

Internal regulations of the University of Georgia

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Article 1. Entry into Force of the Internal Regulations, Making amendments and additions

Charter I. General provisions

1. General provisions

- 1.1. The internal regulations of the university aim to:
 - Ensure the adherence of the labor discipline.
 - Regulate the relations between the employer and the employee related to the implementation of the official authority.
 - Facilitate the implementation of rights and freedoms of the personnel.
 - Create safe and healthy working conditions for the personnel.
 - Facilitate the coherent and efficient operation.
- 1.2. These internal regulations apply to the administrative, academic and support personnel of the University. The requirements set by the internal regulations also apply to those persons who perform periodically repetitive labor activities (invited personnel).
- 1.3. The University personnel is obliged to follow these internal regulations without special instructions, as well as all other legal acts of the University, which relate to the relationship between the employee and the employer of the UG.
- 1.4. The University of Georgia respects and shares both basic international and domestic legal acts on human rights and freedoms. Discrimination in employment and pre-contractual relations, including when posting a job application and at the selection stage, prohibits any discrimination based on race, skin color, language, ethnic and social background, nationality, origin, property or rank, place of residence, age, sex, sexual orientation. Due to disability, religious, social, political or other affiliation, including trade union, affiliation, marital status, political or other views or other grounds.

Charter II. Ethical and aesthetic norms

1. Personnel's Obligation to comply with Ethical and Moral Norms

- 1.1 In relation with citizens, students and employees, the personnel shall adhere to ethical and moral norms, introduce himself/herself and the position, and be attentive and polite.
- 1.2 The personnel shall, within his/her competence, render the necessary assistance for work-related issues to his/her superior or subordinate officials and employees by the means available to him/her.
- 1.3 The personnel are obliged to get acquainted with all the necessary information and normative documents necessary for the full implementation of his / her official rights and duties.
- 1.4 The personnel are obliged to perform the task of their superior within own competence, except for the tasks that are contrary to the public / personal ethical-moral norms or the legislation of Georgia.
- 1.5 The personnel are obliged not to disclose or use commercial secrets, as well as other information that has become known to them in the performance of official duties during employment or after the termination of the employment relationship. If confirmed, the University shall have a right to make claims against the employee and to demand compensation for damages.
- 1.6 Personnel are obliged not to damage or destroy the material values transferred in their possession (for the performance of official duties), to have a working place in order and to observe hygienic measures.
- 1.7 The personnel shall not be permitted to act against the generally accepted moral norms or the behavior aimed at discrediting the personnel or the University, regardless of where it has been committed.
- 1.8 It is unacceptable to arrive at work under the alcoholic, narcotic or toxic substance condition, as well as consumption;
- 1.9 Smoking is prohibited on the territory of the University. Violation of these restrictions shall result in responsibility in compliance with applicable laws and the rules established at the University. Violation of this

rule shall result in the following responsibility against the infringer:

- a) In the first case of violation of the rule - fine of 50 GEL;
- b) In the case of repeated violation of the rule - 300 GEL;

The amount shall be collected from the salaries given to the personnel by a one-time or apportioned deduction (onetime no more than 50% of the salary). Due to violation of this rule by the infringer for the sanction imposed by the relevant authority on the university, the infringer shall be liable for paying damages in accordance with the procedure established by the legislation of Georgia. The security and safety service of the university shall control securing fulfillment of this rule. Upon detection of violation, an employee of the service shall draw up the protocol of violation and shall deliver to the rector of the University for Further Response.

2. Organizational culture and Dress code

- 2.1. An employee shall arrive at work physically and hygienically organized: dressed in a clean and orderly manner.
- 2.2. Make a reliable and competent employee impression of students, parents and academic personnel business and academic style of dress is recommended.
- 2.3. The recommended daily dress code for the personnel is: Smart Casual; Perfume - reasonably; Makeup - lightly; Jewelry and accessories - in minimal quantities (Articles 12.1, 12.2, and 12.3 are not intended to suppress human individualism. A combination of tastefully selected hairstyles, clothes and accessories is allowed (also praiseworthy) to carry elements of individual self-expression)
- 2.4. A uniform has been established for the Cleaning Service and the Security Service of the University of Georgia, which is mandatory for the employees of these services while on duty.
- 2.5. The design of the uniform of the security service and cleaners is periodically developed by the head of the relevant service and approved by the relevant vice-rector. The main features that a uniform shall contain are:
 - Colors: Gray, red
 - University logo
 - The security officer's uniform consists of: Trousers, button-down collar shirt (to be tucked into the trousers) with long or short sleeves (depending on the season), hat (cap type), sweater, coat (depending on the season).
 - The name of the service shall be written on the chest of the security officer in Georgian and English

Charter III. Working Conditions

1. Break time during the working day

- 1.1. During the working day, the University personnel is given a break of 1 astronomical hour from 12⁰⁰ to 13⁰⁰ or from 13⁰⁰ to 14⁰⁰ or from 14⁰⁰ to 15⁰⁰ (Unless no other time is provided in agreement with the immediate manager and the Human Capital Development Service)
- 1.2. If the lecture hours of the personnel directly involved in the study process coincide with the break hours of the University, the personnel have the right to take a break at other hours, but not later than 2 hours before the end of the working day. In such a case, the personnel are obliged to submit the schedule agreed with the relevant school director in advance to the University Human Capital Development Service.
- 1.3. The break is not included in the working time and the personnel uses it according to their will. It is allowed to leave the workplace during this time
- 1.4. A university employee who is a breastfeeding woman and is feeding a child under the age of one shall be given an additional break time of up to 1 hour per day upon written request. The abovementioned break time shall be

deemed to be his/her working time and shall be a subject to remuneration

2. Work and leisure time

- 2.1. The University of Georgia has a five-day work week from Monday to Friday
- 2.2. Depending on the requirements of the learning process, according to the decision of the University administration, it is allowed for certain categories of personnel to set 6-day work week or working hours established by the individual contract, unless it contradicts paragraphs 3.4 and 3.5 of Chapter I of the Internal Regulations.
- 2.3. The working hours of the university personnel are defined as 40 hours per week
- 2.4. The duration of working hours of the personnel working in shifts, the schedule of start and end hours of the service is approved by the head of the service based on reasoned argument.
- 2.5. The working day at the University starts at 08:00 and ends at 17:00 or 09:00 and ends at 18:00, or starts at 10:00 and ends at 19:00. (Except for the personnel involved in the learning process). The employee chooses one of the two options in agreement with the immediate manager and notifies the Human Capital Development Service in writing
- 2.6. According to the valid statement of the personnel, if this does not impede the smooth and efficient functioning of the service, different hours may be set at the beginning and end of the working day of a particular person / category of personnel by the decision of the head of the service / department. Such agreement is valid when it is notified in writing to the Human Capital Development Authority
- 2.7. Personnel participating in the training process in the evening use a different schedule from the administration: This category of personnel has the right, according to the training process, to make a work schedule from Monday to Friday, from 09:00 to 21:00
- 2.8. The duration of the break between working days shall not be less than 12 hours
- 2.9. The personnel defined in paragraph 2.6 is obliged to submit a work schedule approved by the Head of the Service to the Human Capital Development Service before the start of the training process.

3. Arriving at work and leaving the workplace

- 3.1. University personnel carries out activities in the legally owned buildings (on the territory) of the University, except as otherwise provided by the contract
- 3.2. Remotely employed personnel is required to be available during business hours - to respond to online UG messages, reply to UG emails, telephones and be available for video call
- 3.3. To start working hours, the employee shall be present at the workplace (in the workroom, in the auditorium; remote employee - available for contact via Online UG system and ready for video call)

4. Missing work and absence

- 4.1. Missing work by the personnel is considered late arrival at work or leaving the office during working hours (for remote employees - unavailability to contact via Online UG system during working hours and not being ready for video call for more than 1 hour, unless caused by a technical malfunction, the personnel is obliged to inform the immediate manager about that)
- 4.2. Absence from work is considered to be failure to appear at the workplace (not being connect to the Online UG

system during the working day for personnel working remotely)

- 4.3. Non-attendance at the lecture by the academic personnel is considered arrival 10 or more minutes late from the start of the lecture/ online lecture
- 4.4. In case of absence from work, the personnel are obligated to immediately inform the Human Capital Development Service of the University and the immediate manager of the reason for the absence and the estimated period. The personnel, in order to ensure the continuity and efficiency of the University, is also obliged to provide information to the immediate manager about the work to be done immediately.

5. Considering Absence and Non-attendance at Work Justified/Non-justified

- 5.1. Personnel shall be deemed justified to miss the work for 300 minutes within 1 month (except for being late at the lecture).
- 5.2. Skipping work/absenteeism in the workplace for more than 300 minutes is considered justified if: The personnel before the expiration of the working time, and in case of being absent at work, before the expiration of the working time shall present a statement to the direct supervisor (in case of absence of him/her, to the superior of the direct supervisor) indicating the reason for absence/non-attendance. If the direct supervisor/senior official considers the absence justified, the personnel shall submit a satisfactory statement to the Human Capital Development Service at the end of each month.
- 5.3. Human Capital Development Service shall study data on tardiness and absenteeism at the workplace by the employees at the end of each month and provide the personnel with information on absenteeism / non-attendance within the period of present month. If the personnel disagree with data or finds faulty calculations, he / she shall notify the Human Capital Development Service immediately, otherwise, the university shall be exempted from the disciplinary responsibility to compensate damages arising out of withholding salary.
- 5.4. Human Capital Development Service, based on the ultimately adjusted information on absenteeism/ non-attendance, shall prepare a draft order with the help of Legal Service for application of disciplinary measures against the personnel. In case of administrative personnel, the draft is signed by the relevant vice-rector, in case of academic personnel - relevant school director or prorector in the field of educational process administration and information technology if it comes to missing the lecture.
- 5.5. Execution of official duties by the employee outside the University premises during work hours shall not be considered as unreasonable absenteeism or non-attendance from work. For all such occasions, a special form is filled out, which shall indicate information about the work to be performed, the deadlines and the location. Filled form, by endorsing of immediate superior, shall be handed over to the Human Capital Development Service.
- 5.6. In the event of absenteeism / non-attendance without an acceptable reason, the measure of disciplinary liability defined under the legislation and these internal regulations may be applied against the personnel.

6. Conditions for the Staff being at the University premises during off hours

- 6.1. Presidents/Rector of the University, whenever necessary, shall be entitled to call upon the personnel during the holiday or day off defined by these internal regulations in order to perform contractual activities.
- 6.2. Work defined in paragraph 6.1. shall be overtime work and shall be reimbursed according to the rule established by the legislation of Georgia. As agreed by the parties, an employee of the University may be given day off instead.
- 6.3. An employee of the University, upon consent of the Presidents/Rector of the University, shall be entitled to stay

at the University on his/her own initiative for timely and perfectly execution of tasks assigned within his/her competence, to use material and technical base of the University and to work after the end of the working time specified in these Internal Regulations and also on rest days;

- 6.4. An employee shall not be compensated for execution of work on his/her own initiative during off hours. This shall not exclude the ability to use incentive measures towards the employee provided for by the legislation.
- 6.5. An employee of the University who performs overtime work defined by this article of the internal regulations during off hours, shall follow the labor safety rules and take care of the University property to the same extent as he/she is generally obliged to do.

7. Paid leave and days off

- 7.1. Saturdays and Sundays are established as days off for university personnel during the week, except for exceptional cases established by the internal regulations.
- 7.2. The personnel of the University of Georgia enjoy 50 days off per year (except weekends). To ensure continuity of the learning process, only the following days shall be the days off:
 - Independence Day - May 26;
 - Easter week - from Wednesday through Tuesday (7 days)
 - Dormition of the Mother of God (Mariamoba) - August 28;
 - Saint George's Day (Giorgoba) - November 23;
 - Christmas and New Year's Days from December 24 to January 7 (15 days).
- 7.3. The personnel of the University shall be given the right to rest on other days instead of working on the days off provided by the Labor Code of Georgia
- 7.4. On rest days, as well as in other period of the day, after 19:00, work of the personnel shall not be included in the working hours set for the employee without the request of the University (unless otherwise provided by the personnel schedule).
- 7.5. In exceptional cases, if the personnel had to work on rest hours / days, depending on the specifics, quality and quantity of the work executed, upon the request of the Head of the Service / Department, the Vice-Rector / School Director shall consider replacing or encouraging the personnel with substitute rest hours / days.
- 7.6. Depending on the specifics of the University activities, the personnel of the University shall leave for vacation only after completion of the learning process at the University (In July and/or August). The University personnel shall use 25 calendar days from annual leave due to him/her (50 business days) in July and /or August. The remaining vacation days shall be distributed throughout the year during the holiday period defined by these internal regulations.

8. Rule for Granting a Leave

- 8.1. The personnel shall have a right to request leave after eleven months of work. In agreement with the Vice-Rector / School Director, the personnel may be granted a leave before expiration of this period.
- 8.2. In agreement with the Vice-Rector / School Director, the holiday may be used partially.
- 8.3. Temporary disability, maternity leave, birth leave and child care leave, leave due to infant adoption and extra leave for child care shall not be included in vacation period.
- 8.4. To ensure a smooth and continuous operation of the University, sequencing of leaving for vacation for the University staff may be determined. The heads of the structural units of the university shall be obligated to

submit the relevant timetable to the Human Capital Development Service no later than June 1.

- 8.5. The University personnel (except for invited personnel) shall be entitled to go for leave only after the appropriate order has been issued by the Rector of the University. Failure to comply with this demand, absence from work may be considered as absenteeism without acceptable reason;
- 8.6. If granting paid leave for the personnel for the current year may adversely affect the normal course of work, it is permissible to transfer the vacation to another period the same year or the following year. It is not allowed to transfer paid leave for two consecutive calendar years.

9. Rule for compensation for extra vacation

- 9.1. The personnel shall be given 6 (six) working days paid per year, which may be distributed by him/her as needed/required by absenteeism for various reasons (illness of the family member, marriage, etc.). In order to use these days for a reason known in advance, the personnel shall be required to preliminary notify the Human Capital Development Service and immediate superior no later than 1 week.
- 9.2. In case of absenteeism for more than six days, regardless of the reason, the University shall reserve the right not to reimburse missed hours.

10. Study/Scientific Trips, Conferences, Projects

- 10.1. Study/Scientific Trips, participation in conferences and projects the academic personnel of the department shall be agree with the relevant school director / head of the department and fill in the business trip form.
- 10.2. The Committee shall meet within 7 working days after the expiration of the terms defined by this Article and takes the following decisions:
 - If the University is the organizer, co-organizer or partner of study / scientific business trip, conference, project, or the employee is on a business trip at the initiative of the University, he / she shall be paid his / her salary and business trip expenses shall be reimbursed.
 - If the employee of the university participates in study/scientific trips, conferences, projects independently and for a term of more than 4 weeks and therefore unable to perform the duties assigned to him/her, he/she shall be granted unpaid leave.
- 10.3. Appropriate school may establish additional criteria for study/scientific trips, conferences, projects depending on the specifics.

11. Terms and Conditions for Additional Privileges

- 11.1. Maternity leave, birth leave and child care leave, as well as leave due to infant adoption shall be reimbursed from the state budget of Georgia in accordance with the procedure established by the legislation of Georgia.
- 11.2. Leave due to pregnancy, childbirth and child care, as well as adoption of a newborn is partially (50%) reimbursed by the University for two months.
- 11.3. The personnel, on own request, may use 7-hour working day from the 7th month of the pregnancy and 6-hour working day from the 9th month of the pregnancy.
- 11.4. 400 minutes missed in a month shall be considered valid for a pregnant woman up to 7 months, and 600 minutes missed for a pregnant woman up to 9 months;
- 11.5. If the personnel want to use the abovementioned privilege, he/she shall submit pregnancy certificate to the Human Capital Development Service the University.

Charter IV. Promotion and animadversion of the personnel

1. Promotion of personnel

- 1.1. For exemplary performance of the official duties, long term and bona fide service, for execution of especially difficult or important tasks, the following forms of promotions shall be used at the University of Georgia:
 - Declaration of gratitude;
 - One-time cash bonus;
 - Reward with a valuable gift
 - Increase of salary;
 - Career promotion
- 1.2. Several forms of promotion may be applied simultaneously.

2. Disciplinary Responsibility of the Personnel

- 2.1. In cases of failure to comply with requirements established by the internal regulations, employment agreements and university legal acts, improper fulfillment of duties, the following disciplinary measures may be applied against the personnel:
- Verbal remark;
 - Written warning;
 - Written reprimand;
 - Withhold part of the salary (no more than 50%, one-time);
- 2.2. When imposing the measure of disciplinary sanctions on the personnel, the severity and circumstances of violation shall be taken into account, as well as history of the personnel working at the University.
- 2.3. Before imposing the measure of disciplinary liability, the University shall investigate the actual circumstances of violation and document it. A Discipline violator shall be required to provide an explanation.
- 2.4. Disciplinary punishment of the employee on leave shall be made after returning from vacation.
- 2.5. Imposition of the measure of disciplinary liability shall be formalized under the order of Rector based on the report submitted by the person responsible for the investigation of the case.
- 2.6. The measure of disciplinary liability shall be imposed no later than one month after its detection.
- 2.7. The personnel shall be notified of the measure of disciplinary sanction by the signature.

3. Specific measures of the disciplinary liability in case of counting the missing work and absenteeism as unreasonable

- 3.1. An employee participating in the learning process, in the event of absence from the lecture shall be subject to the disciplinary liability within one calendar month as follows:
- Written warning (Electronically) - in case of one absenteeism;
 - 15% of the salary to be deducted per month - in case of two absenteeism;
 - 25 % of the salary to be deducted per month - in case of three absenteeism;
 - 50 % of the salary to be deducted per month or termination of employment contract and dismissal - in case of four or more absenteeism.
- 3.2. The salary, in the event of absenteeism for more than 120 minutes within one calendar month for unjustifiable reasons, shall be deducted from the employee as follows:
- $$P = S / (D * H * 60) * T$$
- where
P = Deductible amount
S = Monthly salary
D = Number of working days during 1 calendar month
H = Number of hours in 1 working day
T = Number of minutes missed
- 3.3. Absenteeism of the next month shall not be added to the cases of the previous month. In case of applying the above sanctions (except warnings) towards the same employee for 3 consecutive times, the University shall reserve the right to withhold 50% of the salary or terminate employment contract with employee.
- 3.4. Absenteeism /non-attendance by the personnel shall be analyzed at the end of each month.

Charter V. Termination of the contract and Post-contractual obligations

1. Termination of the Contract

1.1. Grounds for termination of the contract are:

- Written agreement of the parties;
- Expiry of the contract;
- Resignation by the employee in his/her own will, based on written application;
- Economic circumstances, technological or organizational changes that make it necessary to reduce the workforce;
- Non-compliance of the employee's qualification or professional skills with the job to be performed;
- Breach of obligation by the employee imposed under individual employment contract and / or internal labor regulations, if any measure of disciplinary liability under the individual employment contract and / or labor internal regulations has already been applied to the employee during the last 1 year;
- Entry into force of court verdict or judgment that excludes the possibility of doing the job;
- Death of the employee;
- Commencement of liquidation of an employer legal entity;
- Other objective circumstance justifying termination of the employment contract

1.2. If an initiator terminating the employment contract is the employee, he / she shall notify the employer at least 30 calendar days in advance by written notice. The procedure and rule for termination of the employment contract 23.6. shall be determined by the labor law of Georgia.

2. Personnel's Obligations during Dismissal or Leaving for Vacation

2.1. The personnel is obliged, within 2 days of his/her dismissal, to ensure to hand over the documentation, material assets entrusted to him/her to the immediate superior and the substitute.

2.2. The personnel are obliged, before leaving for vacation or on a business trip, to ensure to hand over the official documents to the substitute or immediate superior;

Charter VI Labor safety

1. Labor Protection

1.1. Labor protection shall mean the system of technical, sanitary-hygienic and legal measures directed to maintain the safe and healthy conditions of the labor.

1.2. The University, depending on its obligations, shall ensure to create healthy and safe conditions of labor for the employed personnel in accordance with the Labor Code of Georgia and other normative acts, adequate technical arrangement of all workplaces and create for labor compliance with labor protection rules (such as safety rules, sanitary norms and, etc.). For that purpose, Protection and Security and Material Resources Management Services of the University, within their competences, shall periodically instruct the personnel about the safety technique, sanitation, fire protection and other labor protection rules and shall control their performance themselves;

2. Supervision over the labor protection

2.1. The Material Resources Management Service shall carry out supervision over the safe labor practices.

2.2. The employee shall be imposed a responsibility for violation of the labor protection rules established by law, administrative, civil and / or criminal law of Georgia.

Charter VII. Remuneration of Labor

1. Salary Payment Time and Place

- 1.1. The labor remuneration of the personnel shall be paid according to the amount and quality of the work.
- 1.2. The labor remuneration shall be paid on the basis of the employment contract with the personnel.
- 1.3. Administrative, academic (personnel having fixed-salary) and support personnel shall be paid monthly until the 10th day of the following month.
- 1.4. Salary of the personnel employed at the University on hourly pay shall be divided for 6 months of the relevant semester or for 12 months in case of working in both semesters. Salaries shall be paid until the 15th day of the following month;
- 1.5. The salary shall be paid by transferring the salary into the account of the personnel at the University Serving Bank;
- 1.6. The University shall not be responsible for the delays in the payment of salaries for reasons arising in the banking system and for any damages caused thereby.

Chapter VIII. Communicate with the personnel

1. Communicate with the personnel

- 1.1. Any university information or regulations (unless otherwise provided by law) shall be transferred to the employee via email or the "Online UG" system. Any information sent to personal e-mail (@ug.edu.ge) and the "Online UG" system shall be considered as the official notification. The personnel shall check the official electronic mailbox and the online system "Online UG" on a daily basis.
- 1.2. The University shall not be responsible for the any consequences incurred by the personnel for violating the university regulations by not using e-mail and / or the "Online UG" system.

Charter IX. Entry into Force of the Internal Regulations, Making amendments and additions

1. Entry into Force of the Internal Regulations Making amendments and additions in Internal Regulations

- 1.1. The draft of the University Internal Regulations, as well as further amendments and additions, shall be sent to the personnel 5 days before the approval through the internal communication system, "Online UG", and after the approval it shall be posted on the official website of the University. For providing introduction and motivated remarks to the university personnel. Each employee of the University shall have the right to submit his or her arguments and proposals to Rector of the University regarding the internal regulations. In the absence of such remarks and /or proposals, amendments and additions to the internal regulations shall be deemed agreed and communicated to the personnel.
- 1.2. The internal regulations / amendments and additions of the University are approved by the Presidents of the University upon the recommendation of the Rector
- 1.3. Acquaintance with the Internal Regulations is mandatory for all employees, Familiarity with this document is provided by the Human Capital Development Service
- 1.4. Acquaintance with the internal regulations may be done unlimited and at any time by any employee of the University.
- 1.5. Human Capital Development Service of the University shall ensure familiarization of the internal regulations with the personnel.