

International Teaching University of Management and Communication

“ALTERBRIDGE”

Internal Regulation

Discussed by Academic Board minutes #1 on 20/02/2019

Approved by Rector's order #O/1-01/07 of 22 February 2019

Chapter I General Provisions

Article 1.

This regulation defines the General preconditions for employment, general internal regulations, disciplinary liability measures of academic, administrative and support staff of International Teaching University of Management and Communication “Alterbridge” (hereinafter – Teaching University).

Article 2. Internal regulation of the Teaching University defines:

- a) administrative and support staff recruitment rules;
- b) duration of a workweek;
- c) starting and finishing, break time of daily work;
- d) established Holidays;
- e) Overtime work and its remuneration;
- f) rules for granting leave;
- g) Rules for providing information to personnel and issuing legal acts;
- h) Time, place and form of employment remuneration and business trip sums;
- i) business trip;
- j) General guidelines for the protection of hygienic rules and fire safety;
- k) Principles of material liability of personnel;
- l) Response mechanisms for violation of rules;
- m) Rule of incentives of administrative and support staff.

Article 3. Staff recruitment rules

3.1. The academic position shall be held via an open competition, in accordance with the requirements of the Regulation for Conducting Competition for Academic Positions of Teaching University and present legislation. The order of appointment of the staff selected for the academic position shall be issued by the Rector and the employment contract shall be concluded;

3.2 An administrative position shall be held via competition or without it. The initiator of the competition may be the school or the structural unit that has the appropriate vacancy. The terms of the competition are defined by the respective school dean or the head of the service.

3.3. Organizing the competition for selecting academic as well as administrative and supporting personnel is managed by the HR Management Office, where the candidate submits the relevant documentation.

3.4. The HR Management Office will verify the completion of the documents and send them to the employment decision-making body for further response.

3.5. After the individual employment contract is signed, in case of a change of personal data, the employee is obliged to notify the HR Management Office to appropriately reflect changes in personal history.

Article 4. Starting and finishing, break time of daily work

4.1 The workweek of the employee of Teaching University shall not exceed 40 hours a week unless otherwise is specified by an individual employment contract;

4.2. The working time of the staff employed in the Teaching University is 5 days in a week from Monday to Friday, however, due to study purposes, Sunday may be announced as a working day;

4.3. The working day starts at 10:00 and ends at 18:00. The different schedule of working days for individual categories of personnel may be determined by the legal act of the Teaching University or the agreement between the employer and the employee;

4.4. During the working day for the university staff, except for invited and academic personnel, the break time is 13:00 - 14:00;

4.5. The working time of affiliated, academic and invited personnel is determined in accordance with the appropriate educational study program / the load envisaged by curriculum the course;

4.6. Appearing of the academic and invited personnel at work and leaving the workplace is fixed in a special electronic program;

Article 5. Overtime work

- 5.1. Working of the employee according to instructions of the authorized person of Teaching University in rest days and at the weekends (except the case when person employed with the individual contract has a 6-day work schedule) is considered as overtime work.
- 5.2. the time that exceeds 40 hours per week is considered to be overtime and during which the employee performs the work according to instructions of the appropriate official of Teaching University.
- 5.3. Overtime work shall be paid in an increased amount of the hourly rate of pay that shall be regulated by the employment contract or according to the tariffs established with an order of Rector. The number of overtime payments shall be calculated from the hourly tariff set by the individual employment contract according to hours of factual work.
- 5.4. The parties may agree to give an employee additional time off in lieu of overtime pay.

Article 6. Leave

- 6.1. An employee shall have the right to enjoy paid leave for at least 24 working days per annum.
- 6.2. An employee shall have the right to request leave after working for 11 months, including any compulsory delay caused through the fault of the employer. By agreement of the parties, the employee may be granted leave even before the said term elapses;
- 6.3. The leave schedule of the academic personnel usually coincides with the period between the semesters, if the individual employment contractt does not determine otherwise;
- 6.4. By agreement of the parties, a leave may be used in parts;
- 6.5. Leave does not include a period of temporary disability;
- 6.6. Unless otherwise provided for by an employment contract, the head of appropriate service may determine the sequence of granting annual paid leave to subordinate employees and inform personnel management service about it;
- 6.7. In taking unpaid leave, within the scope established by the legislation the employee shall give the superior official at least one-week prior notice of leave, except where such notice cannot be given due to objective circumstances;
- 6.8. The employer has no right to postpone the paid leave for two consecutive years;

6.9. Employee's leave payment shall be calculated from the average salary of the previous 3 months of work. If the working period is less than 3 months after the start of the work or the last leave - from the average salary of months of work, and in case of monthly fixed remuneration - according to the last month's salary.

Article 7. Conditions of stay in the institution beyond the usual working hours

7.1. Personnel are entitled to stay in the institution for more than ordinary work time based on objective reasons and for a reasonable period;

7.2. The period of being in the Teaching University beyond the usual working hours is not paid if it is not done by the direct instruction of a superior official to perform overtime work.

Article 8. Holidays

Public holidays defined by the legislation are considered as holiday days.

Article 9. The rule of making available legal acts for the Teaching University staff

9.1. The binding internal acts issued by the Rector, Chancellor of the Teaching University, or the authorized individual / the competent authority shall be made timely available for the addressee(s);

9.2. Public acts shall be available for everyone via posting on the website, visible location or otherwise. Individual legal acts shall be handed in writing to an addressee within reasonable or the timeframe defined by this regulation.

Article 10. Time, place and form of employment remuneration

10.1. Time, place and form of employment remuneration of Teaching University's employees are determined by employment contract;

10.2. The remuneration of the personnel shall be paid once a month, not later than the 5th day of each subsequent month, unless otherwise provided by a labor agreement. Monetary remuneration is carried out through non-cash settlement via transferring money to the payroll bank account or employee's personal bank account determined by an individual

employment contract. The monetary obligation is deemed to be performed from the moment of making a payment order.

Article 11. The rule for sending personnel on a business trip

- 11.1. The employee's workplace is the location of the Teaching University unless otherwise is determined by the individual employment contract;
- 11.2. The employer may instruct the employee to perform work temporarily in another place. The business trip period shall not exceed 45 calendar days;
- 11.3. The employer shall fully compensate all business trip costs to the employee; The amount of compensation of costs shall be agreed before going on a business trip and when it is impossible, the Teaching University is obliged to reimburse expenses within the reasonable limits considering the position of the employee and the specificity of the work to be performed during the business trip.
- 11.4. The Employment contract concluded with the employee may determine conditions different from this article.

Article 12. Appearing late at work and absence of personnel

- 12.1. Arriving at the workplace late by personnel shall be considered as being late.
- 12.2. Not appearing at work shall be considered as being absent as well as not checking in the electronic program (coming-leaving), when the other means cannot confirm the performance of work by the employee. Not arriving at a lecture at least 15 minutes from the starting of lecture shall be considered as being absent for academic (professor, associate professor assistant professor, assistant) and invited personnel/lecturer; The amount of pay is proportionate to the actual duration of the work performance;
- 12.3. In case of absence, personnel shall be obliged to inform the direct supervisor in advance or as immediately as possible about the reason for absence/being late and/or probable period;
- 12.4. Academic personnel or invited lecturers are obliged to restore the missing study hours in agreement with the school staff responsible for organizing the educational process. The periodically paid amount shall be reduced in proportion to the number of hours spent on the missed hours and is compensated only after restoration.

Article 13. Appearing late at work and absence due to good reason

13.1. appearing late at work and absence of personnel shall be considered being due to good reason if the direct supervisor satisfies employee's written request about considering absence/being late due to good reason.

Article 14. Working conditions

14.1. The Teaching University has fire prevention and hygiene rules as well as rules for the protection of labor safety. Administration of the Teaching University is responsible for the proper functioning of these systems.

14.2. Within its competence, the relevant structural unit of the Teaching University, shall periodically provide instructing on safety techniques, sanitation, fire prevention protection and other rules of labor safety and they exercise constant control over all of their performance;

14.3. The employee is obliged to protect fire prevention and hygiene rules at the Teaching University and support protection of the healthy and safe working conditions;

14.4. The employee may be liable for violating the rules of labor safety according to the internal disciplinary regulations as well as administrative, civil and/or criminal law of Georgia.

Article 15. Material liability of personnel

Using material values existing on the balance of Teaching University is supervised by the relevant structural unit;

15.1. The employee has an obligation to:

a) Exercise control over the proper use and protection of the property which has been personally transferred to him/her;

b) Promptly inform the relevant structural unit about any kind of movement, damage, destruction or loss of valuable assets that are in his/her possession or control.;

c) Use the property only for work purposes;

d) Do not transfer property in his/her possession to another person without the consent of the relevant structural unit.

e) In case of damage of the property, submit an explanatory note to the relevant structural unit;

15.3. From the administrative building of the institution withdrawing the material value that is on the balance of the institution, except for urgent necessity, is permissible with the consent of the relevant structural unit on which the written act is issued.

Article 16. Post-contractual obligations

16.1. In case of termination of the contract on any ground, the employee is obliged to return the property transferred to him/her;

16.2. To ensure that the current affairs are transferred to a superior official or his/her substitute;

16.3. Do not use any of the electronic work spaces available to him/her and transfer their codes to the relevant service.

Article 17. Assessment and development of personnel

17.1 Stages of assessing the academic personnel consist of three components:

- a) Self-assessment of academic personnel and results of student survey.
- b) Quality Management Service annual report for personnel assessment and
- c) Action plan

17.2. Assessment of administrative personnel is implemented for the effective monitoring mechanism for management and according to effective assessment system.

17.3. The goal of personnel development is to improve labor potential to address the tasks of personal and organization development and operation.

17.4 The following forms of personnel development are used in the teaching university:

- a) Professional development programs
- b) Small grant contests
- c) Creative/academic leave of personnel
- d) Review personnel functions

Article 18. Professional development programs

18.1. The university is undertaking continuous training and targeted programs for professional development.

18.2. Organizing annual summer intensive trainings from the needs of staff

18.3. Continuous teaching programs consist of different courses: a) Training in using informational technologies, b) Training in developing scientific research programs, c) foreign language program (English, French, German), d) Trainings in management and strategic communications, etc.

18.4. Programs are divided according to difficulty so that the employee can obtain the necessary information at any level and improve the qualifications each year from the level of complexity to the second difficulty level.

18.5. Teaching university employees as well as students can participate in trainings.

18.6. Targeted programs should be tailored to individual needs of academic administrative and support staff.

18.7. Individual needs of personnel are based on the annual report of quality management personnel assessment.

18.8. Target programs for professional development for professors can be aimed at raising professional competence in the following issues: a) knowledge of academic discipline, b) strategies of academic assessment, c) teaching and research methods, d) using new technologies in research and teaching process, etc.

Article 19. Types, grounds and rules of using incentives and disciplinary liability

19.1. The Rector or the Chancellor of the Teaching University may use the measures of incentives for the excellent performance of work duties, for the long-term and honest service, for the performance of a task of special complexity or importance by administrative/support personnel:

19.2. Types of incentives are the following:

a) commendation;

b) awarding with a valuable gift;

c) giving bounces;

19.3. Incentives are formed in an appropriate regal act.

Article 20.Types of Disciplinary Sanction:

20.1. Depending on the nature and severity of the violation, the employee may be subject to the following disciplinary sanctions:

- ◆ Written warning;
- ◆ Written strict warning;
- ◆ Withholding salary;
- ◆ A dismissal that is conducted via written notice about termination of the contract;

Imposing disciplinary sanction

20.2. The basis for reviewing the disciplinary liability of the employee is committing the following disciplinary misconduct by the employee:

- a) Failure to perform or improper performance of duties undertaken by the individual employment contract;
- b) Violation of the standards of employee's action defined by requirements of the internal normative acts of Teaching University (except for the rules defined by the Code of Ethics), violation and/or improper performance of instructions the superior officials;
- c) Inflict pecuniary damage to the Teaching University;

20.3. The disciplinary sanction shall be proportionate to disciplinary misconduct and shall be determined to take into account all circumstances objectively;

20.4. Issues of violation of ethical norms are determined by relevant regulations;

20.5. Disciplinary sanction shall be proportionate to disciplinary misconduct and shall be determined taking into account all circumstances objectively;

20.6. A person against whom disciplinary proceedings are conducted has the right to receive any

information related to the proceedings and to participate in reviewing the case in order to protect his/her interests;

20.7. Decision made by a collegial body (Commission or School Board) shall be recorder as minutes of

session that is signed by the chairperson and secretary;

20.8. Disciplinary offender shall be notified regarding the in written decision.

Article 21. Repetition of offense

- 21.1. Disciplinary offense shall be considered to be a repeat when one sanctioned violation is followed by the violation of the same nature or other violation, except when one violation creates a sufficient basis for dismissal by itself.
- 21.2 If a person has repeatedly committed a disciplinary violation and the previous disciplinary violation has not been expunged, his/her a sanction shall be determined as sanction of one step higher.

Article 22. Expungement of disciplinary sanction

A disciplinary sanction, except for dismissal, shall expunge after 1 year from the date of committing the violation.

Article 23. Removal of disciplinary sanction

A disciplinary sanction may be removed by the decision of the person/body that reviewed imposing this disciplinary sanction.

Article 24. Disciplinary Commission

- 24.1. The Disciplinary Commission (hereinafter - the Commission) is created by an act of the Rector, which includes the Chancellor of the Teaching University, the Head of the Chancellery and HR Management Office, the Manager of the Legal service, as well as the other officials if required by the Rector's decision. The same order determines the chairperson and secretary of the Commission.
- 24.2. The date and agenda of the commission meeting, as well as the schedule of work shall be determined by the same act of the Rector, by which the Commission is formed. The Commission is authorized to decide if all member are present.
- 24.3. The Commission makes a decision by a simple majority of votes. In the case of an equal number of votes, the vote of the chairperson of the commission is decisive.

Article 25. Disciplinary Proceedings carried out by the School Board

- 25.1. Disciplinary prosecution is carried out by the School Board on violations in the implementation of educational programs.
- 25.2. A person against whom disciplinary proceedings are conducted has right to demand creation of a disciplinary commission.
- 25.3. The Dean invites the School Board to discuss disciplinary matter, which shall be authorized to make decision if all the members are present. Decision shall be made by a majority vote.

Article 26. Terms

- 26.1. Disciplinary proceedings envisaged by this Regulation shall begin and end with no later than 1 month from the date of detection of the offence fact. After the expiration of this term, the employer's right to start the disciplinary proceedings shall expunge.
- 26.2. Sanction, except for dismissal, shall expunge after 1 year from the date of committing the violation.

Article 27. Final Provisions

- 27.1. This Regulation is binding for the Teaching University personnel.
- 27.2. The document shall enter into force from the date of approval and publication according to established procedure.