



NATIONAL EDUCATIONAL UNIVERSITY

University Internal regulations



Article 1. Scope of application

1.1. These internal regulations are a collection of legal and disciplinary rules that establish the working conditions of the personnel of the “Neu - National Educational University” (hereinafter the “University”), the rules of conduct of personnel on the territory of the University, and establish appropriate disciplinary liability for violation of the established rules.

1.2. University personnel are obligated to comply with these internal regulations, as well as all other legal acts of the University that relate to the relationship between employee and employer.

Article 2. General provisions

2.1. The University's Internal Regulations (hereinafter the "Internal Regulations") have been developed in accordance with the requirements of the current legislation of Georgia and apply to academic, scientific, invited, administrative and support staff.

2.2. The objectives of the internal regulations are:

- A. Employee support;
- B. Ensuring compliance with labor discipline;
- C. Establishing a conscientious attitude;
- D. Rational use of working time;
- E. Increasing the efficiency of performing official duties.

2.3. The internal regulations define

- A. Working hours and break times;
- B. Rules for issuing salaries and travel allowances;
- C. Rules for issuing business trips for employees;
- D. Rules and conditions for using leave by employees;
- E. Rights and obligations of employees;
- F. Basic rights and obligations of the university;
- G. Types of employee incentives and the rules for their use;

H. Other requirements provided for by the Labor Code of Georgia and all other laws.

Article 3. Employment Contract/Working Conditions of Personnel

3.1. The University concludes an employment contract with the University personnel, which determines:

- a. Working conditions of the personnel;
- b. Rules for remuneration and other rights and obligations between the employer and the employee.

3.2. The terms of the employment contract comply with the requirements of the Labor Code of Georgia and all other laws regulating labor relations.

Article 4. Working hours

4.1. The University has a six-day work week from Monday to Saturday;

4.2. Taking into account the requirements of the educational process, the staff is allowed a 6 (six) day work week with the addition of Saturday, although there may be exceptional cases and an additional day may be required;

4.3. The start and end times of work are determined from 10:00 to 18:00. The start and end times of work for academic staff and invited staff are related to the fulfillment of other obligations stipulated by the employment contract (other provisions may be made);

4.4. The working hours of the library are determined independently in accordance with the library regulations (rules of use);

4.5. The duration of working hours between the University and the staff may be determined by mutual agreement;

4.6. The break may be extended by one hour. Employees of the structural unit are obliged to distribute the break time in such a way as not to disrupt the work process;

4.7. Lectures at the university begin at the beginning of the hour and last 50 minutes;

4.8. Staff members are entitled to 24 (twenty-four) working days of paid leave during the year. An application for leave shall be submitted to the Human Resources Management Service at least five working days in advance, and then the rector of the university shall consider the issue of satisfying the said request;

4.9. A person who is unable to report to work due to health problems is obliged to notify the Human Resources Management Service of the university about this and, upon reporting to work, present a relevant certificate. If an employee is unable to present a health certificate or misses work for other personal reasons, he is obliged to request leave;

4.10. The use of leave by staff members shall not disrupt the work process of the university;

4.11. The employee has the right to request leave after eleven months of employment. However, by the decision of the Rector, the staff may be granted leave before the expiration of the specified period;

4.12. It is not allowed for employees of the same structural unit to go on leave simultaneously. The head of the relevant structural unit of the university/Human Resources Management Service is responsible for this;

4.13. The rules and conditions for granting leave due to pregnancy and childbirth, child care, as well as adoption of a newborn are determined in accordance with the current legislation of Georgia.

Article 5. Days off

5.1. The University's day off is Sunday, except for the cases specified in Article 4, Clause 4.2.

5.2. The University shall have a day off on the days off established by the Labor Code of Georgia;

5.3. By order of the Rector and at his discretion, in the event of significant grounds, days off may be determined at the University that are not provided for by the Labor Code.

5.4. The University's management is authorized, if necessary, to perform the work specified in the contract, to require the personnel to perform work outside the daily normalized working hours specified by the legislation and these internal regulations and/or to call them on holidays and days off.

5.5. A University employee is authorized to remain at the University on his own initiative and use the University's material and technical base for the timely and complete performance of tasks within his competence.

Article 6. Business travel of employees

6.1. A business trip is a decision by the university to send an employee to another job, based on the interests of the job;

6.2. The issue of business trips of relevant personnel is decided by the university rector and an order is sent to the university's financial and material resources department and human resources management department;

6.3. In the event of a business trip, the university is obliged to fully reimburse the employee for the expenses related to the business trip, within the limits established by the legislation of Georgia.

Article 7. Personnel rights and obligations

7.1 The academic staff consists of a professor, associate professor, assistant professor and assistant;

7.2. Professors participate in the educational process and scientific research and/or conduct them, while an assistant professor, associate professor or assistant professor, under the guidance of an assistant professor, carries out classroom (group/practical/laboratory work) and research work within the framework of the ongoing educational process in the main educational unit;

7.3. An academic official may be affiliated with the university.

Article 8. Remuneration of personnel

- 8.1. The remuneration of academic and invited staff is determined by the employment contract concluded with them and corresponds to their workload;
- 8.2. The remuneration of administrative and support staff is determined by the employment contract concluded with them and corresponds to their qualification requirements;
- 8.3. The University does not compensate for holidays established by the Labor Code of Georgia;
- 8.4. The remuneration of University staff is carried out once a month, by the 10th (tenth) of each month;
- 8.5. The remuneration of work performed by research supervisors/consultants, reviewers and, if necessary, other experts is carried out under the terms provided for in the relevant contract.

Article 9. Lateness to work/absence from work

- 9.1. Lateness to work by university personnel is considered to be the arrival at work later than the time agreed upon between the university and the personnel;
- 9.2. Arriving at work no more than 15 minutes later than the time agreed upon for the performance of work is automatically considered honorable and in this case, the sanctions provided for in these internal regulations are not subject to application;
- 9.3. Leaving work before the end of working hours is equivalent to lateness to work;
- 9.4. Arriving at a lecture by academic and invited personnel 5 (five) or more minutes late from the start of the lecture will be considered lateness;
- 9.5. In case of lateness to work or absence, the personnel is obliged to immediately inform the head of the Human Resources Management Service of the university of the reason for the absence and also, in order to ensure the continuity and efficiency of the university's activities, the personnel is obliged to provide information about the work that must be performed immediately;
- 9.6. In case of missed hours and working time due to an unjustified reason, the University reserves the right not to compensate for the missed hours;
- 9.7. Systematic tardiness and systematic absence by the personnel shall be considered as 3 (five) or more cases of late arrival at the workplace, 3 (three) or more cases of absence from the workplace during a full calendar month;
- 9.9. According to paragraph 8.7. of the same article, the University is authorized to initiate disciplinary proceedings against a person violating the established norms.

Article 10. Honorable time and non-honorable time

10.1. In case of delay or absence from work, the staff is obliged to immediately inform the head of the University's Human Resources Management Service of the reason for the absence;

10.2. Lateness to work or absence from work by the staff will be considered honorable if the immediate supervisor satisfies the staff's oral or written application regarding the delay or absence;

10.3. A document/information confirming the honorable reason for the absence from the lecture must be submitted to the dean of the relevant school;

10.4. In cases of absence/absence for an unjustified reason, the disciplinary measure specified by the legislation and relevant regulations of the University may be applied to the staff.

Article 11. Responsibility and encouragement of personnel

11.1. University employees are encouraged for conscientious and exemplary performance of their duties, for long-term and exemplary work at the University, and taking into account the results of personnel evaluation;

11.2. The types of incentives are:

- premium;
- Material and non-material rewards;
- Expression of gratitude;
- Awarding with a paid gift;
- Other types of incenti.

Article 12. Disciplinary liability

12.1. Disciplinary liability is applied to students and staff of the University in case of disciplinary misconduct on the territory of the University;

12.2. The decision on the application of disciplinary punishment for violation of the University's internal regulations or the Code of Ethics is made in accordance with the procedure specified in the University's Code of Ethics and the Code of Disciplinary Liability.

Article 13. Ensuring the observance of labor discipline

13.1. The University ensures the creation of healthy and safe working conditions for employees, as established by the Labor Code of Georgia and other normative acts. To ensure this, the University has a Labor Safety Officer who ensures the creation of a safe working and learning environment at the University;

13.2. After the end of working hours, the employee is obliged to turn off the power supply to computers and other electrical devices, including lighting devices.

Article 14. Ensuring the safety and health of university staff and students

14.1. In order to ensure the safety and health of staff and students, there are:

- Fire safety. For this purpose, fire extinguishers are placed in a visible place in the administrative building;
- An evacuation plan is posted in a visible place in the administrative building of the university;
- The university is provided with mechanisms for providing first aid, in particular, a first-aid station with appropriate inventory is arranged in the auditorium of the administrative building;
- The university has mechanisms for ensuring order. In particular, a security guard is employed under a contract, who systematically monitors the safety of students and employees during the educational process;
- The university territory is monitored by twenty-four-hour video surveillance devices/cameras.

Article 15. Allocation of lecture time

15.1. The academic year at the University is divided into two semesters: autumn and spring;

15.2. The duration of each semester is 19 (nineteen) weeks;

Article 16. Procedure for dismissal from service

16.1. The application for dismissal shall be filed with the Human Resources Management Service of the University in the name of the University Rector;

16.2. The Human Resources Management Service shall forward the application to the University Rector for response within 5 (five) working days;

Article 17. Internal employee communication system

17.1. University personnel use the electronic document management system - "eflow" for internal communication;

17.2. University personnel use corporate e-mail for communication;

Article 18. The concept of discrimination in employment relations

18.1. Labor relations at the University are based on equality, mutual respect, good faith and openness between the employer and the employee;

18.2. Any kind of discrimination, intentional or negligent distinction or exclusion of a person or granting him/her preference on the basis of race, skin color, language, ethnic or social affiliation, nationality, origin, property or rank, employment contract status, place of residence, age, gender, sexual orientation, disability, health status, religious, social, political or other association (including trade union) membership, marital status, political or other opinion or any other grounds that aim at or result in the denial of equal opportunities or treatment in employment and professional activities and the principles of collegiality are prohibited. In labor and pre-contractual relations, including when publishing a vacancy announcement and at the selection stage, rejection or encroachment.

18.3. It is necessary to maintain the gender balance of employees employed at the university.

Article 19. Final provisions

19.1. This Regulation is approved by the University Senate;

19.2. This Regulation of the University shall enter into force upon signing;

19.3. The adoption, cancellation, amendments and additions to the Regulation shall be carried out by the Senate;

19.4. This Regulation shall cease to be valid upon the approval of a new Regulation.