



EEU

# Internal Rules

## Chapter I

### General Provisions

#### Article 1. Goals of Internal Rules

1. The internal rules of the East European University (hereinafter - the University) determines:
- a) The duration of the working week, daily hours of work (start; end), working in shifts - the duration of the shift;
  - b) Duration of holiday;
  - c) Time, place and rule of payment of labor remuneration (salary);
  - d) The duration and giving rule of the paid leave;
  - e) Duration and giving rule of unpaid leave;
  - f) Rules of protection of labor conditions;
  - g) The form of encouragement and responsibility and the rules of use;
- and aims at:
- a) Providing protection of labor discipline;
  - b) Regulation of the relationship regarding the performance of their job between the university and personnel employed in the university, taking into consideration the requirements established by the legislation of Georgia;
  - c) Promotion of implementation of personnel rights and freedoms;
  - d) Fair compensation of labor;
  - e) Creation of safe and healthy conditions for staff;
  - f) Expressing and protecting human rights and freedoms, legitimate interests in relation to personnel and third persons;
  - g) Ensuring the protection of ethical norms at work.

#### Article 2. Source of Internal Rule

The present internal rule and disciplinary liability norms are developed based on the Constitution of Georgia, the Law of Georgia on „Higher Education“, the law of Georgia on „Tobacco Control“, the Labor Code of Georgia, the Code of General Administrative and Administrative Offenses of Georgia and the Provision governing the University's educational and research activities.

### Article 3. Performance of Norms of the Internal Rule by the Staff

Besides the obligation to maintain a certain work, conditions of labor agreement (if any) through taking into consideration the speciality of the personnel, qualification and position they are also obliged to follow the present regulation, disciplinary liability norms and all other legal acts which relates to their work and position without a special reference.

### Article 4. Scope of Internal Rule

Implementation of internal rule and disciplinary liability norms is mandatory for administrative and academic personnel working in the university.

## Chapter II

### Working and Vacation Time

### Article 5. Working Time

1. Working time are part of the calendar time during which the personnel are obliged to carry out their duties and responsibilities.
2. The university has a five working day in a week from Monday to Friday. Holidays are Saturday and Sunday.
3. Daily start and end time is from 09:00 to 18:00. For the academic personnel and invited specialists (lecturers) the time of commencement and completion of work is related to the lectures hours, consultation hours and fulfillment of other obligations provided by labor agreement.
4. Taking into consideration the requirements of the study process, for example, library personnel are allowed 6 days working week, 46 hours a week.
5. The duration of working hours between the university and personnel can be determined by the individual labor agreement on the basis of labor legislation.
6. The duration of working hours between working days should not be less than 12 hours.

### Article 6. Business Trip

1. The business trip is a temporary change of employee's work place by the employer, based on the interests of work.
2. Employer sends an employee's business trip does not mean to change the essential terms of the labor agreement, if the trip period does not exceed 45 calendar days per year.
3. The excess of the term referred to in Paragraph 2 of this Article by the employer is considered to change the essential term of the labor agreement.
4. Employer is obliged to fully reimburse the expenses related to the business trip to the employee
5. The labor agreement can determine the conditions different from this article can be determined by the labor agreement.

### Article 7. Vacations

1. The university has established two (Saturday and Sunday) holidays a week, except for the cases provided for in paragraph 4 of Article 5.
2. The staff of the university also has the right to rest during the holidays established by the Labor Code of Georgia.

### Article 8. Monitoring of Coming and Leaving of the Work

1. Electronic Monitoring is performed on the coming and leaving of the job by the university staff.
2. The personnel monitoring is performed by the Head of Human Resources Management and Legal Provision Service in agreement with Rector and Vice Rector in administrative matters.

### Article 9. Delay in Work

1. Delaying on the job is considered to be delayed by the staff at the workplace at work time.
2. Delay on work may be considered as valid or unfair in the case of following of Article 9 and Article 10 of this Document.

3. The staff delay at the job for five times with no reason during the academic semester will be considered as a systematic delay, which will cause the termination of the contract.

#### **Article 10. Wasted Working Hours by the Staff Shall be Considered as Excusable or Inadequate**

1. Delays on work and other types of waisting working hours will be considered honorable if the Rector will meet the personnels' verbal or written request on considering the deley as an excusable. For this purpose, the Rector shall be entitled to request submission of the explanation letter from the personnel under his/her supervisee.

2. If the Rector proves the verbal or written statement - the explanation letter about the delays on work or other types of waisting of working hours , then that time will be considered as an excusable.

3. The Human Resources Management and Legal Provision Service submit a report on wasted working hours to the Vice Rector on administrative matters no later than 10 of each month for further response to the wasted working hours.

4. In case of delaying at work and / or waste of working hours, the Rector is authorized to use the disciplinary liability of the established discipline.

5. The permormance of the duties outside the university building will not be considered as a inadequate, which was caused by the specifics of the work to be fulfilled and the relevant supervisor should be informed about the above. The personnel shall inform the supervisor about the performance of the duties outside the university building at the time of the work if required.

6. If the missed working time is considered unreasonable, it will not be compensated.

#### **Article 11. Not Coming at the Job if the Reason is Known in Advance**

1. In case of absence to the work when the reason is known in advanced, the personnel are obliged to address to the Head of the relevant structural unit for further reasons not to be present at the work, indicating the period of absence, the work to be done immediately and request the temporary release from service obligations during this period. In case of absence from the office for more than 2 days when the reason is known, the appeal should be submitted in writing and less than 2 days - in written or oral form according to the request of the head of the relevant structural unit. On the above, the Rector shall be informed by the relevant Structural Supervisor.

2. In case of failure to request a temporary release from the work, the staff is obliged to continue his / her official activities in an usual way. Otherwise, his/her action will be considered for the absence of a job for an inadequate reason and the university is entitled to use the disciplinary liability of the established discipline.

#### **Article 12. Not Coming at the Job if the Reason is Known in Advance**

1. In case of absence due to the unforeseen reasons, the staff is obliged, within the possibility, immediately informally (telephone) inform the head of the relevant structural unit for the absence, indicating the period of absence, the work to be done immediately, after the arriving at work, in case of request, she/he should submit explanation letter in the shortest possible time. to present it to the. On the above, the Rector shall be informed by the relevant Structural Supervisor.
2. In case of absence due to unforeseen reasons for not more than 2 days, the personnel should apply in writing to the head of the relevant structural unit to consider the time as honor.
3. Absence due to unforeseen reasons may be considered as a honor, in the case of protection the established rules prescribed by Article 9-10 of the present Rule and Disciplinary Responsibility Norms.

#### **Article 13. The Results of the Absence of the Job for Inadequate Reason**

In case of absence due to the inadequate reason by the personnel (except for the academic staff, invited specialist), a legal act shall be issued by which a penalty sanction for the absence due to the inadequate reason is defined:

1. First missed – penalty -25 Gel, deduct from labor remuneration;
2. Second missed – penalty – 50 Gel , deduct from labor remuneration;
3. Third missed – Termination of the contract.

**Article 14. Delay at Work by the Academic and Invited Staff**

1. The academic staff (teacher) shall conduct the study process in accordance with the "Study Tables" and "Consulting Hours Table" set by the relevant Faculty. An academic staff (teacher) may be replaced by a one-time or certain period of work schedule established on the basis of the faculty's written consent.
2. The Human Resources Management and Legal Provision Service monitor each factor of the absence of academic staff (teacher), and if necessary, draws a written protocol in which the name and surname of the academic staff (teacher) is written, the name of the faculty, the academic hours missed.
3. Based on the request of the Human Resources Management and Legal Provision Service, the academic staff (teacher) is obliged to present the explanation for reasons of miss out the lectures in one week.
4. The academic staff (teacher) is obliged to provide the reciprocation of the lectures during the current semester.
5. In case of absence from the academic staff (teacher) during a study semester, when the reason is unforeseen, the Rector shall issue an individual administrative-legal act that will set the appropriate penalty sanctions:
  1. First missed – penalty -25 Gel, deduct from labor remuneration;
  2. Second missed – penalty – 50 Gel , deduct from labor remuneration;
  3. Third missed – Termination of the contract.

6. In case of university student's absence in the hours provided by the Studying Table, the absence of the lecture by the by the academic staff (teacher) will be considered as honorary if it is in the auditory for the first 20 minutes of each lecture course.

#### **Article 15. Right to Strike and Lockout**

1. The right to strike and lockout is recognized. The rule of its implementation is determined by the labor legislation of Georgia.
2. Participation personnel in strike or lockout by the university staff is not considered as violation of labor discipline and grounds for termination of labor agreement except for the cases envisaged by Georgian legislation.

#### **Article 16. Personnel Liabilities from Dismissal, During Business Trip or Vacation**

1. Staff is obliged, no later than 10 days after termination of the contract to transfer work-related documentation with indication of the location of the electronic versions and property under his/her the responsibility (inventory), including the key of the working room to the substitute person, or in the person's absence, to human resource management and legal provision services.
2. Persons shall be obliged to transfer the documents related to work with indication of the location of the electronic versions to the person performing his/her duties or supervisor before leaving for business trip or vacation.
3. In the case envisaged by paragraph 2 of this article, an authorized person is entitled to work on documentation of the employee in the business trip, or vacation in order to protect the requirements set by the law.

### **Chapter III**

#### **Day Break Time During the Working**

#### **Article 17. Break Time**

1. Personnel have the right to use the break during the working day.
2. The staff will be given a break for eat and relax from 13:00 to 14:00 during the working day.
3. Break is not in the working time and the staff uses it in accordance with his/her will. In the interim time, he / she is entitled to leave the job.

#### **Article 18. Additional Breaks for Nursing Women**



1. Personnel who are nursing women and nurses a child under the age of 1 shall be given additional breaks no less than 1 hour per day.
2. Break for child feeding is considered to be working and paid for.

## Chapter IV

### Personnel Rights

#### Article 19. The Scope of Rights

Personnel, except the labor rights defined by this regulation and disciplinary liability norms, use the Constitution of Georgia, the Labor Code of Georgia and any other right prescribed by other legislative acts.

#### Article 20. Benefits

Pregnant women and nursing mothers, women who have little and / or children with disabilities, temporarily disabled persons, persons who work and study in pharallel and also the other categories of staff, on the basis of their written and substantiated application which is approved by the Head of the Administration, it is possible to enjoy the use of preferential conditions other than defined in the regulations and disciplinary liability regulations within the framework of the applicable legislation.

## Chapter V

### Overtime Work

#### Article 21. Conditions for Overtime Work

1. The university staff is obliged to perform overtime work: to prevent natural disasters and / or to eliminate its consequences - without reimbursement;
2. It is prohibited to employ a pregnant woman or a newborn woman, person with disabilities on overtime work without their consent.
3. Overtime work is considered by the employee to perform the work in the period of time in which the duration of which is higher than the working period specified by the labor agreement. If the labor agreement does not determine the working time, the overtime work will be deemed whose duration exceeds 40 hours a week.
4. The overtime work will be compensated for the employee by the offeromng time for the holidays.

## Chapter VI

### Night Work

#### Article 22. Perform the Work at Night

It is prohibited to employ a juvenile, pregnant, newborn, or nursing woman for a night work (from 22 hours to 6 hours), and without a consent of a person holding a child under the age of 3 or a disabled person.

## Chapter VII

### The obligation to protect ethical and moral norms by the staff

#### Article 23. Staff Liabilities in the Field of Ethical and Moral Norms

1. Personnel are obliged to respect the universally recognized human rights, freedoms and virtues.
2. It is not permitted for personnel to act against the general norms or to discrediting the personnel and the university (guilty action), regardless of where he has been committed.
3. It is unacceptable to appear in the working place under the alcoholic and narcotic condition.
4. According to the Law of Georgia on "Tobacco control ", it is prohibited to smoke in the university building, and the liabilities will be resulted from the acting legislation and the rules established by the university.
5. Personnel and staff members during the communication with the colleagues and citizens are obliged to follow ethical and moral norms, to introduce themselves and occupied position, to be attentive and polite.
6. The staff of the university is obliged to provide essential assistance on work issues to the supervisor or supervisee, colleague with the means available to him/her.
7. Staff is obliged not to disseminate or discontinue information after the termination of the employment relationship as well as during the working period, or to disclose information that has become known to him for the fulfillment of official duties.
8. Personnel shall also be required to follow other restrictions not referred herein, but are provided by other legal acts.

## Chapter VIII

### Vacation

#### Article 24. Duration of Vacation

1. The university personnel have the right to benefit from a paid leave - Not less than 24 working days per year.
2. The university personnel are entitled to benefit from non-pay leave - not less than 15 calendar days per year.
3. The labor agreement can define the terms and conditions different from the ones provided through this chapter, which should not worsen the situation of staff.

#### Article 25. Rule of Giving Leave

1. The university personnel have the right to request leave for eleven months after the work. Personnel may be allowed to have leave based on agreement before expiry of the mentioned period.
2. From the second year of work, the university staff may be allowed to have leave at any time of the year with agreement of the parties.
3. Parties can agree to the partially use of vacation.
4. Temporary disability period, vacation due to adoption of newborns and extra vacation due to child care do not include in a vacation period.
5. If the anything other is not considered by the contract, the university is entitled to determine the sequence of paid leave for personnel during the year.

### Article 26. The Obligation of the University to be warned before Taking a Vacation without Paying

When taking a vacation without paying, the personnel are obliged to warn the Rector on vacation for 2 weeks before, except when the warning is not possible for emergency medical or family conditions.

### Article 27. The Right to Demand Leave

1. The time during which the staff performed duty, also time spent due to the university's reason will be counted within the vacation calculation period.
2. Time missed due to the inadequate reason or time for staying on vacation longer than 7 working days without pay by the staff will not be counted within the vacation calculation period.

### Article 28. Exemptions for the Transfer of Paid Leave

1. If the Person's paid leave for the current year may negatively affect the normal course of work, with the consent of the staff, it is permissible to move the vacation for the next year. It is prohibited to transfer the paid leave of juvenile for the next year.
2. It is forbidden to transfer paid leave for 2 consecutive years.

### Article 29. Vacation Pay

Employees' leave pay compensation is determined from the average salary of the last 3 months of the leave, if the work has been started less than 3 months since the start of the work or the working time from last vacation is less than 3 month - from the average salary of months of work, and monthly fixed pay - according to the last month's salary

### Article 30. Vacation due to Pregnancy, Childbirth and Child Care

1. The university personnel, on their request, are given a leave due to pregnancy, childbirth and child care - 730 calendar days.
2. From the vacation due to pregnancy, childbirth and childcare, 183 calendar days are paid, and in case of childbirth complications or twin births - 200 calendar days.
3. The person at his/her own discretion can be disseminated the vacation envisaged by paragraph 2 of this article after pregnancy and post-pregnancy periods.

### Article 31. Vacation due to Adoption of Newborn Child

Persons who have adopted a child under the age of one year are granted a vacation due to the adoption of newborns - 550 calendar days from the birth of the child. This holiday is paid for 90 calendar days.

### Article 32. Reimbursement of Leave taken due to pregnancy, childbirth and child care, as well as adoption of newborns

Leaves due to the pregnancy, childbearing and child care, as well as the adoption of newborn baby will be reimbursed from the state budget.

### Article 33. Additional Vacation due to Child Care

1. The staff of the university, at their own request, are given unpaid leave due to the Child Care not less than two weeks a year - for 12 weeks until the child is 5 years old.
2. Because of child care, additional leave may be given to any person who actually cares about the child.

## Chapter X

### Promotion Forms

### Article 34. Staff Promotion Forms

1. The following forms of promotions are used for the excellent performance of the duties, long and honest work, special difficulty, or important tasks:
  - a. Thank you;
  - b. One-time cash reward
  - c. Awarded with a paid gift;  
Increase in amount of salary;
2. Some form of encouragement can be used simultaneously.

## Chapter XI

### Disciplinary Responsibility

#### Article 35. Disciplinary Responsibility of University Personnel

1. The University uses the following measures for disciplinary violations:
  - a) Remark;
  - b) Warning;
  - c) Shift to the hierarchically lower position;
  - d) Deducting remuneration not more than the amount provided by the Labor Code and the Agreement;
  - e) Termination of labor relations;
2. When imposing a disciplinary sanction, the gravity of the offense, the circumstances of its commission, the previous work of the personnel and the behavior of the person shall be taken into consideration.
3. Prior to the disciplinary sanction, the violation of the labor discipline should be required to write a written explanation letter; Disciplinary penalty for a person who is on leave or on a business trip is declared after his announcement. A commission should be created to define the amount of penalty, after its conclusion the issue is discussed.
4. The university uses disciplinary penalty upon detection, but no later than one month after the date of its detection, without the period of sickness or vacation.
5. Only one disciplinary penalty may be used for each violation of the labor discipline.
6. Order on the use of disciplinary liability shall be transferred to a person who has committed a wrongdoing in accordance with the established procedure.
7. If a person does not have a new disciplinary penalty for one year from the date of establishing a disciplinary penalty it shall be deemed to be a person who has not been disciplined. Person without disciplinary penalty
8. If the personnel have not breached labor discipline for 1 (one) year and, at the same time, showed herself/himself as a good and honest worker, he/she may be able to withdraw a disciplinary penalty within the one year, through his/her own initiative, with the petition of his / her direct supervisor or staff.

## Chapter XII General Instructions for Labor Protection and Fire Safety

### Article 36. Labor Protection

The protection of labor means a broad system of technical, sanitary-hygienic and legal measures aimed at ensuring the health and safety of working environment.

### Article 37. University Activities in the Field of Labor Protection

The University takes care of the personnel employed by him to create healthy and safe conditions of labor in accordance with the Labor Code of Georgia and other normative acts, adequate technical arrangement of all jobs and create conditions for labor compliance with labor protection rules (such as safety rules, sanitary norms and rules, etc.)

### Article 38. Staff Liabilities to Ensure Labor Protection

Staff is obliged on University's ownership when they use cars and mechanisms, Also they have to complete all the requirement and use individual protection means, which was given to them, In addition, staff have to complete labor protection's instructions, which makes working rules and actions in University's building.

### Article 39. Control

Regular control of the fulfillment of all requirements of the labor protection guidelines is carried out by the Human Resources Management and Legal Provision Service in accordance with Article 8 of this Regulation

### Article 40. Responsibility for Violation of Labor Protection Rules

For the violation of the labor protection rules, staff shall be responsible for the disciplinary, administrative, material or Responsibility established by the criminal law of Georgia.

## Chapter XIII

### Time and Place of Remuneration of Labor

#### Article 41. Administration of Payment of Labor Remuneration

1. The remuneration of the personnel shall be paid according to the amount and quality of the work, in the amount specified in the individual labor agreement.
2. The staff of the university will receive remuneration before 10th day of each month.
3. Remuneration will be paid by transfer to personal bank account.
4. The university removes the responsibility for delays in reimbursement of labor remuneration for reasons arising in banking systems and thus reimbursement of damages caused.

## Chapter XIV

### Final Provisions

#### Article 42. Rules for Determining and Familiarizing the Internal Rule

1. University Internal Rule is approved by the order of the University Rector.
2. In the case of amendments to the Internal Rule, the draft of amendments will be submitted to the university staff for the purpose of introduction, suggestions and proposals and will be discussed at the University Representative Board.
3. The Human Resources Management and Legal Provision Service of the University is obliged to inform the employee about the internal regulations and its functions.
4. Internal Rule enters into force upon approval by the University Rector.
5. Amendments and / or additions to the Internal Rule and their entry into force are made by the order of the rector of the university.