



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

Article 2. General provisions

2.1. The internal regulations of the University (hereinafter referred to as 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 personnel.

2.2. The objectives of the internal regulations are:

- A. Support for the employee;
- 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 determine:

- A. Working time and break time;
- B. The procedure for issuing salary and travel allowances;
- C. The procedure for issuing business trips for employees;
- D. The procedure and conditions for using leave by employees;

E. The rights and obligations of employees;

F. The basic rights and obligations of the university;

G. Types of employee incentives and the procedure 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 staff, which determines:

A. Working conditions of the staff;

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 working week from Monday to Saturday;

4.2. Taking into account the requirements of the educational process, the staff is allowed a 6 (six) day working 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. For academic staff and invited staff, the start and end times of work 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 at the same time. 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 child are determined in accordance with the current legislation of Georgia.

Article 5. Days off

5.1. Sunday is a day off at the University, except for the cases specified in Article 4, paragraph 4.2.;

5.2. The University is closed on weekends established by the Labor Code of Georgia;

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

5.4. The University 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 weekends;

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 trip of employees

6.1. Business trip is the sending of an employee to another job, based on the interests of work, by the decision of the university;

6.2. The issue of business trip of the relevant personnel is decided by the rector of the university and the order is sent to the financial and material resources service of the university and the human resources management service;

6.3. In the case of 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. Rights and obligations of personnel

7.1 Academic personnel consists of professors, associate professors, assistant professors and assistants;

7.2. Professors participate in the educational process and scientific research and/or conduct them, and under the guidance of an assistant professor, associate professor or assistant professor, carry 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 personnel is determined by the employment contract concluded with them and corresponds to their workload;

8.2. The remuneration of administrative and support personnel is determined by the employment contract concluded with them and corresponds to their qualification requirements;

8.3. The university does not pay for holidays established by the Labor Code of Georgia;

8.4. University personnel are paid once a month, by the 10th (tenth) of each month;

8.5. Remuneration for work performed by research supervisors/consultants, reviewers and, if necessary, other experts is carried out under the terms and conditions stipulated in the relevant contract.

Article 9. Lateness to work/missing work

9.1. Lateness to work by university personnel is considered to be late arrival at work after the time agreed upon between the university and the personnel;

9.2. Arrival 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 by these internal regulations are not subject to application;

9.3. Leaving work before the end of working hours is tantamount to late arrival at work;

9.4. Lateness to a lecture will be considered if academic and invited personnel arrive 5 (five) or more minutes late from the start of the lecture;

9.5. In case of lateness or absence from work, the personnel is obliged to immediately inform the head of the University's Human Resources Management Service 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 to be performed immediately;

9.6. In case of hours and working time missed for an unjustified reason, the University reserves the right not to compensate for the missed hours;

9.7. Systematic lateness and systematic absence by personnel will be considered 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;

9.8. of the same article. According to the paragraph, the university is authorized to initiate disciplinary proceedings against a person who violates 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 non-appearance to 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. Encouraging the staff

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

11.2. Types of incentives are:

- Bonus;
- Material and non-material awards;
- Expression of gratitude;
- Awarding with a paid gift;
- Other types of incentives.

Article 12. Disciplinary liability

12.1. Disciplinary liability is applied to university students and staff 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 compliance with labor discipline

13.1. The University ensures the creation of healthy and safe working conditions for employees 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 of computers and other electrical devices, including lighting devices.

Article 14. Ensuring the safety and health of University personnel and students

14.1. In order to ensure the safety and health of personnel 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 has mechanisms for providing first aid, in particular, a first-aid station with appropriate equipment is located 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. Distribution of lecture time

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

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

Article 16. Rules for dismissal

16.1. An application for dismissal is 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 communication system of employees

17.1. University personnel use the electronic document circulation system - “eflow” for internal communication;

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

Article 18. The concept of discrimination in labor relations

18.1. Labor relations at the University are based on equality, mutual respect, honesty 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 infringement.

18.3. It is necessary to maintain the gender balance of employees employed by the University.

Article 19. Final Provisions

19.1. This Regulation is approved by the University Senate;

19.2. This University Regulation comes into force immediately after signing;

19.3. The adoption, cancellation, amendment and addition of the Regulation are carried out by the Senate;

19.4. This Regulation loses its force in the event of approval of a new Regulation.