

# **LEPL Ilia State University**

## **Internal Regulations**

### **Article 1. General Provisions and Scope of Work**

1. The Internal Regulations of the LEPL Ilia State University (hereinafter referred to as the "Internal Regulations") are the regulatory, compulsory rule governing the implementation of labor relations by employees of the LEPL Ilia State University (hereinafter referred to as the "University"), which defines the working conditions and rules. The purposes of the Internal Regulations are:

- a) facilitating the protection of labor discipline;
- b) ensuring rational use of working time;
- c) increasing the effectiveness of performing official duties;
- d) promoting the raising of the qualification level and professional skills of employees;
- e) regulating relations between the University and employees related to work implementation in accordance with the legislation of Georgia;
- f) facilitating the implementation of rights and freedoms of employees;
- g) achieving gender balance in the University and ensuring the creation of a working environment with equal conditions and opportunities for everyone;
- i) ensuring the creation of safe and healthy working conditions for employees;
- j) imposing responsibility for violation of labor discipline;
- k) ensuring compliance with ethical norms;
- m) creating an environment free from any discrimination;
- n) establishing common standards of rules of conduct for employees.

2. The Internal Regulations are based on legality, equality, gender equality, mutual respect, prohibition of discrimination, cooperation, and fair and due performance of obligations, which are also expressed in the University values.

3. The Internal Regulations define the following:

- a) The working hours and break time;
- b) The procedure for being late to work, accounting for missed working hours as excused or unexcused, response mechanisms;
- c) The procedure regarding absence from work;
- d) The rule for the use of leave by employees;
- e) The procedure for organizing business trips of employees;
- f) Overtime work;
- g) Rules for giving salary;
- h) Provision of employees with workplace and working environment;
- i) The employee's obligations in case of dismissal;
- j) Instructions for fire safety and responsibility for material values;
- k) Standards of conduct and ethics of employees, prohibition of any discrimination;
- l) Employee's liability for violation of Internal Regulations and other disciplinary misconducts;
- m) Grounds for initiating disciplinary proceedings;
- n) Disciplinary proceedings;
- o) A person authorized to impose disciplinary sanction;

- p) Exemption and expungement from disciplinary liabilities;
- q) Types of employee incentives;
- r) The rule for approving/introducing the Internal Regulations.

4. The Internal Regulations apply to all individuals employed by the University, and compliance with them is mandatory for anyone having an employment or cooperative relationship with the University during working and non-working hours.

5. Failure to comply with the Internal Regulations is deemed a breach of obligations under labor or other agreements. In the event of sufficient grounds, the University reserves the right to terminate cooperation unilaterally.

6. Issues related to labor relations not regulated by the Statute of the University, Internal Regulations, the labor agreement, and other norms of the University shall be regulated in accordance with the legislation of Georgia.

7. If the norms specified in the labor agreement between the University and the employee conflict with those outlined in these Internal Regulations, the provisions agreed upon in the contract shall apply.

8. The Internal Regulations are drawn up based on the Constitution of Georgia, the Labor Code of Georgia, the Law of Georgia "On Higher Education," and the LEPL Ilia State University Statute.

## **Article 2. Working Hours and Breaktime**

1. The working time is 40 hours per week, with a week consisting of five working days, Monday through Friday. Working hours are defined from 9:00 am to 6:00 pm, except for any exceptions specified in this Article;

2. Saturday and Sunday are day-offs;

3. Holidays are determined by the Labor Code of Georgia;

4. The first and second clauses of this Article do not apply to employees whose job-related obligations vary based on their position held. In such cases, the working time does not exceed six working days and 40 hours per week, with at least 24 hours of rest during seven days. The labor agreement regulates the specifics regarding this matter, encompassing teaching schedules, research commitments, activities in commissions and boards, grant projects, and the schedule of the University's public events. For auxiliary personnel with specific work assignments, the working time is determined by the labor agreement, which outlines the agreed-upon hours and is documented in writing or electronically by the immediate supervisor;

5. In exceptional cases, by the decision of the Rector and/or the Head of Administration, the day(s) off or the non-working day(s) set by the law may be declared as working days, or particular employees may be called to work so that the duration of uninterrupted rest of the employee is not less than 12 hours and also the employee is provided with at least 24 hours' rest for seven days;

6. During the working day, if the working time exceeds 6 hours - the employee is given an hour break for meals and rest. The start time of the break is determined based on the employee's job specifics and shall be agreed upon with the immediate supervisor. A break is not counted as working time. The University security guards who are on duty for 24-hour shifts are given an hour break every 8 hours;

7. Academic and teaching staff determine their break times according to their individual schedules;

8. Employees, without prejudice to the right to a break outlined in this Article, shall agree on a schedule for taking breaks. There must be at least one employee present in the workroom/area at all times during the working day to ensure it remains open;
9. An employee who is a nursing woman who feeds a child under one year is entitled to an additional break of at least 1 hour per day. The break for feeding a child is considered working time and is compensated;
10. According to the legislation, employees are obliged to work remotely in the event of a pandemic, emergency, war, or any other situation that prevents or limits movement or meeting;
11. The legal representative or supporter of a person with disabilities is entitled, upon submission of a written application, to an additional paid rest day once a month in addition to their regular rest days. Alternatively, they may arrange a different working day with the employer than that provided under labor regulations.
12. The presence of the employee in the work area during non-working hours or during breaks requires the permission of the immediate supervisor and is not considered overtime work unless the Rector and/or the Head of Administration calls the employee during non-working hours by a legal act;
13. The employee's arrival at and departure from the workplace are recorded using a particular electronic device

### **Article 3: The Rule Governing Late Arrivals, the Classification of Missed Working Hours as Excused or Unexcused, and the Response Mechanisms**

1. Late arrivals to work will be categorized as excused or unexcused based on the rules outlined in this Article.
2. Lateness and early departures during working hours and other forms of absence from work will be considered excused if the employee's immediate supervisor approves their request, whether oral, written, or electronic, for excusal of tardiness.
3. Lateness, early departures before the end of working hours, and other forms of absence from work will be considered unexcused if the employee's immediate supervisor is not informed or does not approve their written or electronic request for excusal of tardiness. To investigate the matter further, the head of the structural unit is authorized to contact the Human Resources Management Office.
4. Performing official duties outside the workplace (excluding business trips) during working hours, necessitated by job-specific tasks and communicated to the immediate supervisor, will be considered an excused absence.
5. Auxiliary personnel who have a child of preschool or elementary school age, a child with disabilities/a student with special educational needs, or if there are any other exceptional objective circumstances, have the right to report to work half an hour later than the set time based on the written agreement with their immediate supervisor.
6. At her request, a pregnant woman is granted additional time to conduct medical examinations if these examinations must be completed during working hours. Any working hours missed due to medical examinations of a pregnant woman will be considered excused, and labor remuneration will be maintained upon presentation of documents confirming the conduct of these examinations.
7. More than three instances of tardiness during a calendar month will be deemed systematic and unexcused lateness to work or early departure. In such cases, the University is authorized to employ disciplinary

measures outlined in the legislation of Georgia and these Internal Regulations.

#### **Article 4. The Procedure Regarding Absence from Work**

1. If an employee anticipates being late to the workplace for a known reason, they must inform their immediate supervisor (or, for teaching personnel, the administration of the relevant faculty) in advance and request temporary release from official duties for the day of absence. Employees may use a free day for a maximum of one working day at a time, which should not coincide with the period before or after leave, day off, or holidays. The total number of free days in a year should not exceed three working days. The immediate supervisor is responsible for recording these free days.
2. If the employee's request for temporary release from work is granted, the immediate supervisor shall assess the feasibility and outcomes of the employee's non-appearance at work.
3. If the request for temporary release from work is denied, the employee must continue their work as usual. Failure to do so will be considered absenteeism, subjecting the employee to disciplinary measures outlined by the legislation of Georgia and these Internal Regulations.
4. In case of not reporting to the workplace on time for an unknown but valid reason, the employee must promptly inform his immediate supervisor.

In temporary incapacity to work, the employee must provide the employer with the sick leave certificate number and application, which the Head of Administration will use to prepare an individual legal act for the employee's sick leave. Upon completing the sick leave, the employee must also notify the employer in writing and submit the original sick leave certificate. If the employee cannot apply for sick leave for objective reasons, the head of the relevant structural unit will use it on their behalf. Failure to fulfill these duties on time, except in cases of genuine circumstances, will result in the employee's missed working time being considered unexcused.

#### **Article 5. Rules for the Use of Leave by Employees**

1. The right to use leave is given to an employee eleven months after starting working. Under the Code of Labor, the employee has the right to take paid leave - 24 working days a year.
2. The employee also has the right to use unpaid leave for not more than 30 calendar days a year under the prior agreement with the immediate supervisor. The parties' agreement shall determine the duration and time of unpaid leave.
3. According to the Labor Code, employees can take paid or unpaid leave only by agreement with the employer before they are granted the right to request leave.
4. The employee's application for a paid leave request, with the approval of the head of the relevant office, shall be submitted to the Head of Administration/the Rector (within the hierarchy) at least two days before the start of the leave period, and two weeks before the unpaid leave request, except for exceptional cases when it is impossible to meet the deadline and which must be substantiated. An application received in violation of the deadline will not be accepted without a valid reason;
5. The conditions for granting leave due to pregnancy and childbirth, child care, and adoption of a newborn are determined per the Labor Code of Georgia.
6. At the employee's request, either in whole or in part, but for a minimum of two weeks per year, unpaid leave for child care is granted for up to 12 weeks until the child reaches five years of age.

7. The immediate supervisor is entitled to refuse the use of leave by the employee if giving paid leave to the employee in the current year may negatively affect the ordinary course of work; it is allowed to postpone the leave for the next year with the employee's consent. It is prohibited to postpone paid leave for two consecutive years.
8. With the immediate supervisor's approval, the employee is entitled to use the vacation in parts and determine the sequence of paid holidays. The employee is recommended that the number of vacation days taken at one time should not be less than five working days.
9. Before going on vacation, the employee shall pass over the official duties and tasks to be completed in the relevant period to the person designated by the immediate supervisor or to the immediate supervisor and, in the case of the supervisor, to the interim performer of their duties.
10. A person involved in the teaching process can take leave during the non-academic period unless it interferes with the teaching process, in which case the matter shall be agreed upon with the dean of the faculty/school.
11. As a matter of necessity of the University's proper activities, the Head of Administration, with the written request of the immediate supervisor and the employee's consent, has the right to terminate the employee's vacation, with the right to use it in the future. The employee has the right to request leave termination for any reason on their initiative.
12. The employee's vacation pay is determined based on the average salary of the preceding three months if the duration of employment after starting work or since the last vacation is less than three months. For employees with a fixed monthly salary, vacation pay is calculated based on the salary for the previous month.

#### **Article 6. Rule for Business Trips**

1. A business trip entails temporarily relocating the employee's workplace to serve work-related interests. The total duration of such relocations (business trips) should not exceed 45 calendar days per calendar year, except as specified in paragraph 2 of this Article. Business trips may be organized at the initiative and request of both the University and the employee
2. The provisions outlined in the first paragraph of this Article do not limit the duration of business trips based on the specific requirements of the employee's position. Therefore, the total duration of such trips is not restricted. Consequently, sending an employee on a business trip for any duration specified by the employer does not constitute a modification of the fundamental terms of the agreement, nor does it diminish the employee's working conditions established in the labor agreement.
3. By the decision of the University, the employee's business trip expenses (while being on a business trip) shall be paid by the University within the terms and limits established by Order N220 of April 5, 2005, of the Minister of Finance of Georgia, if the inviting party does not reimburse the expenses related to the business trip.
4. Business trips for employees, both within the country and abroad, are arranged through an Order issued upon receipt of a written application from the employee or a formal notice from their immediate supervisor. The application or notice must be submitted at least three calendar days before the scheduled start of the business trip. Submissions made after this deadline, except in cases of objective circumstances specified within the application, may not be accepted.
5. The work to be performed during the business trip shall correspond to the functions and duties established for the employee by the labor agreement and official instructions or the task assigned by the

supervisor.

6. The formal notice (written statement) shall include the information about the purpose of the business trip, the business traveler(s), the dates of the beginning and the end of the business trip (departure and return dates), the destination(s), the expenses associated with the trip and the source of funding. The application shall also specify any employee temporarily representing the business traveler, if applicable.
7. Immediately after the end of the business trip, the employee shall submit a formal notice on the business trip expense report per Order N320-02 of February 16, 2018, of the Rector and Head of Administration.
8. Based on the Order on business trips within the country, the University Accounting and Reporting Office shall issue a formal notice to the employee.

#### **Article 7. Overtime Work**

1. The employer is entitled to require the employee to perform work for a period exceeding the regular working hours per week or on holidays established by the Labor Code. In this case, overtime work will be compensated at the increased rate of the employee's hourly rate, not less than 5% or proportionally, by giving additional rest time. Overtime work is calculated no later than four weeks after completion. The immediate supervisor shall agree with the employees on the overtime conditions before the performance of overtime work.
2. After the immediate supervisor agrees with the employee, the immediate supervisor shall apply to the Head of Administration with a formal notice. The notice shall include details such as the description and necessity of overtime work, the names of the employees to be involved, information about the 40-hour work period performed by them during the working week, and the request for the estimated number of overtime hours and overtime pay or giving additional rest time. Based on this notice, the Head of Administration shall issue a legal act regarding overtime pay.
3. Employees who oversee the institution/business on behalf of the employer, including heads of structural units and their deputies, are not eligible for financial compensation for overtime work.
4. Overtime compensation will be paid based on the hours worked, as documented in the report card submitted by the immediate supervisor on behalf of the Head of Administration upon completion.
5. If overtime hours are paid proportionally by providing additional rest time, the immediate supervisor must specify the rest period in the formal notice outlined in paragraph 2 of this Article. The mentioned form of overtime compensation will also be detailed in the legal act issued by the Head of Administration.

#### **Article 8. Rules for Issuing Salary**

1. Remuneration is determined by the employment agreement, considering the position, qualification, and staff rate set by the University. Contract employees are compensated according to their contract.
2. Employees receive their payment either once a month or based on the work performed, with the payment process initiated after submission of the acceptance document, which must be done no later than the 10th of the following month.
3. The University shall not be responsible for delays in salary payments caused by issues within the banking or state budget systems, nor is it liable to compensate for any damages resulting from these delays.
4. Payments are made through non-cash transfers to the employees' bank accounts.

5. The employee's salary cannot be transferred to another person's account.

#### **Article 9. Provision of Employees with Workplace and Working Environment**

1. The University's Human Resources Management Office, in collaboration with the head of the relevant structural unit, is responsible for providing employees with a working environment.
2. The Human Resources Management Office oversees the tasks related to setting up the working environment for new employees assigned to other functionally related offices.
3. For starting work, the employee is provided with a minimum package of conditions for setting up their work environment, namely:
  - a) In the case of academic staff, the minimum package of conditions consists of the University e-mail and the individual account of "Argus" - the electronic selection system for managing the learning process. The above-mentioned staff will be provided with personal University space if the requesting person (e.g., dean of the faculty) points out the necessity for a permanent workspace based on their activities. Otherwise, a shared working space is used.
  - b) The minimum package of conditions for research staff, invited professor, visiting professor, and visiting researcher consists of the University e-mail and the individual account of "Argus" - the electronic selection system for managing the learning process if the person is involved in the learning process. The above-mentioned staff will be provided with individual University space if the requesting person (e.g., dean of the faculty) points out the necessity for a permanent workspace based on their activities. Otherwise, a shared working space is used.
  - c) The minimum package of conditions for teachers consists of the University e-mail and the individual account of "Argus" - the electronic selection system for managing the learning process if the person is involved in the learning process.
  - d) The administrative-support staff working within the University space will receive a minimum package of conditions tailored to their needs. This includes workspace and necessary inventory as determined by the head of the employing unit, along with the University email and an eDocument account provided upon the unit head's request.
  - e) Nonoffice employees (security workers, cleaners, etc.) will have essential equipment and a dedicated duty/utility room as minimum conditions.
4. If the employee is a University student or a graduate, a new official e-mail shall be created for him.
5. As soon as the University email is created to the employee, the Human Resources Management Office shall send a guide to the new employee with all the necessary information.
6. The employee must use the official e-mail only for official purposes.

#### **Article 10. The Employee's Obligations in Case of Dismissal**

1. When an employee terminates their employment contract voluntarily, they must inform an employer of the termination of the employment relationship at least 30 calendar days in advance.
2. Upon dismissal from their position, the employee is obliged to ensure that all documents related to the job, along with their appropriate electronic versions, any property registered under their name, and the key to the workplace (in the case of this tangible or intangible property, if any) are handed

over/transferred to the immediate supervisor or the individual designated by the supervisor. An Act of Acceptance will be prepared according to the form provided by the University Accounting and Reporting Office. Additionally, the employee must return any books borrowed from the University library.

3. Upon dismissal from the relevant position, the final settlement shall be made with the employee based on submitting the Act of Acceptance on tangible property to the Accounting and Reporting Office.
4. The Human Resources Management Office shall indicate the termination of all business relations with the University in the legal act of dismissal. In the event of expiration of the employment contract, the employee is required to notify the Information Technology Office, the Accounting and Reporting Office, the Library, the Procurement Service (if necessary), as well as the University Chancellery, regarding the termination of the use of the University account/eDocument program account. The specific timeline for implementing this action, in agreement with the immediate supervisor, shall be specified in the Order. Exceptions may be made through an appropriate decision.
5. The employee must save non-service, personal messages, and personal information received from the University e-mail for the dismissal period. Otherwise, after termination of the use of the e-mail account, the University shall not bear any responsibility for any material or non-material damages caused by the loss of the information above.
6. The employee must collect their personal belongings within two weeks following the termination of the employment relationship. The University is not liable for storing them or compensating for damages beyond this period.
7. If the term of the agreement has expired, but due to the nature of the work, the immediate termination of work will seriously damage and endanger the employer's business, the employee is obliged to continue working until such a situation is settled, and the employer is obliged to compensate them.
8. The employee shall not use, disclose, or transfer confidential information or personal data, as defined by law, to third parties, which they became aware of during their employment at the University. Legal mechanisms will be employed in case such information is disseminated.

#### **Article 11. Fire Safety Instructions and the Responsibility Related to Material Assets**

1. Employees must comply with labor and fire safety requirements and sanitary rules. In case of fire signs in the University building, the employee is obliged to report them immediately and, if necessary, use the fire extinguishers at the University.
2. The employee is obliged to use the water supply and electrical wiring in the workplace as intended and safely and not to allow the unauthorized connection of such devices to the power network without a specialist, the operation of which increases the risk of fire.
3. The employee shall not use electrical equipment that is out of order. The employee must immediately inform the head of the relevant structural unit about the failure of electrical equipment.
4. The employee is responsible for the University's material property assigned to them and registered under their name, and they must not transfer it to another employee.
5. The employee must immediately report any damage, destruction and/or loss of the property assigned to him to the immediate supervisor and/or the relevant structural unit.
6. At the end of the working day, the employee shall disconnect the electrical equipment in the workplace, which must be turned off due to compliance with safety rules, except for those devices designed for 24-



hour work mode.

7. In violation of obligations outlined in this Article, the material and disciplinary liabilities will be imposed on the employee per the applicable legislation.

## **Article 12. Standards of Conduct and Ethics of Employees, Prohibition of any Discrimination**

1. The employee must respect the human rights and freedoms recognized by the University.
2. Cooperation and labor relations at the University are grounded in the principles of equality, honesty, mutual respect, academic freedom, collegiality, and non-discrimination, all of which reflect the institution's core values.
3. The University prohibits all forms of discrimination based on race, color, language, ethnicity, social affiliation, nationality, origin, socioeconomic status, place of residence, age, sex, sexual orientation, gender identity, disability, religion, public opinion, political affiliation, membership in associations (including trade unions), marital status, personal beliefs, or any other grounds.
4. Direct or indirect discrimination is when a person is harassed, persecuted, forced, and/or treated unequally compared to another person, which aims or causes damage to a person's dignity and creates an intimidating, hostile, humiliating, degrading, or insulting environment for the person, and/or creates such conditions, which directly or indirectly puts a person at a disadvantage compared to others in similar situations;
5. The University prohibits all forms of workplace harassment, including sexual harassment, as they constitute forms of discrimination. Any unwelcome verbal or non-verbal conduct of a sexual nature that aims to damage a person's dignity or creates an intimidating, hostile, humiliating, degrading, or offensive environment is considered sexual harassment.
6. The University prohibits any behavior that aims to humiliate a person's dignity.
7. The University shall establish a mechanism for preventing and responding to sexual harassment. This mechanism includes defining the concept, types, forms, and indicators of sexual harassment, outlining preventive measures, and issues of disciplinary proceedings in sexual harassment cases. The University shall respond with complete protection of confidentiality within the scope of its competence.
8. The employee is informed about sexual harassment and its impermissibility in both the workplace and public spaces. They are not to engage in sexual harassment and are familiar with the intra-university and general procedures for reporting such incidents. They respond within the scope of their competence and treat any discussion, communication, or action aimed at eliminating sexual harassment with high responsibility and confidentiality.
9. Discrimination does not occur when differentiation based on the nature or requirements of the work or the conditions under which it is performed is necessary to achieve a legitimate goal and constitutes a mandatory and proportionate measure for its attainment. Special measures implemented to address the needs of individuals generally acknowledged as requiring special protection or support due to age, sex, disability, family responsibilities, and social or cultural status are not considered discriminatory.
10. To adhere to the principle of equality for people with disabilities, specifically, the principle of reasonable accommodation, the University shall undertake responsibility for taking appropriate measures, if necessary, so that people with disabilities have equal opportunities for employment, career promotion, qualification upgrade, professional training, and retraining unless such a measure imposes a disproportionate burden on the employer. This burden is not considered disproportionate if state support

programs, benefits, and/or other alternatives for people with disabilities apply in connection with the specific event.

11. The employee is not allowed to commit a dishonorable act (guilty act) aimed at discrediting another person employed at the University, regardless of where it occurs.
12. The employee must personally fulfill the official duties established by the labor agreement, job description, and the University's legal acts within the specified period.
13. The employee is not allowed to gamble at the workplace, appear drunk or under the influence of a drug or toxic substances, or use them, which is a gross violation of the code of conduct.
14. It is not allowed to use the University space and auditoriums to spread religious and political ideas.
15. The employee is not allowed to accept gifts, services, or other benefits in connection with their business activities for personal gains or the benefit of anyone associated with them, either free of charge or on preferential terms.
16. The employee cannot use the University space and auditorium for purposes unrelated to academic, teaching, research, or job assignments, including promoting political or religious views and associations.
17. By the Law of Georgia "on Tobacco Control in Georgia," smoking is prohibited in the buildings and on the premises of the University, except for special places designated for smoking. Violation of this restriction will incur a penalty as outlined in the Administrative Offenses Code of Georgia.
18. When dealing with citizens, students, and employees, they must adhere to ethical and moral standards, introduce themselves and their position, and be attentive, polite, and tolerant.
19. The employee is required to consider the outcomes obtained as part of the job performance evaluation process.
20. The employee is obliged to protect the business reputation of the University, not spread false information about the University, and not harm the dignity of colleagues and students.
21. The employee is obliged:
  - a) not to insult the employees and individuals related to the University verbally, physically, or otherwise;
  - b) not to allow the pollution of the University territory, bringing and/or distribution of firearms and cold weapons in the territory of the University; bringing and/or distribution of explosive and flammable items and substances that create a real threat of fire and/or explosion;
  - c) not to cause property or non-property damage to the University or create a threat of such damage;
  - d) to adhere to the regulations and rules applicable to the University;
  - e) to check the University's official e-mail and Task Management Program - eDocument (if they are the program user). A notification/resolution sent to the official e-mail/Task Management Program is considered received, regardless of whether the employee has checked it or not;
  - f) not to use loud mode while communicating on the phone, produce/disseminate secret video/photo/audio recording without prior agreement or warning;
  - g) to protect and not transfer the personal information of a person, as well as confidential information

kept at the University, to third parties;

h) to adhere to the norms established by the Sexual Harassment Prevention and Response Policy document;

i) to follow the norms of ethics and behavior applicable to the University;

22. Every employee of the University is obliged, within the scope of their competence, to provide the necessary assistance to their superior or subordinate officials, employees, with all the means at their disposal, regarding official matters if this employee:

a) is unable to act on their own for legal or factual reasons;

b) does not have sufficient knowledge of the facts necessary to act, but the assisting employee possesses this knowledge;

c) the employee to whom assistance is requested possesses the necessary documents or evidence to resolve the issue;

23. The employee shall not be allowed to:

a) misappropriate and distribute the outcomes of somebody's intellectual work, text, idea, concept, visual or audio material, or data without indicating the author (plagiarism).

b) reusing their work without indicating the original source (self-plagiarism).

c) falsify data, information, or quotations in an academic paper (falsification).

### **Article 13. Employee's Responsibility for Violating Internal Regulations and Other Disciplinary Misconducts**

1. In case of violation of the requirements of the Internal Regulations, the Code of Ethics of academic staff and other employees involved in the learning process, and other liabilities under the Georgian Legislation, the University is entitled to apply any of the disciplinary liability measures given below in written form (together or separately):

a) warning

b) reprimand;

c) severe reprimand;

d) deduction of at least 50% from salary;

e) termination of labor relations.

2. An official or collegial body shall have the right to impose disciplinary liability on a person to determine the size of liability and run of validity, which has appointed or selected the person against whom the measure of disciplinary liability shall be applied.

### **Article 14. Grounds for Initiating Disciplinary Proceedings**

1. The grounds for initiating disciplinary proceedings are as follows:

a) a written complaint, statement, or letter of any person;

b) internal report of the University personnel;

c) explanatory statement of the alleged violator;

- d) any information disseminated by the University employee via mass media about the activity that may be considered disciplinary misconduct;
  - e) discovery of disciplinary misconduct or other circumstances causing suspicion that the University employee has committed disciplinary misconduct.
2. Proceedings related to violating the norms established by the Code of Ethics of the academic staff and other employees involved in the teaching process shall be initiated, and disciplinary measures shall be taken per the rules defined by these Internal Regulations and the Code of Ethics.
  3. Proceedings related to the violations of the norms established by the Sexual Harassment Prevention and Response Policy at Ilia State University shall be initiated, and disciplinary measures will be applied as defined by the Response Policy document.

### **Article 15. Disciplinary Proceedings**

1. Disciplinary proceedings are carried out by the University's Human Resources Management Office on the instruction of the official or collegial body whose appointed or elected person is subject to disciplinary proceedings.
2. In specific cases, depending on the importance of the issue and the organizational hierarchy, by the decision of the Rector or the Head of Administration, the Disciplinary Body may be a special commission, which is created by the relevant official taking into account the principle outlined in Article 16 of the given Internal Regulations.
3. Upon initiating disciplinary proceedings, an individual administrative act shall be issued specifying the individual against whom the proceedings have been initiated and detailing the grounds for such action. Subsequently, this individual shall be instructed by Order to provide their explanations and any supporting evidence in written form within a specified period. The Order shall be delivered directly to the individual concerned.
4. when the matter is confirmed, and the proceedings are initiated under subparagraph "c" of Article 14, an order will be issued to apply the disciplinary sanction.
5. The Disciplinary Body must investigate all the circumstances necessary for the case and decide based on their assessment and comparison of the circumstances.
6. The violator has the right to apply to the Disciplinary Body with an application and petition and request an oral hearing. The Disciplinary Body shall decide whether to approve or reject the abovementioned request.
7. If the body conducting the disciplinary proceedings deems it necessary to hold an oral hearing to determine the objective truth of the case, it may do so and notify all interested parties.
8. When imposing a disciplinary sanction, the severity of the misconduct committed, the circumstances surrounding it, the violator's previous work, etc., shall be considered.
9. Completion of disciplinary proceedings is confirmed by the administrative act of the authorized body, the draft of which is prepared by the Disciplinary body. An individual administrative act shall be issued on imposing or dismissing a disciplinary sanction on the employee.
10. The use of any measure of disciplinary liability shall be noted by mentioning in the personal history of an employee.

## **Article 16. A Person Authorized to Impose Disciplinary Sanction**

1. The right to impose disciplinary liability on a person, to determine the extent of disciplinary action and its duration is delegated as follows:
  - a) For academic, scientific, research staff, teachers, and personnel participating in the educational process – to the Rector, if applicable, with the involvement of the collegial body of the University or specially designated commission.
  - b) For administrative-support staff – to the Rector or the Head of Administration, depending on the hierarchy, if necessary, with the involvement of the collegial body of the University or a specially designated commission.

## **Article 17. Early Exemption and Removal of Disciplinary Liabilities**

1. The individual responsible for disciplinary matters may pardon the offender of disciplinary action ahead of schedule, provided the offender has not engaged in further misconduct and has demonstrated good faith as an employee.
2. Early exemption from disciplinary liability is documented in writing in two copies. One copy is retained by the Human Resources Management Office, and the other is provided to the individual concerned.
3. The early removal of disciplinary liability shall be entered into the personal history of an employee.
4. If a person is not subject to new disciplinary liability within one year, they are considered free from disciplinary liability.

## **Article 18. Types of Employee Incentives**

1. The forms of incentives provided for in this document shall apply to the exemplary performance of official duties, to the prolonged and conscientious service, to the best results for two consecutive years by the evaluation system, to the timely and quality performance of tasks of particular difficulty or importance, to the specific merits that exceed the employee's usual official duties and are related to additional efforts. The following forms of incentives are:
  - a) commendation;
  - b) giving a one-time monetary award or bonus;
  - c) giving a paid gift;
  - d) participation in professional development activities;
  - e) business trip within or outside the country for professional development;
  - f) promotion;
  - g) early release from disciplinary responsibilities;
2. At a time, more than one form of incentive may be used.
3. The Head of Administration of the University shall decide on incentives per the established rule.

## **Article 19. The Rule for Approval and Introduction of the Internal Regulations**

1. The draft of the Internal Regulations is processed by the Human Resources Management Office and the Legal Office of the University, and based on the submission of the Head of Administration and the Rector, it is reviewed by the Academic Board. The latter submits the Internal Regulations to the Representative Board for approval.

2. Amendments to the Internal Regulations shall be made by the rule prescribed by the 1<sup>st</sup> paragraph of this Article.
3. Internal Regulations are posted on the official website of the university [www.iliauni.edu.ge](http://www.iliauni.edu.ge). The Human Resources Management Office of the University shall inform the employee of the mentioned Internal Regulations when signing the agreement.
4. By familiarizing with the Internal Regulations in the mentioned manner, the employed person entirely agrees with the conditions defined by the Internal Regulations and the legal acts issued by the University for regulating labor relations.
5. Internal Regulations are an integral part of the agreement. Information about approving or passing amendments to the Internal Regulations shall be posted on the University's official website, [www.iliauni.edu.ge](http://www.iliauni.edu.ge), to make it available to the public. The Human Resources Management Office shall notify the employees of the amendments made in the Internal Regulations by emailing them with the appropriate website link.
6. The Internal Regulations shall become valid from the day of their approval by the Representative Board.