Article 1. New Wording of the Law of the Republic of Lithuania on Public Service
To amend the Law of the Republic of Lithuania on Public Service to read as follows:

“REPUBLIC OF LITHUANIA
LAW
ON PUBLIC SERVICE

CHAPTER I
GENERAL PROVISIONS

Article 1. Purpose of the Law
This Law shall lay down the basic principles of the public service, the status of a public
servant, his responsibility, remuneration, social and other guarantees, as well as the legal basis
for the management of the public service.

Article 2. Main Definitions
As used in the Law
1. Public service means a sum total of legal relations arising after the acquisition of the
status of a public servant, the change or loss thereof, as well as those resulting from the public
administrative activities of a public servant in a state or municipal institution or agency when
implementing the policy of a particular sphere of state governance or ensuring the co-
ordination of the implementation thereof; co-ordinating the activities of institutions of a
particular sphere of state governance, managing and allocating financial resources and
controlling their use, carrying out audits, adopting and implementing legal acts, decisions of
state and municipal institutions or agencies in the sphere of public administration, preparing or
co-ordinating draft legal acts, agreements or programmes and giving opinions on them,
managing personnel, or having public administrative powers with respect to persons, who are
not subordinate.

2. Public servant means a natural person, who performs duties in the public service
and carries out the public administrative activities as specified in paragraph 1 of this Article.


4. State and municipal institutions and agencies means institutions of the elective,
executive and judiciary authorities and the head of the State, law enforcement institutions and
agencies, institutions and agencies exercising control (supervision), as well as other state and municipal institutions and agencies financed from the state or municipal budgets and other state monetary funds and granted public administrative authorities under laws.

5. **Career public servant** means a public servant admitted to a position for an indefinite term and having an opportunity to realise his right to career development in the public service in accordance with the procedure prescribed by this Law.

6. **Statutory public servant** means a public servant, whose service is regulated by a statute approved by the law or by the Law on the Diplomatic Service establishing special terms and conditions of admission to the public service, the performance of the service, responsibility and other conditions, related to the specific features of the service, and/or who has public administrative powers with respect to persons, who are not subordinate to him.

7. **Public servant of political (personal) confidence** means a public servant admitted to a position for the term of office of a state politician or a collegial state institution that has recruited him.

8. **Public manager** means a public servant recruited on the basis of competition or political (personal) confidence to head a state or municipal institution or agency.

9. **Qualification class** means a qualification level of a public servant of a particular category.

10. **Acting public servant** means a public servant substituting for a career public servant temporarily unable to perform his duties.

11. **State politicians** means persons, who in accordance with the procedure prescribed by laws are elected or appointed as the President of the Republic, the Chairman of the Seimas, a Member of the Seimas, the Prime Minister, a minister, a member of a municipal council, a mayor of a municipality or a deputy mayor of a municipality.

12. **Misconduct in office** means nonfeasance or misfeasance of the duties of a public servant through the fault of a public servant.

**Article 3. Basic Principles of Ethics of the Public Service and Public Servants**

1. The public service of the Republic of Lithuania shall be based on the principles of the rule of law, equality, loyalty, political neutrality, transparency, responsibility for decisions taken and career development.

2. The basic principles of ethics of public servants shall be as follows:

1) respect for man and the State. A public servant shall respect man and the fundamental human rights and freedoms, the Constitution, the State, its institutions and agencies, laws, other legal acts and court judgements;

2) justice. A public servant shall equally serve all residents irrespective of their nationality, race, sex, language, origin, social status, religious believes and political views, be fair when dealing with requests, not abuse the powers and authority vested in him;

3) disinterestedness. A public servant must observe the public interests, use the state and municipal property entrusted to him and official information only for the welfare of the public, as well as not seek benefit for himself, his family and friends while performing the duties of a state politician or carrying out official duties;

4) decency. A public servant must behave impeccably, be incorruptible, and refuse gifts or services, exceptional privileges and concessions from persons or organisations, which may exert influence on him while he is performing the duties of a state politician or carrying out his official duties;

5) impartiality. A public servant must be objective and avoid personalities in taking decisions;

6) responsibility. A public servant shall be personally responsible for his decisions and account for them to the public;

7) publicity. A public servant must ensure the publicity of the decisions and actions
taken, give reasons for his decisions, and may restrict information only in the case when it is necessary in the major public interests;
8) exemplariness. A public servant must duly perform his duties, constantly improve, as well as be a person of integrity, tolerant, respectful and orderly.
3. The implementation of the code of conduct of public servants and the responsibility for its violation shall be regulated by this Law and other laws of the Republic of Lithuania.

**Article 4. Scope of the Law**
1. This Law, without exception, shall apply to public servants, except for statutory public servants.
2. The provisions of this Law shall apply to statutory public servants in so far as their status is not regulated by statutes or the Law on the Diplomatic Service, except for the remuneration procedure as set out by this Law.
3. This Law shall not apply to:
   1) state politicians;
   2) judges of the Constitutional Court of the Republic of Lithuania, the Supreme Court of Lithuania, the Supreme Administrative Court of Lithuania and other courts, as well as prosecutors;
   3) the Chairman of the Board of the Bank of Lithuania, his deputies, members of the Board and other servants of the Bank of Lithuania;
   4) heads of public institutions and agencies appointed by the Seimas or the President of the Republic, other state officials appointed by the Seimas or the President of the Republic, except for paragraph 3 of Article 33 of this Law;
   5) chairmen of state (standing) commissions and councils, their deputies and members appointed by the Seimas or the President of the Republic, as well as chairmen and members of commissions, councils, boards of funds established under special laws, except for paragraph 3 of Article 33 of this Law;
   6) servicemen in the professional military service;
   7) employees of state and municipal enterprises;
   8) employees of public establishments;
   9) employees working under employment contracts and receiving remuneration from the state and municipal budgets, as well as state monetary funds.

**Article 5. Applicability of Laws Regulating Labour Relations to Public Servants**
Laws and other legal acts regulating labour relations and social guarantees shall apply to public servants in so far as their status and social guarantees are not regulated by this Law.

**CHAPTER II**
**POSITIONS OF PUBLIC SERVANTS**

**Article 6. Positions of Public Servants**
The positions of public servants shall be divided into:
1) career public servants;
2) public servants of political (personal) confidence;
3) public managers;
4) acting public servants.

**Article 7. Categories and Grades of Positions of Public Servants, as well as Coefficients of Basic Salaries**
1. The positions of public servants shall be grouped into three categories:
1) Category “A” shall comprise positions where higher university education or equivalent education is required;
2) Category “B” shall comprise positions where education not lower than higher non-university education or equivalent education is required;
3) Category “C” shall comprise positions where education not lower than secondary education and an appropriate professional qualification are required.

2. The positions of public servants shall be divided into 20 grades. Grade 20 is the highest one and grade 1 is the lowest one.
3. Coefficients of basic salaries of public servants shall be assigned to the grades of positions of public servants by this Law (Appendix).

**Article 8. Job Descriptions and Lists of Positions of Public Servants**

1. The Seimas shall by its resolution approve the list of positions of public servants of political (personal) confidence in the Seimas, as well as uniform positions of public servants in the Office of the Seimas and institutions accountable to the Seimas, the Office of the President of the Republic and institutions accountable to the President of the Republic, the National Administration of Courts, courts, the prosecutor’s office and municipal institutions, which is presented by the Government. It shall specify the categories and grades of positions of public servants.

2. The Government shall approve the list of positions of public servants of political (personal) confidence of the Prime Minister, as well as uniform positions of public servants in the Government’s Office, ministries, Government departments and agencies under ministries. It shall specify the categories and grades of positions of public servants.

3. The job descriptions and lists of positions of public servants at state and municipal institutions and agencies shall be approved:
   1) by heads of state and municipal institutions and agencies;
   2) for the Constitutional Court of the Republic of Lithuania, the Supreme Court of Lithuania, the Supreme Administrative Court of Lithuania and other courts – by the chairmen of these courts;
   3) for bailiffs’ offices – by the Minister of Justice;
   4) for the system of prosecutor’s offices – by the Prosecutor General;
   5) for county governors, their deputies and Government representatives – by the Government or its authorised minister.

4. Positions of public servants shall be described in accordance with the Methodology for Job Description and Evaluation of Public Servants approved by the Government. The job description of a position shall specify the category and grade of an appropriate position, special requirements for a public servant in this position, the functions assigned to this position.

5. The maximum permitted number of positions of public servants and of employees, who work under employment contracts and receive remuneration from the state budget and state monetary funds shall be approved: by the Government – in the Government’s Office, ministries, Government departments and agencies under ministries; by the Board of the Seimas – in the Office of the Seimas and institutions accountable to the Seimas; by the President of the Republic or his authorised person – in the Office of the President of the Republic and institutions accountable to the President of the Republic. The maximum permitted number of positions of public servants and of employees, who work under employment contracts and receive remuneration from the municipal budget, at municipal institutions and agencies shall be approved by the municipal council.

**CHAPTER III RECRUITMENT TO POSITIONS OF PUBLIC SERVANTS**
Article 9. General Requirements for Recruitment to Positions of Public Servants
1. Any person admitted to the office of a public servant shall meet the following general requirements:
   1) to hold the citizenship of the Republic of Lithuania;
   2) to have proficiency in the Lithuanian language;
   3) to be not less than 18 years of age and not more than 62 years and 6 months of age;
   4) to have education necessary to hold the office of a public servant of that category.
2. The requirement of being not more than 62 years and 6 months of age shall not apply to public servants of political (personal) confidence and acting public servants.
3. The following person shall not be eligible for the office of a public servant:
   1) the one found guilty of a major crime or a crime against the public service in accordance with the procedure prescribed by laws, and whose conviction has not expired or been expunged;
   2) the one whose right to hold the office of a public servant has been restrained by court;
   3) the one whose spouse, close relative or a person related to him by marriage holds the office of a public servant at a state or municipal institution or agency, if they would be related by direct subordination according to their offices held;
   4) the one recognised legally incapable in accordance with the procedure prescribed by laws;
   5) the one who is a member of an organisation that is prohibited in accordance with the procedure prescribed by laws;
   6) in cases stipulated by other laws.
4. Persons being admitted to the office of a public servant shall also meet special requirements set forth in a particular job description.
5. Recruitment to the office of a public servant shall be regulated by this Law, other laws and the procedure approved by the Government.

Article 10. Recruitment to the Office of Public Servants
1. Recruitment to the office of a career public servant shall be made:
   1) in the Office of the Seimas – by the Chancellor of the Seimas;
   2) in the Office of the President of the Republic – by the President of the Republic or his authorised person;
   3) for the position of the Government representative in the European Court of Human Rights – by the Government;
   4) at state and municipal institutions and agencies – by heads of those institutions and agencies;
   5) in the Constitutional Court of the Republic of Lithuania, the Supreme Court of Lithuania, the Supreme Administrative Court of Lithuania – by the chancellor of a court; and for the position of a chancellor – by the chairman of a court;
   6) in other courts – by the chairman of a court.
2. Recruitment to the office of public managers shall be made:
   1) at institutions and agencies accountable to the Seimas – by institutions and persons authorised by laws;
   2) in the Office of the President of the Republic – by the President of the Republic or his authorised person;
   3) for the position of the Government representative – by the Government;
   4) at state institutions and agencies – by heads of state institutions and agencies that are higher by subordination;
   5) for the position of a municipality administrator and a municipality controller – by the
municipal council.

3. Recruitment to the office of public servants of political (personal) confidence shall be made:

1) of public servants of political (personal) confidence of the Chairman of the Seimas, Deputy Chairmen of the Seimas – by the Chairman of the Seimas, Deputy Chairmen of the Seimas or their authorised persons;
2) in the President’s Office – by the President of the Republic or his authorised person;
3) of public servants of political (personal) confidence of the Prime Minister – by the Prime Minister or his authorised person;
4) in a ministry – by the minister;
5) of a county governor and his deputy – by the Government;
6) at municipal institutions – by the municipality mayor.

4. If other laws (except for statutes and the Law on the Diplomatic Service) provide for different conditions and procedure for recruitment to the office of a public servant, the provisions of this Law shall apply.

5. Employment contracts shall not be concluded with public servants.

**Article 11. Recruitment to the Office of Career Public Servants**

1. Recruitment to the office of a career public servant shall be made:

1) by competition;
2) without a competition.

2. A person recruited to the office of a career public servant by competition shall be examined in writing (a test) and orally (an interview). In the course of an interview, the qualifications of a person to perform the functions specified in the job description of the position of a public servant shall be assessed. The requirement to have a record of work in the public service shall not apply to a person recruited to the office of a career public servant, except for the cases stipulated by other laws.

3. The persons referred to in paragraph 2 of Article 43 of this Law may be recruited to the office of a career public servant without a competition. In the event of two or more such persons, they are examined orally (an interview).

4. A person or a collegial state or municipal institution recruiting a public servant to office (hereinafter – a person recruiting a public servant to office) may announce a competition concerning recruitment to the office of a career public servant, if he has submitted information about a vacant position of a career public servant to the Agency of the Public Service Management and has not received any information from this agency about the persons referred to in paragraph 2 of Article 43 of this Law within 7 working days after submission. These persons have to be recruited provided they meet the requirements specified in the job description of a position.

**Article 12. Recruitment to the Office of Public Servants of Political (Personal) Confidence**

Recruitment to the office of public servants of political (personal) confidence shall be made without a competition by the choice of a state politician or a collegial state institution. Recruitment to this office shall be made for a period not exceeding the term of office of the state politician or collegial state institution, which has recruited him to office.

**Article 13. Recruitment to the Office of Public Managers**

1. Public managers shall be recruited by competition or on the basis of political (personal) confidence in the cases established by laws.

2. A person recruited to the office of a public manager by competition shall be examined in writing (a test) and orally (an interview). In the course of an interview, the
qualifications of a person to perform the functions specified in the job description of the position of a public servant shall be assessed.

**Article 14. Recruitment of Acting Public Servants**
1. Acting public servants shall be recruited to office without a competition.
2. Acting public servants shall be recruited to the position of a career public servant, who is temporarily unable to perform his duties, and hold office until the return of the temporarily absent career public servant, but for a period not exceeding three years.

**CHAPTER IV**

**DUTIES AND RIGHTS OF PUBLIC SERVANTS**

**Article 15. Duties of Public Servants**
1. Public servants must:
   1) comply with the Constitution and laws of the Republic of Lithuania;
   2) be loyal to the State of Lithuania and its constitutional order;
   3) respect human rights and freedoms, serve the public interests;
   4) duly perform the functions specified in the job description and timely carry out the tasks assigned;
   5) adhere to the principles and rules of ethics of public servants laid down in this Law and other legal acts;
   6) follow the internal regulations of state and municipal institutions and agencies;
   7) provide information about his work in accordance with the procedure prescribed by legal acts;
   8) learn in accordance with the procedure prescribed by this Law;
   9) refrain from using and refuse to allow to use official or work related information otherwise than set forth by laws or other legal acts;
   10) refrain from using state or municipal property for activities that are not related to work;
   11) refrain from participating in activities specified in Article 17 of this Law, which are incompatible with the office of a public servant, and from using office (work) time for other purposes, except for scientific and teaching activities at higher education establishments or qualification improvement institutions of public servants, and non-formal adult education.
2. Laws may also provide for other duties of public servants.

**Article 16. Rights of Public Servants**
1. Public servants shall have the right:
   1) to a career in the public service according to their qualifications. This right shall be guaranteed only for career public servants;
   2) to receive remuneration as set out by laws and other legal acts;
   3) to training in accordance with the procedure prescribed by this Law financed from the state and municipal budgets;
   4) to holidays as provided by this Law and other legal acts;
   5) to a state social insurance pension, social and other guarantees as set out by this Law and other legal acts;
   6) to strike, except for public servants holding the office of the head of a department at a state or municipal institution or agency or senior positions;
   7) to membership in trade unions, organisations or associations, also to membership in political parties or organisations, and to participation in political activities not during office (work) time.
2. When the term of appointment of a person to the office of a state politician, the term of the Seimas or the municipal council expires, or a person resigns or is dismissed from the office of a state politician, the person, who before appointment to the office of a state politician or before election to the office of a member of the Seimas or the municipal council was a public servant (except for public servants of political (personal) confidence), shall have the right, in accordance with the procedure prescribed by the Government, to re-establish the status of a public servant (except for a public servant of political (personal) confidence) within 3 months after the occurrence of the conditions specified herein, i.e. to be reinstated in his earlier position, or, if there is no possibility for that, be appointed to another position of the same category and grade. A public servant that has completed the mandatory primary military service or alternative national defence service shall be ensured the right to be reinstated in his former position at the same state or municipal institution or agency.

3. Public servants, who are members of trade unions, shall have the right to participate in dealing with the issues related to the evaluation of public servants, promotion, the imposition of disciplinary sanctions, as well as in organisational activities of trade unions. 10 hours of office (work) time per month shall be allocated for this purpose and remuneration shall be paid for this time.

3. Laws may also provide for other rights of public servants.

**Article 17. Activities Incompatible with the Office of a Public Servant**

A public servant must not:

1) be an elective (appointed) member of a body of an enterprise, with the exception of cases when he is elected or appointed as this member upon the authorisation of a state or municipal institution or agency, or receive remuneration or other payments for these activities, with the exception of cases provided by laws. Remuneration allocated for a public servant, who is an elected (appointed) member of a body of an enterprise, or other payments shall be transferred to the state budget, when a public servant is paid remuneration from the state budget, or to the municipal budget, when a public servant is paid remuneration from the municipal budget;

2) enter into contracts on behalf of the state or municipal institution or agency, at which he holds office, with individual (personal) enterprises, partnerships whose owner, general or limited partner are him or his spouse, close relative or a person related to this public servant by marriage, as well as with public companies where he or his spouse, close relative or a person related to him by marriage hold or under another person’s power of attorney manage over 10 percent of the authorised capital or shares;

3) represent Lithuanian and foreign enterprises, institutions or agencies or travel abroad, learn at the expense of enterprises or otherwise make use of the funds of these enterprises;

4) work as an employee, advisor, expert or consultant in private legal entities, state or municipal enterprises, public establishments, or get remuneration other than set out by this Law, with the exception of remuneration for work in commissions of elections of all levels and referendums and for work under contracts with election or referendum commissions, as well as for scientific and teaching activities at higher education establishments or qualification improvement institutions of public servants, for non-formal adult education, for the drafting of legal acts (provided this function is not specified in the job description of a public servant) when he is appointed by a resolution of the Seimas or a decision of the Board of the Seimas, an order of the Chairman of the Seimas, a decree of the President of the Republic, a resolution of the Government or an order of the Prime Minister to draft legal acts, also with the exception of the author’s fee for works which are considered objects of intellectual property rights;

5) hold more than one office of a public servant.
CHAPTER V
CAREER DEVELOPMENT OF PUBLIC SERVANTS

Article 18. Transfer of Career Public Servants to Senior Positions and Temporary Transfer to other Positions of Public Servants

1. A career public servant may be transferred to a senior position of a public servant without a competition by a decision of the person, who has admitted him to office, only in the case when this career public servant is evaluated by the Public Servants’ Evaluation Commission (hereinafter – the Evaluation Commission).

2. Where the work requires it, the person, who has recruited a career public servant to office, shall have the right to temporarily transfer a career public servant to another position of a career public servant at the same state or municipal institution or agency situated in the same or another location.

3. Where the work requires it, and upon agreement on this issue by heads of institutions or agencies, the person, who has recruited a career public servant to office, shall have the right to temporarily transfer a career public servant to another position of a career public servant at another state or municipal institution or agency situated in the same or another location.

4. A temporary transfer of a career public servant to another position shall be possible only upon his written consent, except for the cases of a state of war, a state of emergency or extraordinary situations.

5. A career public servant may not be transferred to another position on a temporary basis for a period exceeding one year within five years of his employment in the service.

6. A career public servant transferred to another position on a temporary basis shall be paid remuneration not less than his salary before his transfer.

Article 19. Transfer of Career Public Servants to Another Position at Lithuanian Diplomatic Missions, Consular Institutions and Missions at International Organisations, as well as to Foreign or International Institutions

1. A career public servant may, upon his written consent, be transferred to another position at Lithuanian diplomatic missions, consular institutions and missions at international organisations, as well as to foreign or international institutions, when he is sent to represent the Republic of Lithuania and to temporarily work in foreign or international institutions. Usually, a career public servant transferred in this way may hold another office for a period not exceeding three years, unless otherwise provided by an international treaty.

2. A career public servant may be transferred to another position pursuant to paragraph 1 of this Article, provided he meets the special requirements set out in the job description of the position he is transferred to.

3. The procedure for transferring career public servants to, and recalling from, the positions specified in paragraph 1 of this Article, specific features of remuneration and social guarantees during the service abroad shall be established by laws and other legal acts.

Article 20. Mobility of Career Public Servants

1. In the event of a vacant position of a career public servant, a career public servant may on his request be transferred to another position of the same or lower grade at the same or another state or municipal institution or agency.

2. The positions of two career public servants of the same grade may be interchanged on their request.

3. A career public servant may be transferred to another position in the cases specified in paragraphs 1 and 2 of this Article, provided he meets the requirements specified in the job description.
Article 21. Qualification Classes of Public Servants
1. There are three qualification classes of public servants, the first qualification class being the highest one, and the third being the lowest one.
2. While recruiting public servants to office, they may be granted, by way of evaluation, the third qualification class. In this case a term of 20 working days for notification set out in paragraph 5 of Article 22 shall not apply.

Article 22. Evaluation of Public Servants and their Performance
1. The aim of the evaluation of a public servant and his performance shall be to evaluate the performance and qualification of a public manager or a career public servant.
2. The performance of a career public servant during a calendar year shall be evaluated by his direct superior, while the performance of a public manager shall be evaluated by the person admitting the public manager to office or his authorised person. At the end of each calendar year the direct superior of the public servant, or the person admitting the public servant to office or his authorised person shall evaluate the performance of the public servant as outstanding, good or unsatisfactory. In the event the performance of the public servant is evaluated as outstanding or unsatisfactory, the public servant shall be evaluated by the evaluation commission.
3. A career public servant shall be evaluated by the evaluation commission set up by the head of a state or municipal institution or agency. Public managers, members of the evaluation commission and public servants of grades 18-20 shall be evaluated by the evaluation commission set up by the head of the Agency of the Public Service Management. The head of the Agency of the Public Service Management shall set up an evaluation commission from public servants of different state or municipal institutions or agencies. A municipality administrator, a municipality controller and members of the evaluation commission of public servants of municipal institutions or agencies shall be evaluated by the evaluation commission set up by a municipal council.
4. An evaluation commission shall be set up for 2 years. The evaluation commission shall consist of 5 or 7 public servants. Where there is a trade union at a state or municipal institution or agency, one member of the evaluation commission shall be a representative of the trade union at this state or municipal institution or agency.
5. The person, who has admitted a public servant to office, shall inform a public servant and the Agency of the Public Service Management about a future evaluation of this public servant at a state or municipal institution or agency not later than 20 working days prior to the beginning of evaluation. The head of the Agency of the Public Service Management or his authorised public servant may participate in the work of the evaluation commission of a state or municipal institution or agency as a member of this commission.
6. The evaluation commission may evaluate a public servant as outstanding, good or unsatisfactory. The evaluation commission shall have the right to invite the direct superior of the public service being evaluated to participate at its meeting.
7. Upon an outstanding evaluation of a public servant, the evaluation commission shall propose to the person, who has admitted the public servant to office, one of the following:
   1) to grant a higher qualification class to the public service;
   2) to transfer the career public servant to a senior position;
   3) to retain the same (highest) qualification class and the bonus received for this qualification class, if there is no possibility to offer a senior position in that state or municipal institution or agency.
8. Upon an unsatisfactory evaluation of a public servant, the evaluation commission shall propose to the person, who has admitted the public servant to office, one of the following:
   1) to improve the qualification of the public servant;
   2) to grant a lower qualification class to the public servant;
3) to transfer the career public servant to a lower position;
4) to dismiss the public servant from the service, if his evaluation is unsatisfactory two times in turn.

9. The solutions proposed by the evaluation commission, as indicated in point 1 of paragraph 7 and points 1, 2 and 4 of paragraph 8 of this Law, shall be binding on the person, who has admitted the public servant to office.

10. The public servant, whose performance has been evaluated as good by his direct superior, shall retain the same qualification class. If the evaluation of the performance of the public servant by his direct superior is good two years in turn, the public servant shall be evaluated only on his request.

11. The public servant, whose performance has been evaluated as outstanding by his direct superior, but the evaluation commission evaluates otherwise, shall retain the same qualification class.

12. The evaluation commission, upon an outstanding evaluation of a public manager, shall propose the solution referred to in point 1 of paragraph 7 of this Article, and upon an unsatisfactory evaluation of a public manager, shall propose the solution referred to in points 1, 2 or 4 of paragraph 8 of this Article.

13. If there are any doubts with regard to the performance of a public manager or a career public servant, or upon a written application of a public servant to be transferred to a senior position, an extraordinary evaluation of a public servant may be conducted on a written motivated proposal of the direct superior of the public servant and on a decision (order) of the person, who has admitted the public servant to office. An extraordinary evaluation of a public servant may be conducted not earlier than 6 months after the date of a regular evaluation of a public servant.

14. Pregnant or breast-feeding public servants shall be evaluated by the evaluation commission only on their request.

15. Decisions of the person, who has admitted a public servant to office, adopted according to the proposals of the evaluation commission may be appealed against in accordance with the procedure set out by the Law on Administrative Proceedings.

16. The procedure for granting qualifications classes of public servants, as well as the criteria for evaluating the performance of public servants and the procedure for evaluating public servants shall be established by the Government.

CHAPTER VI
REMUNERATION

Article 23. Remuneration
1. Remuneration of a public servant shall be comprised of:
   1) the basic salary;
   2) bonuses;
   3) additional pays.

2. The amount of bonuses and additional pays may not exceed 70 percent of the basic salary.

Article 24. Basic Salary
1. The basic salary shall be determined in accordance with the grade of a position and be the same for all the positions in the same grade.

2. The amount of the basic salary shall be determined by applying the coefficient of the basic salary. The coefficient to be applied to positions of every grade shall be established by this Law (Appendix). The unit of the coefficient of the basic salary shall be equal to the amount of
the minimum monthly salary (hereinafter – MMS) approved by the Government. The amount of the basic salary shall be calculated by multiplying the appropriate coefficient of the basic salary by the amount of MMS. The basic salary shall be rounded in such a way that the last digit is either 0 or 5.

3. For public servants having worked not all working days of a month or working on a part-time basis, remuneration shall be calculated in the following manner: the amount of the basic salary shall be divided by the number of working hours or days of that month according to the work schedule of a public servant or a state or municipal institution or agency; the calculated pay for a working hour or a working day shall be multiplied by the number of hours or days worked by the public servant.

Article 25. Bonuses
1. Public servants shall be paid the following bonuses:
   1) for the length of service for the State of Lithuania (hereinafter – the length of service);
   2) for a qualification class or qualification category;
   3) for an official rank;
   4) for a diplomatic rank.
2. A seniority bonus paid to public servants shall be 3 per cent of the basic salary for every three years of service for the State of Lithuania. The amount of this bonus may not exceed 30 per cent of the basic salary.
3. A bonus for the third qualification class shall be 15 percent, for the second qualification class – 30 percent, for the first qualification class – 50 percent of the basic salary.
4. The bonus specified in point 2 of paragraph 1 of this Article shall be granted until the following evaluation of a public servant. A public servant, which is evaluated in accordance with the procedure prescribed in paragraph 13 of Article 22 of this Law, shall be granted a bonus until his following evaluation.
5. The bonus specified in point 2 of paragraph 1 of this Article shall not be paid to public servants of political (personal) confidence.
6. Bonuses for an official rank or a qualification category may only be paid to statutory public servants in accordance with the procedure prescribed by statutes. Statutory public servants shall not be paid a bonus for a qualification class, except for public servants whose service is regulated by the Law on the Diplomatic Service.
7. The bonuses referred to in points 2, 3 and 4 of paragraph 1 of this Article shall not exceed 55 percent of the basic salary.

Article 26. Additional Pays
1. Public servants shall be eligible for the following additional pays:
   1) for work on days off, holidays and at night;
   2) for work under harmful, highly harmful and hazardous conditions;
   3) for activities, which exceed the usual workload, or for performing additional assignments beyond the set working hours. Additional assignments for a public servant shall be formulated in writing.
2. The additional pay specified in point 3 of paragraph 1 of this Article shall not be paid for a period exceeding one year after its granting, except for public servants of political (personal) confidence. If a public servant has to work under conditions referred to in point 3 of paragraph 1 of this Article for over one year, they shall be considered to have become of a permanent nature. In this case a question concerning an appropriate amendment to the job description of the position of the public servant shall be solved.
3. The additional pays specified in points 1, 2 and 3 of paragraph 1 of this Article shall not exceed 60 percent of the basic salary.
CHAPTER VII
INCENTIVES AND RESPONSIBILITY OF PUBLIC SERVANTS

Article 27. Incentives and Awards
1. In accordance with the procedure prescribed by this Law and other legal acts, public servants may be provided with incentives for irreproachable performance by the person, who has recruited them to office.
2. Public servants shall be provided with the following incentives:
   1) a note of appreciation;
   2) a personal gift;
   3) a lump sum in accordance with the procedure established by the Government.
3. For outstanding public service public servants may be recommended for state awards.
4. Incentives and state awards given to a public servant shall be entered in his personal file.

Article 28. Responsibility of Public Servants
Public servants shall incur disciplinary liability for misconduct in office. Public servants shall incur material liability for material damage caused to a state or municipal institution or agency.

Article 29. Disciplinary Sanctions
1. Disciplinary sanctions shall be imposed for misconduct in office, as set out by this Law.
2. A disciplinary sanction shall be imposed taking account of fault, the causes, circumstances and consequences of misconduct in office.
3. One of the following disciplinary sanctions may be imposed upon a public servant for misconduct in office:
   1) an admonition;
   2) a reprimand;
   3) a severe reprimand;
   4) dismissal from office.
4. Dismissal from office as a disciplinary sanction may be imposed for:
   1) involvement in activities which are incompatible with the public service;
   2) violation of the requirements of the Law on the Co-ordination of Public and Private Interests in the Public Service, with a view of receiving illegal income or privileges for oneself or others;
   3) absence from office (work) for one or several working days without a reasonable cause;
   4) being intoxicated with alcohol, drugs or toxic substances during office (work) hours, provided such conduct of a public servant insults human dignity or discredits the authority of a state or municipal institution or agency;
   5) other cases provided by laws.
4. It shall be allowed to dismiss from office for misconduct in office not specified in points 1-4 of paragraph 4 of this Article, provided a severe reprimand as a disciplinary sanction was imposed on a public servant before that at least once within the last 12 months.

Article 30. Imposition of Disciplinary Sanctions
1. A disciplinary sanction shall be imposed not later than within one month after the day of the disclosure of misconduct. The procedure for imposing disciplinary sanctions shall be
commenced on the initiative of a public manager or the direct superior of a public servant, or following the receipt of official information about misconduct in office by a public servant. A disciplinary sanction may not be imposed if a period of 6 months has expired from the day of the act of misconduct or from the day of the disclosure of continuous misconduct.

2. The terms referred to in paragraph 1 of this Article shall not include the time when the public servant was absent from work for reasons of illness or holidays.

3. One case of misconduct in office shall be punishable by only one disciplinary sanction.

4. When it becomes evident that misconduct in office has elements constituting a criminal offence or an administrative violation, the procedure for imposing disciplinary sanctions shall be suspended and the material of official investigation shall be referred to the institution, which is competent to investigate respective cases. If a criminal or administrative case is dismissed, or a person is exempt from criminal or administrative liability, the procedure for imposing a disciplinary sanction shall be continued and a disciplinary sanction shall be imposed not later than within one month after the occurrence of these conditions, provided that not more than one year has passed after the adoption of a decision by the institution, which is competent to investigate the respective case. If a term exceeding one year has expired, the procedure for imposing a disciplinary sanction shall be terminated.

5. Disciplinary sanctions shall be imposed by the person, who has admitted a public servant to office.

6. A decision to impose a disciplinary sanction may be appealed against in accordance with the procedure prescribed by the Law on Administrative Proceedings.

7. The procedure for imposing disciplinary sanctions on public servants shall be established by the Government.

Article 31. Expiration of a Disciplinary Sanction

1. A public servant shall be deemed not to have incurred a disciplinary sanction after the expiry of one year from the date of the imposition of a disciplinary sanction.

2. A disciplinary sanction may be lifted by a motivated decision of the person, who has imposed it, prior to the term specified in paragraph 1 of this Article or if the public servant is given a state award.

Article 32. Conditions of Material Liability and Procedure for Compensating for Damage

1. A public servant shall compensate for direct material damage caused by his illegal guilty act to a state or municipal institution or agency.

2. A public servant shall compensate in full for damage specified in paragraph 1 of this Article, provided he has caused it in performing internal administrative duties, but the amount of the damage to be compensated may not exceed 6 average salaries of the public servant.

3. A public servant may voluntarily compensate for the damage caused to a state or municipal institution or agency.

4. If a public servant has not compensated for damage in kind or in cash by bona fide mutual agreement, compensation for the damage caused may be deducted from the remuneration of the public servant, not in excess of the average salary, by a decision of the person, who has admitted this public servant to office. A decision on compensation for damage shall be taken not later than within one month after the day of the disclosure of damage. The part of damage, which is not compensated, shall be recovered by bringing an action in court.

5. When compensating for damage, the amount to be recovered may not exceed 20 percent of the salary to be paid to the public servant per month.

6. A public servant, disagreeing with the decision of the person, who has admitted him to office, concerning compensation for the damage caused to the state or municipal institution or agency, shall have the right to apply to the court. An application to the court shall suspend
Article 33. Right of Regress of State and Municipal Institutions and Agencies with Respect to a Public Servant who has Caused Damage

1. Any damage resulting from illegal actions of a state or municipal institution or agency shall be compensated in accordance with the procedure established by the Civil Code.

2. A state or municipal institution or agency that has compensated for the damage inflicted by a public servant shall have the right of regress with respect to the public servant, who has caused damage, to the compensation in the amount paid by it, but not in excess of 9 average salaries of the public servant. Compensation for damage shall be recovered from the remuneration of the public servant and may not exceed 20 percent of the salary to be paid to the public servant per month.

3. The head and members of a collegial state or municipal institution shall jointly and severally compensate a state or municipal institution or agency for the damage caused by decisions of this collegial institution that have been taken in violation of laws and other legal acts of the Republic of Lithuania. Those persons, who voted against such a decision or were not present at a meeting when this decision was taken and submitted a written application to the head of the institution within 7 days after they had learnt or should have learnt about such a decision, shall be exempt from an obligation to compensate for damage. The resignation or recall of the head or member of a collegial state or municipal institution from office shall not exempt them from compensation for the damage caused through their fault. Disputes concerning compensation for damage shall be settled by court.

Article 34. Removal from Office

1. The direct superior of a public servant, who has come to office (work) being intoxicated with alcohol, drugs or toxic substances, may prohibit him from working that day and suspend the payment of his salary. In other cases a public servant may be removed from office by his direct superior only on the grounds established by laws.

2. The direct superior of a public servant shall remove a public servant from office and suspend the payment of his salary on the basis of a written request of officials or a state or municipal institution or agency, which under laws have the right to removal. This request shall indicate the term for which a public servant is removed from office, as well as reasons and legal grounds for removal.

3. A public servant removed from office may, upon his consent, be transferred to a lower position, provided it is not in contradiction with the purpose of removal.

4. At the expiry of the term of removal, a public servant shall be reinstated in his earlier position, provided that removal has not given grounds for his dismissal from office.

5. A public servant, who, upon a written request of his direct superior or authorised state or municipal institutions or agencies or officials, has been removed from office unfoundedly, shall have the right to require compensation for damage in accordance with the procedure prescribed by laws.

CHAPTER VIII
SOCIAL AND OTHER GUARANTEES FOR PUBLIC SERVANTS

Article 35. Holidays of Public Servants

Types of holidays of public servants, their minimum duration, the procedure and conditions for granting holidays and paying for them shall be regulated by this Law and other laws.
Article 36. Annual Leave
1. Each year a public servant shall be granted a 28 calendar day annual leave.
2. A public servant with a record of more than five years of service for each subsequent three-year period of service shall be granted additional 3 calendar days of the annual leave; however, the total duration of the annual leave may not be longer than 42 calendar days.
3. An annual leave for the first year in the service shall usually be granted to a public servant after 6 month of service at that state or municipal institution or agency.

Article 37. Unpaid Leave
1. An unpaid leave for a period not exceeding 3 months for family reasons or other reasons may be granted by agreement between the person, who has admitted the public servant to office, and the public servant.
2. An unpaid leave for participation in elections of the members of the Seimas, the President of the Republic or municipal councils shall be granted in accordance with the procedure prescribed by laws.

Article 38. Leave for Qualification Improvement
1. A career public servant with a record of more than 3 months of service in that state or municipal institution or agency may, by agreement between him and the person, who has admitted him to office, be granted a leave of up to one year for qualification improvement. In this case a career public servant shall retain his position in the public service, but he shall not receive the established salary.
2. A career public servant may avail him of the leave specified in this Article not more than once in five years.

Article 39. Leave in Relation to the Transfer of a Public Servant to Another Position
1. A career public servant, in relation to the transfer to another position in another location as specified in Article 18 of this Law and the transfer to another position at Lithuanian diplomatic missions, consular institutions and missions at international organisations, as well as to foreign or international institutions as specified in Article 19, shall be allowed up to 5 working days off for relocation. For this period a career public servant shall be paid his average salary calculated in accordance with the procedure prescribed by the Government.
2. The relocation expenses shall, in accordance with the procedure prescribed by the Government, be covered by the state or municipal institution or agency, to which a public servant has been transferred, except for expenses for those transferred to foreign and international institutions.

Article 40. State Social Insurance, Health Insurance and Pensions
1. Public servants shall be subject to obligatory state social insurance and obligatory health insurance in accordance with to the procedure and conditions laid down in the Law on State Social Insurance and other laws regulating different types of state social insurance, as well as the Law on Health Insurance.
2. Public servants shall be granted and paid a state social insurance pension in accordance with the Law on State Social Insurance Pensions.
3. Obligatory contributions of state social insurance pensions for the spouse of a public servant working at diplomatic missions and consular agencies of the Republic of Lithuania abroad for the period spent abroad together with the public servant working at a diplomatic mission or consular agency of the Republic of Lithuania shall be paid in accordance with the procedure and conditions laid down in the Law on State Social Insurance and other laws or legal acts. This provision shall not apply when the spouse of the public servant gets employed.
4. The period spent by the spouse abroad together with a public servant working at a diplomatic mission or consular agency of the Republic of Lithuania shall be included into the period of state social insurance of the spouse of the public servant, provided that the set contributions of state social insurance of the Republic of Lithuania have been paid for that period.

**Article 41. Severance Pays and Compensations**

1. A public servant dismissed from office for reasons specified in points 12 and 13 of paragraph 1 of Article 44 of this Law shall, on the day of his dismissal from office, be paid a severance pay in the amount of 2 his monthly average salaries. A public servant of political (personal) confidence dismissed from office for the reason specified in point 6 of paragraph 1 of Article 44 of this Law shall, on the day of his dismissal from office, be paid a severance pay in the amount of 1 his monthly average salary.

2. A public servant dismissed from office pursuant to point 9 of paragraph 1 of Article 44 of this Law shall be paid a severance pay in the amount of the average salary he received until the cancellation of the position, taking account of the length of service of the public servant in a state or municipal institution or agency (the length of service at a state or municipal institution or agency shall also include the period during which the public servant was transferred to another position in the cases specified in Articles 18, 19 and 20 of this Law, as well as in the cases specified in paragraph 1 of Article 43 when the public servant was transferred to another position before the cancellation of the position):
   1) up to five years – of 2 months;
   2) from five to ten years – of 3 months;
   3) from ten to twenty years – of 4 months;
   4) over twenty years – of 6 months.

3. Severance pays specified in paragraph 2 of this Article shall be paid by the state or municipal institution or agency, the head whereof has taken a decision concerning the cancellation of the position. If the position is cancelled by a resolution of the Seimas or Government, severance pays shall be paid by an institution or agency authorised by the law or a resolution of the Government.

4. The payment of the severance pay specified in paragraph 2 of this Article shall start after one month from the day of the dismissal of a public servant and be paid in equal parts every month. Its payment shall be terminated when a person assumes a position of a public servant. If a person assumes office not on the first day of a month, a severance pay shall be paid only for the days of the month until the admission to a position of a public servant.

5. Public servants, appointed to office at diplomatic missions and consular institutions of the Republic of Lithuania, or transferred to another position at Lithuanian diplomatic missions, consular institutions and missions at international organisations, as well as in foreign or international institutions, shall, in accordance with the procedure established by the Government, receive reimbursement of the expenses related to their work abroad, and of the maintenance of their spouses and children (foster children), accompanying the appointed public servants abroad.

**Article 42. Length of Service**

1. Pursuant to this Law, the length of service shall consist of the number of years served for the State of Lithuania from 11 March 1990 in the office of a public servant, including the positions specified in points 1 to 6 of paragraph 3 of Article 4 of this Law (except for members of municipal councils, who were not a mayor and deputy mayor). The length of service shall be calculated from the beginning of the service (work) of a public servant at state and municipal institutions and agencies or from the day of appointment (election) to office in the public service in accordance with the procedure prescribed by this Law and other laws. The length of
service (work) at different periods at state and municipal institutions and agencies shall be added up. The length of service shall also include the time of annual, pregnancy and maternity, childcare leaves and leaves granted under Articles 37 and 38 of this Law, as well as the period of the receipt of sickness or injury benefits. Taking account of the length of service, the amount of the bonus specified in point 1 of paragraph 1 of Article 25, and the duration of the annual leave specified in Article 39 of this Law shall be determined.

2. The procedure for calculating the length of service shall be established by the Government.

**Article 43. Other Guarantees**

1. A career public servant, whose position is being cancelled, shall be appointed to another position of a career public servant of the same category and grade, or to a position of a lower grade if there is no such position and the servant gives his consent. If prior to the cancellation of the position a career public servant is not appointed to another position, he shall be dismissed from office. A career public servant shall be notified in writing of the cancellation of the position not later than 2 months prior to the cancellation of the position. A disabled person, a pregnant woman (in the event of the liquidation of a state or municipal institution or agency), a woman and/or man raising children (a child) under 14 years of age, as well as a person, who will be entitled to a full old age pension in not more than five years, shall be notified in writing of the cancellation of the position 4 months in advance.

2. A former career public servant (except for career public servants who have reached 62 years and 6 months), dismissed from office as a result of the cancellation of the position, shall be offered a vacant position of a career public servant of the same or lower grade within 6 months from the day of dismissal from office in accordance with the procedure established by the Government, provided that person meets the requirements laid down in Article 9 of this Law.

3. A public servant, which perished in performing his duties, died abroad in the course of his duties, shall be given a burial at state expenses. Expenses related to the transportation of the body of a public servant, who died abroad in the course of his duties, to Lithuania shall be paid by the state in accordance with the procedure prescribed by legal acts. The description of burial expenses financed by the state shall be determined by the Government or its authorised institution. The family of a public servant, who perished, shall be paid a lump sum benefit in the amount of 12 monthly average salaries he received. This benefit shall be paid irrespective of a funeral grant paid by the State Social Insurance Fund.

4. Public servants shall be guaranteed the position held and the established salary:
   1) when public servants are sent by a decision of the head of a state or municipal institution or agency for training provided by this Law;
   2) when public servants are sent to a business trip – for the working days on a business trip and the time spent on travelling during a business trip;
   3) when public servants on a summons or subpoena have gone to the court or law enforcement or control (supervision) authority;
   4) when public servants on a notice have left for the draft board;
   5) when public servants are called up for training, exercises or duty assignments under the Law on Military Conscription. When a public servant is in the mandatory primary military service or alternative national defence service, he shall only be guaranteed the position held;  
   6) in the event of the death of their next of kin - up to 3 working days;
   7) for medical donors – during the working days when they must be given time off work in accordance with the procedure prescribed by legal acts;
   8) when public servants, with the consent of their direct superior, have gone to a health care institution or to a state or municipality institution or agency – up to one working day.

5. The position held shall be guaranteed when a career public servant is not able to
perform his duties due to the mandatory primary military service or alternative national defence service, leave for qualification improvement, maternity or child care leave, due to temporary transfer to another position, due to transfer to another position at Lithuanian diplomatic missions, consular institutions and missions at international organisations, as well as to foreign or international institutions. Spouses of career public servants accompanying career public servants transferred to another position at Lithuanian diplomatic missions, consular institutions and missions at international organisations, as well as to foreign or international institutions shall be guaranteed their office held, provided they were career public servants before their leave.

6. A public servant shall have the right to be reimbursed for the expenses related to his business trip in accordance with the procedure established by the Government.

7. The public service of a public manager or a career public servant, which have reached 62 years and 6 months, may be extended. The service of a public servant, which has reached this age, may be extended by the person, who admitted him to office. He shall notify the Agency of the Public Service Management of the future extension of the service not less than 10 calendar days prior to the day of the extension of the service. The term of the service of a public manager or a career public servant shall be extended for up to one year and the total extended term of the service may not exceed five years.

8. Public servants, who are in difficult financial position due to their sickness, sickness or death of family members, natural disaster or loss of property, may be granted an allowance in the amount of up to 5 MMS. An allowance shall be granted by the person, who has admitted the public servant to office, from the funds allocated to a state or municipal institution or agency for remuneration. An allowance to a public manager shall be granted from the funds allocated for remuneration at his institution.

9. Public servants, sent by a state or municipal institution or agency on a foreign business trip, shall be subject to accident insurance and health insurance. Insurance expenses shall be covered by a state or municipal institution or agency sending a public servant on a foreign business trip from its budgetary funds.

10. Other laws may provide for other guarantees as well.

CHAPTER IX
DISMISSAL OF PUBLIC SERVANTS FROM OFFICE

Article 44. Dismissal of Public Servants from Office
1. A public servant shall be dismissed from office in the following cases:
   1) he resigns;
   2) a municipality controller or a public servant of the municipality administration assumes a position of a member of the council of the same municipality, or a representative of the Government assumes a position of a member of the council of the municipality, the administrative supervision over which he is exercising;
   3) he loses the citizenship of the Republic of Lithuania;
   4) he has not acquired the education necessary for the position held within the period set out in the Law Implementing the Law Amending the Law on Public Service;
   5) the term of office of a public manager admitted to office before entry into force of this Law expires;
   6) the term of the appointment of an acting public servant to the office of a career public servant temporarily unable to perform his duties expires, or a public servant reaches 62 years and 6 months, or the term of the extension of his service expires, or the mandate of the state politician or collegial state authority, which has admitted a public servant of political (personal) confidence to office, expires;
7) a public servant of political (personal) confidence loses the confidence of the state politician or collegial state authority, which has admitted him to office;

8) it becomes clear that while entering the public service he submitted forged documents, or that while entering the public service he concealed or presented false data, which made him not eligible for the office of a public servant;

9) the position of a public servant is being cancelled;

10) the evaluation commission has evaluated the performance of a public servant as unsatisfactory 2 times in turn and recommends to dismiss him from the service;

11) a public servant, dismissed from the mandatory primary military or alternative national defence service, does not return to the position held in the public service for over 2 months;

12) a public servant, who held this position before, is returned to this position by a court decision, or it becomes clear that in admitting a public servant to office the requirements laid down in this Law were violated and these violations cannot be eliminated;

13) he is absent from work due to temporary incapacity for more than 120 calendar days in succession or more than 140 days during the last twelve months, unless laws provide that in the case of certain illnesses the position shall be retained for a longer period, or when a public servant is not able to hold his position according to a conclusion of a medical or disability commission;

14) a public servant is, in accordance with the procedure prescribed by laws, deprived of special rights related to the performance of his direct duties;

15) a disciplinary sanction, namely, dismissal from office, is imposed;

16) a court sentence imposing a penalty upon him for a major crime or a crime against the public service, or a penalty barring him from discharging his duties becomes effective;

17) he refuses to conclude an employment contract, when his position is not assigned to positions of public servants.

2. A public servant of political (personal) confidence shall be dismissed from office on the last day of the mandate of the state politician, who has admitted him to office, or at the first meeting of a newly formed collegial state authority.

3. A public servant intending to resign must notify thereof the person, who has recruited him to office, not later than 14 calendar days beforehand.

4. A public servant may not be dismissed from office during a period of temporary inability and holidays, except in the cases specified in points 1, 6, 8, 13, 14 and 16 of paragraph 1 of this Article.

5. A pregnant public servant, as well as a public servant during a period of a leave for taking care of a child under three years may not be dismissed from office for the reasons specified in points 4, 9 (except for cases when a state or municipal institution or agency is liquidated), 10, 12, 13 and 15 of paragraph 1 of this Article.

6. Disputes over the dismissal of a public servant from office shall be investigated in accordance with the procedure prescribed by the Law on Administrative Proceedings.

CHAPTER X
TRAINING OF PUBLIC SERVANTS

Article 45. Types of Training for Public Servants

1. Public servants shall be provided with the following types of training:

1) initial training, i.e. the acquisition of knowledge and the development of skills of public servants admitted to a position of a career public servant. Initial training shall consist of training in accordance with programmes common for all the public servants of the same grade. Career public servants, upon assuming office, shall complete general initial training
programmes within a year after their admission to office, provided they have not completed them beforehand;

2) improvement of qualifications (in-service training), i.e. continuous studies, the improvement of special professional knowledge and the strengthening of administrative skills and capacities at the initiative of the public servant or a state or municipal institution or agency during the entire term of office or when seeking promotion in the public service. Public servants, upon assuming positions of grades 18-20, shall complete the approved training programmes for public servants of grades 18-20 within two years after their appointment to this office.

2. Training programmes for public servants shall be developed according to the requirements for the content of training programmes set by the Minister of the Interior. General in-service training programmes in the areas of European integration and human resource management, training programmes for public servants of grades 18-20 shall be developed, and the training of public servants according to these programmes shall be carried out by the Lithuania Institute of Public Administration. Other training programmes shall be developed, and the training of public servants according to these programmes shall be carried out by qualification improvement institutions of public servants approved in accordance with the procedure established by the Minister of the Interior.

Article 46. Financing of the Training of Public Servants

1. The training of public servants shall be financed by the state and municipalities. The state and municipal budgets shall allocate funds for the training of public servants of state and municipal institutions and agencies. These funds shall make up not less than 1 percent and not more than 5 percent of allocations for the remuneration of public servants.

2. If the duration of a training course exceeds 3 months and training is financed from the state or municipal budgets, a contract shall be concluded with a public servant concerning the return of the funds allocated for training. This contract shall provide that funds shall be returned by a public servant provided he:

   1) resigns from the office of a public servant less than one year after the end of training;
   2) is dismissed from office as a result of a disciplinary sanction.

3. A person dismissed from the office of a public servant, with whom a contract for the return of the funds allocated for training has been concluded, shall within 6 months after his dismissal refund the training-related expenses incurred by a state or municipal institution or agency to the relevant state or municipal institution or agency. If a person fails to refund the expenses related to his training, the state or municipal institution or agency shall apply to the court for recovery of these funds.

4. The training of public servants aiming at improving their qualifications may be financed from funds not specified in part 1 of this Article.

Article 47. Organisation of the Training of Public Servants

1. The priority objectives of the training of public servants and the priority training groups of public servants shall be foreseen in the strategy for the training of public servants approved by the Government.

2. The training of public servants at state and municipal institutions and agencies shall be organised by, and be the responsibility of persons recruiting public servants to office.

3. The procedure for organising the training of public servants shall be established by the Minister of the Interior.

CHAPTER XI

MANAGEMENT OF THE PUBLIC SERVICE
Article 48. General Management of the Public Service
1. The general management of the public service shall be performed by:
   1) the Government;
   2) the Minister of the Interior.
2. The Government shall:
   1) implement the policy of the public service;
   2) perform other functions of the general management of the public service laid down by this Law and other legal acts.
3. The Minister of the Interior shall:
   1) submit to the Government draft legal acts related to the public service;
   2) co-ordinate control over the implementation of this Law and related legal acts;
   3) perform other functions of the general management of the public service laid down by this Law and other legal acts.

Article 49. Agency of the Public Service Management
1. The Agency of the Public Service Management shall be an agency under a ministry.
2. The Agency of the Public Service Management shall:
   1) control the implementation of this Law and related legal acts;
   2) manage the register of public servants;
   3) draft legal acts related to the public service;
   4) ensure an integral system for managing the public service staff and planning the career development of public servants;
   5) approve training programmes for public servants;
   6) co-ordinate the implementation of the strategy for the training of public servants;
   7) investigate disputes related to the status of public servants and put forward conclusions and proposals on these issues to state and municipal institutions and agencies;
   8) prepare information about the public service and submit it to state and municipal institutions and agencies;
   9) perform other functions laid down by this Law.
3. The Agency of the Public Service Management shall have the right to request and receive from state and municipal institutions and agencies information that is necessary to perform its functions.

Article 50. Register of Public Servants
1. The Register of Public Servants shall be a public register. It shall be instituted and managed in accordance with the procedure prescribed by the Law on Public Registers, the Law on the Legal Protection of Personal Data, and other legal acts.
2. The Register of Public Servants shall store data on:
   1) structures, vacant and occupied positions of public servants at state and municipal institutions and agencies;
   2) public servants and their remuneration;
   3) persons working at state and municipal institutions and agencies under employment contracts and receiving remuneration from the state, municipal budgets and state monetary funds, as well as their remuneration;
   4) persons with higher education in the field of public administration;
   5) persons, whose right to hold a position of a public servant has been restrained by court.
3. State and municipal institutions and agencies, higher schools shall provide data on persons, who have acquired higher education in the field of public administration, to the register of public servants.
Article 51. Certificate of a Public Servant
1. A certificate of a public servant shall be issued to a person, recruited to a position of a public servant, by a person, who has recruited him to office.
2. Certificates of a public servant shall be issued on the basis of data in the Register of Public Servants.
3. The form of a certificate of a public servant and the procedure for the issuance thereof shall be approved by the Minister of the Interior.

Appendix to
Republic of Lithuania
Law on Public Service

GRADES OF POSITIONS OF PUBLIC SERVANTS OF THE REPUBLIC OF LITHUANIA AND COEFFICIENTS OF BASIC SALARIES

Expressed in the amounts of the minimum monthly salary

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</table>

Article 2. Entry into Force and Implementation of the Law
The procedure for the entry into force and implementation of this Law shall be established by the Law of the Republic of Lithuania Implementing the Law Amending the Law on Public Service.

I hereby promulgate this Law enacted by the Seimas of the Republic of Lithuania.

PRESIDENT OF THE REPUBLIC

VALDAS ADAMKUS