



Labour Regulation

Approved by the Order of the Rector of
Georgian Institute of Public Affairs of
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Labour Regulation

Article 1. General Provisions

- 1.1. The Labour Regulations of N(N)LE Georgian Institute of Public Affairs (hereinafter – the University) are developed under the Labour Code of Georgia, Article 13 and applicable legislation and apply to the administrative, academic and support personnel, as well as invited lecturers of the University.
- 1.2. The goal of the Labour Regulations is:
 - 1.2.1. To establish general principles for regulating the official conduct;
 - 1.2.2. To ensure protection of labour discipline;
 - 1.2.3. The rational use of the working time;
 - 1.2.4. To determine the principle of labour remuneration;
 - 1.2.5. To promote revealing the qualification level and professional skills of the employees;
 - 1.2.6. To establish honest attitude of the employees towards the job;
 - 1.2.7. To create safe and healthy working environment for the personnel.

Article 2. Start and End of Working Time, Break Time

- 2.1. The University has a five-day workweek from Monday to Friday.
- 2.2. The working day starts at 10:00 and ends at 22:00, during which, working hours of the University personnel are determined individually, but not more than 8 working hours per day.
- 2.3. Taking into account the educational process requirements, a six-day working week is allowed, but the working hours should not exceed 40 hours in a week. Duration of working hours can be determined by mutual agreement between the University and personnel on the basis of the labour legislation and contract.
- 2.4. The start and end time of the academic personnel and invited lecturers, involved in the learning process, is determined individually, in accordance with the provisions of the labour agreement.
- 2.5. Taking into account the educational process requirements, a six-day working week is allowed for the personnel, but the working hours should not exceed 40 hours in a week.
- 2.6. Duration of working hours can be determined by mutual agreement between the University and personnel on the basis of labour legislation.
- 2.7. During the day, the personnel is authorized to have a break from 13.00 to 14.00 or from 17.00 to 18.00. With the consent of an immediate supervisor, the personnel may take advantage of a break in the other section of the day.

- 2.8. If the lectures of the personnel, participating in the learning process, coincide with the break time, established by the University, the personnel have the right to have a break in other hours;
- 2.9. The University employee, who is a nursing woman and feeds a child of up to one year, is given an additional break time of 1 hour per day, based on her written request. The time of the break shall be deemed to be her working time, which subjects to remuneration.
- 2.10. The presence of personnel in the University is voluntary on holidays, during the break or after the working hours.

Article 3. Absence from Work/delays and Notification Procedures

- 3.1. At the beginning of the working day, the University personnel should be at work place (in their offices, auditoriums).
- 3.2. Administrative and supporting staff will be considered delayed at work if they arrive later at their workplaces during the working hours.
- 3.3. The academic personnel and invited lecturers will be considered delayed if they arrive to lecture by 5 minutes or more from the beginning of the lecture.
- 3.4. In case of delay or absence from the service, the person is obliged to notify the immediate supervisor and give him/her information about the probable period within the scope of the possibility. The personnel is also required to provide information about the work to be done immediately in order to ensure continuity and effectiveness of the University's activities.
- 3.5. For the absence from job due to the reason, known in advance, the personnel is obliged to apply to the immediate supervisor in advance, indicate the reasons for absence, probable period and activities, to be performed immediately and request temporarily exempt from service obligations during this period. In case of absence from job due to the reason, known in advance, for more than 2 days, appeal shall be submitted in writing and for less than 2 days – either in writing or orally.
- 3.6. Absence from job due to unforeseen, but honorable cause (illness, accident, etc), the personnel is obliged to immediately inform the immediate supervisor about the probable period of absence by indicating the proper reason for absence.

Article 4. Adequate and Inadequate Reason for Absence

- 4.1. Delay and other types of absence from job will be considered as adequate if the head (or the acting head) of the administration satisfies a written or oral application on absence.
- 4.2. Delays and absence from job will not be considered as inadequate when the personnel fulfills their obligations outside the University premises, which was caused by the

specifics of the work to be fulfilled and if the immediate supervisor had been informed about the mentioned fact.

- 4.3. In case the reason of being away from job is considered inadequate, the working time will not be reimbursed.
- 4.4. The document, confirming the adequate reason for the absence of the lecture, shall be submitted to the Dean of the relevant school on the same or next business day, or in case of impossibility, at the very first opportunity.
- 4.5. The head of the relevant structural unit will examine the data about delays and absences of the personnel at the end of each month and inform the Dean of the relevant school and head of the administration.
- 4.6. In case of inadequate reason for absence, the disciplinary liability measures as defined by the legislation and the relevant regulations of the University may be applied against the personnel.

Article 5. Conditions of Staying at the University during Non-working Hours

- 5.1. The head of the relevant structural unit of the University is entitled to call for the administrative and supporting personnel, if necessary, to perform the work, defined by the contract during the holidays under the legislation and the present regulations.
- 5.2. The work, defined by the paragraph 5.1 of the present article, is the overtime work and can be reimbursed according to the rules, established by the legislation of Georgia or the relevant labour agreement. At the agreement of the parties, the University employee may be given a substitute day off or additional compensation, the amount of which is determined individually.
- 5.3. The University employee is entiteled to stay at the University on its own initiative for the timely and complete performance of its competences and take advantage of the University's material-technical base.
- 5.4. The employee will not be compensated for its overtime work, when working overtime on their own initiative. The mentioned does not exclude the possibility of using the incentive measures, envisaged by the legislation.
- 5.5. The University employee, who performs overtime work, defined by this Article of the Regulations during a non-working period, is obliged to protect labor safety rules and take care of the University property to the same extent as they are in charge at working time.

Article 6. Leave

- 6.1. The University personnel have the right to benefit from a paid leave at least 24 working days a year, as well as unpaid leave - at least 15 calendat days a year.

- 6.2. The personnel are entitled to the right to request the leave after eleven months of work. With the consent of the school dean or the head of the relevant structural unit, the personnel may be given leave before the expiration of the mentioned period.
- 6.3. From the second year of work, personnel may be given leave at any time of the year.
- 6.4. The annual leave may be used in parts.
- 6.5. Leave period does not include a temporary disability period, leave due to pregnancy, childbirth and child care, leave due to adoption of a newborn and additional leave due to child care.
- 6.6. When benefiting from unpaid leave, the personnel is obliged to notify the school dean or the head of the structural unit about taking the leave two weeks prior to the leave, except when the notification is not possible due to urgent medical or family conditions.
- 6.7. If a person's paid leave for the current year can negatively affect the normal course of work, it is possible to move the leave to another period in the same year or next year. It is not permissible to move the paid leave for two consecutive calendar years.
- 6.8. Administrative and supporting personnel are given extra 5 (five) days off within a year, but not more than 2 working days a month. The mentioned days can be reapportioned as desired/needed for absent from job due to various reasons. Personnel are required to inform the immediate supervisor no later than 1 week in advance about using the mentioned days for a known reason. The reason for absence of the employee in this period shall be deemed to be adequate.
- 6.9. The personnel in case of long-term disability due to health deterioration or other adequate reasons, shall be compensated for one month and the held position is retained for three months.
- 6.10. Leave of the personnel is concluded by the relevant application and resolution of the relevant school Dean or/and head of the administration.

Article 7. Organizational Culture

- 7.1. The personnel is obliged:
 - 7.1.1. To preserve and improve the image of the University in accordance of the established norms of conduct;
 - 7.1.2. To follow the labour discipline, rationally use the working time, prevent any action that hinders the work of the University and humiliates its image;
 - 7.1.3. To have the workplace in order, protect the cleanliness of the premises of the University and area around it.
- 7.2. Computer games and improper usage of internet resources at work by the employees are prohibited.

- 7.3. The personnel is obliged to follow the ethical and moral standards when dealing with the citizens, students and colleagues, introduce oneself and held position, be attentive and polite.
- 7.4. The clothes, hairstyle and external appearance should be tidy, business-like and academic style.
- 7.5. The personnel is obliged not to disseminate the commercial and personal secrecy or other type of information, which has become known to them while fulfillment of their official duties, or use it improperly while having a business relations or after termination of labour relations. The personnel is obliged to follow the above mentioned requirement after termination of the labour relations with the University.
- 7.6. Smoking is prohibited in the University premises (except for the places, specially designated for this purpose). Violation of this restriction shall result in liability in accordance with applicable legislation and rules established at the University. The breach of this rule shall result in the following liability for the offender:
 - 7.6.1.1. In the first case of violation of the rule - fine of GEL 50;
 - 7.6.1.2. In case of repeated violation of the rule - GEL 200;
 - 7.6.1.3. Termination of employment contract in case of violation of the rule for the third time.
- 7.7. In case of using the penalty sanctions against the University by the relevant authorities due to the violation of the procedure laid down by Paragraph 7.6. by the offender, the offender will be obliged to reimburse the damages in accordance with the rules, established by the legislation of Georgia. Control of the implementation of this rule is undertaken by the University Defense and Security Service. The employee of the defense and security service concludes the relevant protocol immediately after the discovery of the fact of violation and transfers it to the head of administration of the University for further reaction.

Article 8. Incitement of Personnel

- 8.1. The following forms of incentives are used at the University for an exemplary performance of official duties, for the long and honest service, performance of the task of a special complexity or importance:
 - 8.1.1. Appreciation;
 - 8.1.2. One-time bonus;
 - 8.1.3. Salary increase;
 - 8.1.4. Promotion.
- 8.2. Several forms of incentive may be used simultaneously.

Article 9. Protection of Labor Conditions

- 9.1. The protection of labor conditions is a system of technical, sanitary-hygienic and other measures that are aimed at ensuring healthy and safe labour conditions.

- 9.2. The University shall provide healthier and secure conditions, established by the Labor Code of Georgia and other normative acts and development of labour conditions for the employed personnel, as consistent with the labor protection rules (safety rules, health standards, etc.).
- 9.3. In order to ensure the protection of safety and sanitation rules, the University administration will provide periodic instruction/trainings on safety equipment, fire protection and other rules of labour protection for the relevant personnel.
- 9.4. In order to maintain sanitary norms, the administration is working with the relevant personnel on the preparation and implementation of the Schedule of Cleanliness, periodically conducting the corresponding inspection work at the University with the involvement of personnel and invited experts.
- 9.5. The personnel is obliged to follow the labour and fire safety requirements, envisaged by the Georgian legislation and relevant instructions.

Article 10. Time and Place of Salary Payment

- 10.1. Salaries are paid to the personnel based on the labour agreements, concluded with the personnel, and the relevant order.
- 10.2. The administrative and academic personnel of the University, including the schools, are paid their salaries on the 3rd day of the next month.
- 10.3. The salaries are paid by transferring them to the salary account through the bank, serving the University.
- 10.4. The University is not responsible for salary delays, caused by the reasons arising in the banking system and thus on reimbursement of damages.

Article 11 Communication with Personnel

- 11.1. Any University information or regulation (unless otherwise prescribed by law) will be communicated to the personnel through the electronic system of the University and / or e-mail or the University website, which is considered as official notification.
- 11.2. The University is not responsible for the results of violations of the University Regulations by personnel, if it is conditioned upon personnel's failure to use the e-mail and/or information on the website.

Article 12. Business Trips of Personnel

- 12.1. Business trip of the personnel is concluded by the order, which is sent to the immediate supervisor and the head of the administration for approval and then to the Rector for signature.
- 12.2. The order on business trip shall indicate: information on person (persons) to be sent on a business trip, the purpose of the business trip, start and end dates of the business trip, place (places) of destination, activities related to the business trip and the funds, required

- for their financial provision, also, amounts, paid by the inviting party (if any). The signed order on business trip shall be sent to the administration of the University.
- 12.3. Business trip remuneration shall be paid in accordance with the order, issued on the business trip, indicating the time and place of the business trip. The order shall also include a reference to pay for expenses related to a business trip, according to the destination.
- 12.4. Reimbursement of the actual expenses incurred on the business trip shall be paid in accordance with the legislation, based on the documentation confirming the actual expenses.

Article 13. Material Liability of Personnel

- 13.1. Supervision on the use of material values of the University is carried out by the relevant school and the administration of the University.
- 13.2. Head of the structural unit of the University is obliged to:
- 13.2.1. Control the proper use and protection of the property, which has been transmitted to his/her subordinated structural unit;
 - 13.2.2. Immediately inform the head of administration about any kind of movement, damage, destruction or loss of property under its control;
 - 13.2.3. If the property is damaged, submit an explanatory card to the head of administration.
- 13.3. The personnel is responsible for the proper use and protection of the property transferred to them. They are obliged to:
- 13.3.1. Use the property only for official purposes;
 - 13.3.2. Inform the head of the structural unit about any kind of movement, damage, destruction or loss of property;
 - 13.3.3. Not transfer the property to another employee without the consent of the school and the administration of the University.

Article 14. Final Provisions

- 14.1. The present labor regulations are mandatory for all University personnel.
- 14.2. Other rights and obligations related to the exercise of official duties by the personnel shall be determined by the labour legislation of Georgia.
- 14.3. The Administration of the University and the heads of other structural units are obliged to introduce the present labor regulations to the personnel.
- 14.4. For violation of the norms defined by the present Regulations, the types of disciplinary penalties envisaged by the Code of Ethics and Conduct may be used in accordance with the procedures set out in the same Regulations.