



EEU

East European University –Internal Regulations



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Chapter I

General Provision

Article 1. Scope of internal regulation

Internal Regulations of the Eastern European University (hereinafter - the University) define the main issues related to the labor relations between the University and the staff employed at the University (hereinafter - the staff). In particular:

- a) The duration of the working week, beginning and end of the daily work, when working in shifts - the duration of the shift;
- b) Duration of break;
- c) The time, place and procedure of payment of remuneration;
- d) The duration of the paid leave and the procedure for granting it;
- e) The duration of unpaid leave and the procedure for granting it;
- f) Rules for protection of working conditions;
- g) Type of incentives and responsibilities and rules for their use;

Article 2. Objectives of Internal Regulations

Objectives of Internal regulations are:

- a) Ensuring the observance of labor discipline;
- b) To regulate the relations between the University and the staff related to the performance of work, taking into account the requirements established by the legislation of Georgia;
- c) Promoting the exercise of employee rights and freedoms;
- d) Fair remuneration of labor;
- e) Creating safe and healthy working conditions for staff;
- f) The expression and protection of human rights and freedoms, legitimate interests in the relationship between staff and third parties;
- g) Observance of ethical norms in the service.

Article 3. Source of internal regulations

Present internal regulations and norms of disciplinary liability are developed on the basis of the Constitution of Georgia, the Law of Georgia on Higher Education, the Law of Georgia on Tobacco Control, the Labor Code of Georgia, the General Administrative and Administrative Offenses Code of Georgia and the University Statute. Principles of conscientious and proper performance of mutual respect, cooperation and obligations.

Article 4. Compliance with the norms of the internal regulations by the staff

The employees, taking into account the specialty, qualifications and position, in addition to the obligation to perform certain work, the terms of the employment contract (if any), are also obliged, without special instructions, to comply with these internal regulations, disciplinary norms and all other legal acts related to activities and the position.

Article 5. Scope of activity

Compliance with the internal regulations is mandatory for all employees of the University.

Chapter II.

Work and leisure time

Article 6. Working hours

1. Working hours are part of the calendar time during which staff is obliged to exercise their official rights and duties.
2. The University has a five-day working week from Monday to Friday. Non-working days are Saturday and Sunday.
3. On a daily basis, the start and end times of the work are set from 09:00 to 18:00. For academic staff and invited specialists (lecturers), the start and end time of work is related to the fulfillment of other obligations under the audit, consulting and Labour contract.
4. Considering the requirements of the learning process (for example, for library staff), a 6-day working week, 48 hours a week, is allowed.
5. The length of working hours between the University and the staff may be determined on the basis of an individual employment contract in accordance with labor legislation.
6. The duration of leisure between working days should not be less than 12 hours.

Article 7. Business trip

1. A business trip is a temporary change of employment place of an employee by an employer in the interests of the job.
2. Sending an employee on a business trip by an employer shall not be considered as a change in the substantive terms of the Labour contract, if the business trip period does not exceed 45 calendar days per year.

3. The case of exceeding the term provided for in paragraph 2 of this Article by the employer shall be considered as a change of the substantive condition of the Labor contract.
4. The employer is obliged to fully reimburse the employee for the expenses related to the business trip.
5. Terms different from this Article may be determined by the Labor contract.

Article 8. Non-working days

1. The University shall establish two days off per week (Saturday and Sunday), except as provided in paragraph 4 of Article 6.
2. University staff also has the right to rest on weekends established by the Labor Code of Georgia.

Article 9. Recording of arrival and departure times of staff members

1. Electronic monitoring of the arrival of the staff of the University and leaving the workplace is carried out.
2. Employee arrival is monitored by the Human Resources Management Department in agreement with the Rector and the Vice-Rector for International and Administrative Affairs.

Article 10. Being Late to Work

1. Being late to work is considered as late announcement at work by an employee.
2. Being late to work may be considered reasonable or unreasonable in accordance with Article 11 of this document.
3. Systematic delay shall be considered as late announcement at the workplace by the employee five times during the training semester due to unreasonable reasons, which leads to the termination of the contract.

Article 11. Missing working time by staff for reasonable or unreasonable reasons

1. Being late to work and other misses of working time shall be considered reasonable if the Rector satisfies the employee's oral or written request to consider delays as reasonable. For this purpose, the Rector is authorized to request the employee to submit a report card as soon as possible.
2. In case the Rector satisfies the oral or written statement of the staff regarding the delay in work or other misses of working time - the report card, the mentioned case will be considered reasonable.

3. The Human Resources Management Department shall, no later than the 10th of each month, submit a report to the Vice-Rector for International and Administrative Affairs on the staff working hours for further response.
4. In cases of unreasonable delay in work and/or unreasonable absence from work, the Rector is authorized to apply the prescribed disciplinary measure.
5. Unreasonable delays in work and unreasonable absences from work shall not be considered as performance of staff duties outside the University premises, which was caused by the specifics of the work to be performed and the relevant supervisor was informed about it. Staff shall provide information to the Supervisor on the performance of official duties outside the University premises at work upon request.
6. Missed working time will not be compensated in case of deemed unreasonable.

Article 12. Absence from work for a pre-known reason

1. In case of absence from work for a pre-known reason, the staff is obliged to apply in advance to the head of the relevant structural unit indicating the reasons for further absence from work, the probable period, the work to be performed urgently and request temporary release from service duties.
2. In case of absence from work for a period of more than 2 days for a known reason, the application must be submitted in writing, and for a period of less than 2 days - in writing or orally at the request of the head of the relevant structural unit. The Rector should be informed about this by the relevant structural director.
3. In case of dissatisfaction with the request for temporary dismissal, the employee is obliged to continue official activities as usual. Otherwise, his/her action is considered to be absent from work for an unreasonable reason and the University is authorized to apply the prescribed disciplinary measures against him/her.

Article 13. Absence from work for unknown reasons

1. In case of absence from work for unknown reasons, the staff shall, as far as possible, immediately inform the head of the relevant structural unit (by telephone) of the reason for non-appearance, probable period and information on the work to be performed immediately, after coming, if requested, submit a explanatory report as soon as possible. The Rector should be informed about this by the relevant structural manager.
2. In case of absence from work for a period of more than 2 days due to an unknown reason, the employee must apply in writing to the head of the relevant structural unit with a request consider the absence as reasonable.

3. Absence from work for a reason unknown in advance may be considered reasonable in case of observance of the rules established by Articles 11 of these Rules of Procedure.

Article 14. Consequences of absence for unreasonable reasons

In case of unreasonable absence from work by the employee (except for the academic staff, invited specialist), a legal act shall be issued, which shall determine the penalty for missing the service due to unreasonable reason:

- a) First miss - a fine in the amount of 25 GEL, deducting from the salary;
- b) Second miss - a fine in the amount of 50 GEL, deducting from the salary;
- c) Third miss - termination of the contract.

Article 15. Being Late to Work by an academic staff, invited specialist

1. The educational process of the academic / invited staff is conducted in accordance with the "schedule" and the "consultation hours schedule" established by the relevant faculty. It is allowed to change the work schedule set by the academic staff mentioned in the table once or for a certain period of time with the oral and / or written consent of the faculty.
2. The Department of Education records each case of miss / delay by the academic / invited staff and, if necessary, draws up a written protocol, which records the name of the academic / invited staff, the name of the faculty, the missed academic hours. In addition, notify the relevant faculty.
3. In coordination with the Department of Education, upon the request of the faculty, the academic / invited staff is obliged to submit an explanation of the reasons for missing the course within one week.
4. Academic / invited staff is required to ensure the restitution of missed studies for any good reason during the current semester.
5. In case of non-appearance of students during the hours provided in the study schedule, the absence of a lecture by the academic / invited staff will be considered reasonable if he / she was in the classroom during the first 20 minutes of each lecture course.
6. The Department of Education shall submit a report on the absence / delay of the course by the academic / invited staff to the Vice-Rector for Administration of the Educational Process after the end of each semester, as well as if necessary and / or at the request of the Vice-Rector / Rector.

Article 16. The right to strike and lockout

1. The right to strike and lockout is recognized. The procedure for its implementation shall be determined by the labor legislation of Georgia.
2. The participation of the University staff in a strike or lockout shall not be considered as a violation of labor discipline and a ground for termination of the employment contract, except in cases provided by the legislation of Georgia.

Article 17. Obligations of staff at the time of dismissal, business trip or vacation

1. Employee shall, no later than 10 days after receiving the dismissal order, provide documentation related to the service and entrusted to it, indicating the location of the relevant electronic versions and the property (material value) under his/her responsibility, including the room key numbered in his/her name or replacement. In the absence of the said person, transfer to the Human Resources Management Department.
2. Before leaving on vacation or on a business trip, the staff is obliged to provide the official documents with the indication of the location of the relevant electronic versions to the person replacing him / her, or to a superior official.
3. In the case provided for in paragraph 2 of this Article, the authorized person shall process the documents of the employee on leave or business trip in order to comply with the requirements established by law.

Chapter III**Break time during the working day****Article 18. Break time**

1. Staff has the right to take breaks during the working day.
2. The staff is given a break for food and leisure from 13:00 to 14:00 on the working day.
3. The break is not included in the working hours and the staff uses it according to their will. During this time he/she is allowed to leave the place of work.

Article 19. An extra break for a breastfeeding woman

1. Staff who are breastfeeding women and feeding a child under 1 year of age shall be given an additional break of not less than 1 hour per day upon their request.
2. A break for feeding a child is considered during working hours and is reimbursed.

Chapter IV Staff Rights

Article 20. Scope of rights

The staff enjoys all other rights established by the Constitution of Georgia, the Labor Code of Georgia and other legislative acts, except for the labor rights provided by these internal regulations and the norms of disciplinary responsibility.

Article 21. Benefits

Pregnant and nursing mothers, women who have minor and / or disabled minor children, persons with temporary disabilities, persons who are employed for study and other categories of employee may, within the scope of their written and substantiated application by the Rector, Give them the right to use preferential terms different from the internal regulations. For people with disabilities, a different work schedule will be defined, which will be in accordance with the current legislation.

Chapter V Overtime work

Article 22. Overtime Condition

1. University staff is obliged to perform overtime work: to prevent a natural disaster and / or to eliminate its consequences - without pay;
2. It is prohibited to employ a pregnant woman, or a newborn woman, a person with disabilities in overtime work without their consent.
3. Overtime work is considered to be the performance of work by an employee for a period of time, the duration of which exceeds the working time specified in the employment contract. If the employment contract does not stipulate working time, overtime work is considered to be the performance of work for a period of time, the duration of which exceeds 40 hours per week.
4. Overtime work is remunerated in the amount of the increased hourly wage rate. The amount of this remuneration shall be determined by agreement of the parties.
5. The parties may agree to provide the employee with additional rest time in exchange for overtime pay.

6. The employee is obliged to perform overtime work to prevent a natural disaster and / or to eliminate its consequences, without compensation.

Chapter VI

Working at night

Article 23. Working at night

It is prohibited to employ a minor, pregnant, newborn, or nursing mother in night work (from 10 pm to 6 am), and to employ a caregiver for a child under 3 years of age, or a person with disabilities - without consent.

Chapter VII

Obligation of staff to adhere to ethical and moral norms

Article 24. Obligations of staff in the field of ethical and moral standards

1. Employee are obliged to respect universally recognized human rights, freedoms and dignity.
2. It is inadmissible for the staff to engage in unethical behavior (culpable act) against general moral norms or to discredit the staff and the University, regardless of where it is committed.
3. It is inadmissible to appear in the workplace in a state of alcohol and drug intoxication.
4. According to the Law of Georgia on Tobacco Control, smoking in the University building is prohibited. Failure to comply with this restriction will result in liability in accordance with applicable law and the rules established at the University.
5. In dealing with citizens and employees, staff must adhere to ethical and moral norms, introduce themselves and the position held, be attentive and polite.
6. The staff of the University is obliged, within the scope of its competence, to provide the necessary assistance to its superior or subordinate official, employee, with the means at its disposal.
7. The staff is obliged, both during the employment relationship and after the termination of the employment relationship, not to disseminate or use for non-official purposes the information that has become known to them in connection with the performance of official duties.
8. The staff is obliged to follow the rules and standards of ethics and conduct of the University.

9. The staff is obliged to follow the rules and regulations established by other internal legal acts of the University and the legislation of Georgia, which are related to the performance of its official powers.

Chapter VIII

Vacation

Article 25. Duration of vacation

1. University staff is entitled to paid leave - not less than 24 working days a year.
2. University staff is entitled to unpaid leave - not less than 15 calendar days per year.
3. The employment contract may specify terms and conditions different from those provided for in this Chapter, which shall not worsen the condition of the staff.

Article 26. Rules for granting vacation

1. The right to request leave from university staff arises after eleven months of work. Staff may be granted leave before the expiration of this period by agreement of the parties.
2. From the second year of work, the staff of the University may, by agreement of the parties, be granted leave at any time during the working year.
3. Part of the leave may be used by agreement of the parties.
4. Leave is not considered a period of temporary incapacity for work, leave due to pregnancy, childbirth and child care, leave due to adoption of a newborn and additional leave due to child care.
5. Unless otherwise provided by the employment contract, the University is authorized to determine the sequence of paid leave for staff during the year.
6. Due to urgent work needs, it is allowed to call the employee from his / her leave on the basis of a preliminary agreement. A call from leave is made in the appropriate order.

Article 27. Obligation to give advance notice to the University when taking unpaid leave

When taking unpaid leave, employees are required to notify their supervisor 2 weeks in advance of taking leave, unless warnings are not available due to emergency medical or family circumstances.

Article 28. Right to request leave

1. The period for calculating the origin of the right to request leave shall include the time actually worked by the staff, as well as the time of forced waiting caused by the fault of the University.
2. The period for calculating the origin of the right to request leave shall not include time spent by staff without leave of work for an unreasonable reason or without pay for more than 7 working days.

Article 29. Exceptional cases of paid vacation transfer

1. If the payment of paid leave to the staff in the current year may adversely affect the normal course of work, with the consent of the staff, it is permissible to transfer the leave to the following year. It is prohibited to transfer the paid leave of a minor to the following year.
2. It is prohibited to postpone paid leave for 2 consecutive years.

Article 30. Vacation pay

Staff vacation pay is determined from the average salary of the previous 3 months of leave, if the working time is less than 3 months from the beginning of work or after the last vacation - from the average salary of the working months, and in case of monthly fixed remuneration - from the last month.

Article 31. Vacation due to pregnancy, childbirth and child care

1. University staff, upon request, is granted leave for pregnancy, childbirth and child care - in the amount of 730 calendar days.
2. 183 calendar days are reimbursed from leave due to pregnancy, childbirth and child care, and in case of complication of childbirth or birth of twins - 200 calendar days.
3. The leave provided for in paragraph 2 of this Article may be redistributed by the staff at its discretion to the post-pregnancy and postpartum periods.

Article 32. Vacation due to adoption of a newborn

Employee who has adopted a child under the age of 1 year shall, on request, be granted leave for the adoption of a newborn - in the amount of 550 calendar days from the birth of the child. 90 calendar days are reimbursed from this leave.

Article 33. Reimbursement for maternity leave, childcare and adoption

Leave for pregnancy, childbirth and child care, as well as for the adoption of a newborn, shall be reimbursed from the state budget in accordance with the rules established by law.

Article 34. Extra leave due to child care

1. University staff, on their own request, continuously or in part, but not less than 2 weeks per year, are given unpaid leave for child care - in the amount of 12 weeks, until the child turns 5 years old.
2. Additional maternity leave may be granted to any person actually caring for a child.

Chapter IX Forms of incentives

Article 35. Forms of staff incentives

1. The following forms of incentives are used for exemplary performance of official duties, for long and conscientious service, for special difficulty, or for the performance of important tasks:
 - a. Thanksgiving;
 - b. One-time cash prize;
 - c. Rewarding with a valuable gift;
 - d. Increase the amount of remuneration;
2. Several forms of incentives may be used simultaneously.
3. Incentive forms are used by the order of the Rector of the University on the basis of the submission of the Head / Curator of the relevant structural unit / / Vice-Rector and / or by the decision of the Rector without or without the decision of the Rector.

Chapter X Disciplinary Liability

Article 36. Disciplinary liability of university staff

1. The University uses the following measures for violation of discipline:
 - a) Notice;
 - b) Warning;

- c) Transfer to a hierarchically low position;
 - d) Deduction of remuneration not exceeding the amount provided by the Labor Code and the contract;
 - e) Termination of employment;
2. When imposing a disciplinary sanction, the gravity of the misconduct committed, the circumstances of its commission, the previous work and behavior of the staff shall be taken into account.
 3. Before imposing a disciplinary sanction, the violator of labor discipline must be required to provide a written explanation; A person on leave or business trip is disciplined after his / her announcement.
 4. A disciplinary sanction is imposed by the order of the Rector of the University on the basis of the submission of the Head / Curator of the relevant structural unit and the conclusion of the Department of Human Resources Management.
 5. The Rector is authorized to establish a commission for the purpose of establishing a disciplinary violation and imposing a penalty, which will study the deed and determine the recommended measure of responsibility. The composition of the commission, terms and conditions of work are determined by the order of the Rector. The decision of the commission shall be submitted to the Rector for further response.
 6. The University shall impose a disciplinary sanction upon the detection of a misconduct, but not later than one month from the date of its detection, excluding the period of illness or sick leave of the employee.
 7. Only one disciplinary sanction may be applied for each violation of labor discipline.
 8. The order on the application of disciplinary measures shall be given to the person who committed the misdemeanor in accordance with the established procedure.
 9. If the staff is not subject to a new disciplinary sanction within one year from the date of imposition of the disciplinary sanction, he / she shall be considered as a person who has not been subject to a disciplinary sanction, ie. Without disciplinary action.
 10. If the staff has not violated the labor discipline for 1 (one) year and at the same time, has shown itself to be a good and conscientious worker, he / she can be removed from the disciplinary sanction even after one year, on his / her own initiative, directly by the supervisor or employees.

Chapter XI

General instructions for occupational safety and fire safety

Article 37. Labor protection

Labor protection means a comprehensive system of technical, sanitary-hygienic and legal measures aimed at ensuring healthy and safe working conditions.

Article 38. University activities in the field of labor protection

The University takes care of creating healthy and safe working conditions established by the Labor Code of Georgia and other normative acts for its staff, proper technical arrangement of all workplaces and creation of working conditions there in accordance with labor protection rules (safety rules, sanitary norms and rules and etc).

Article 39. Obligations of staff to ensure labor protection

The staff is obliged to comply with the requirements for the use of machinery and equipment owned or owned by the University, to use the personal protective equipment provided to it, to follow the labor protection instructions that set the rules for the performance of work and behavior in the University building.

Article 40. Control

Permanent control over the fulfillment of all the requirements of the Labor Protection Instruction is carried out by the Human Resources Management Department in accordance with these internal regulations and other legal acts in force at the University.

Article 41. Liability for violation of labor protection rules

For breach of labor protection rules, the staff bears the disciplinary, administrative, material, or criminal liability established by the legislation of Georgia.

Chapter XII**Time and place of Labour remuneration****Article 42. Administration of labor remuneration**

1. Remuneration for staff shall be based on the amount and quality of labor, in the appropriate amount provided for in the individual labor contract.

2. University staff is remunerated up to the 10th day of each following month.
3. Remuneration is paid by transfer to a personal account in the bank.
4. The University shall be liable for any delays in the payment of remuneration due to reasons arising in the banking systems and for the compensation for the damage caused thereby.

Chapter XIII

Final Provision

Article 43. The rule of establishing and getting familiarized with the internal regulations

1. The internal regulations of the University are approved by the Representative Council of the University.
2. The Human Resources Management Department of the University is obliged to inform the employee about the internal regulations and its functions upon hiring.
3. In case of changes and additions to the internal regulations, the project will be submitted to the staff of the University for its acquaintance and submission of opinions.
4. Changes and / or amendments to the internal regulations and their entry into force shall be made by the resolution of the University Representative Council. Upon receipt of changes and / or additions, it must be posted in a prominent place in the University building and on the University website.