 years of service. The right to early retirement is granted when age and years of service conditions are met: 60 years of age and 35 years of service (for men) and 55 years of age and 30 years of service (for woman) according to Pension Insurance Act. Teacher’s employment agreement is terminated when an employee reaches the age of 65 and has 15 years of service and with the end of school year in which the employee reached this age and years of service.