

Internal Regulations of the University of Georgia

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1 General Provisions

1.1 All kinds of legal relationships of the University of Georgia (thereafter referred to as "University") and its personnel (thereafter referred to as "personnel") are regulated by the Constitution of Georgia, the Law of Georgia on "Higher Education", the Labor Code of Georgia, this Code of Conduct and University bylaws.

1.1 The Internal Regulations of the University aims to:

- Ensure the labor discipline;
- Regulate the relationship between the employer and the employee related to the fulfilling of the official authority;
- Promote the implementation of the rights and freedoms of the personnel;
- Create safe and healthy working conditions for the Personnel.

2 Scope of Internal Regulations

2.1 The Regulation hereafter applies to the administrative, academic and support personnel of the University. The requirements of the Internal Regulations also apply to persons who perform periodic and repetitive labor activities (invited personnel).

2.2 University personnel are required to comply with the Regulation hereafter, as well as all other legal acts of the University, related to the relationship between employee and employer without special reference.

3 Terms of Employment of the Personnel

3.1 Removed

3.2 Academic positions shall be held through open competition in accordance with the requirements of the Law of Georgia on "Higher Education". According to the results of the competition the academic personnel are appointed by the presidents of the University.

3.3 According to the academic goals of the University, it is possible for specialists, in addition to academic personnel, to be invited to complete the teaching process.

3.4 The rights and responsibilities of University personnel may be further specified by the internal legal acts of the University.

4 Registration and Employment of the Personnel

4.1 The employment of the University Personnel begins with registration process and according to the following procedures:

4.2 The person to be appointed to the position (Administrative, Academic, Assistant and Invited Specialist) shall follow the link on the University website: Career Seekers.

4.3 Reads the Internal Regulations of the University and by indicating the relevant column confirms that he/she has read and agreed to the terms outlined in this document.

4.4 Fills in the relevant sections with the requested information.

4.5 The information specified in clause 4.4 shall be filled in before the contract is signed: two weeks prior to the nomination of administrative and support personnel; One week in advance - for academic personnel, invited specialist, teacher and coach candidate.

4.6 The completeness of the information filled in by a career seeker is checked and verified by the HR Manager.

4.7 HR Manager's confirmation on the completeness of information, The official salary offered by the head of the relevant department and confirmed by Financial Service and the Rector is the basis to create contract/considered possible to create a contract and present it to the presidents (After signed by the head of relevant department, the Head of Financial Department and the Rector).

4.8 After signing the contract by the parties, the relevant information on the employee will be disclosed through the "Online UG" to the following departments:

4.9 Financial Service - type of the contract, salary, contract start and end date;

4.10 Insurance service - type of the contract (fixed-wage, hourly, probation period, start and end date of the contract);

4.11 Material Resources Management Service - Contract type;

4.12 IT Support Department - Contract Type, Position, start and end date of the contract;

4.13 Website Administrator - Contract type, position, start and end date of the contract.

4.14 Scientific Department - Type of contract, start and end date of the contract, publications.

4.15 In case of changing of contact/passport information, personnel must notify the HR Department in written form. In case of any other changes of the information, the personnel are required to reflect these changes in the relevant graphs of "Online UG" within 10 calendar days.

5 Official Compatibility

5.1 For the University administration personnel, University is the main place of employment and they are prohibited from doing any other work unless otherwise provided by the contract.

5.2 For the University academic personnel, University is the main place of employment and they are prohibited from doing any other work. Exceptional cases will be discussed by the Presidents on the basis of a request from the director of the relevant school and heads of the department. The permission shall be deemed issued only if it has been given in written form.

5.3 Depending on the scope of the University and taking into account the effectiveness of the management, one personnel member may be assigned two or more administrative positions or an administrative position and not more than one academic position, or may be assigned leadership of two or more structural units or other responsible assignments.

5¹ Prohibition of Discrimination

5^{1.1}. Discrimination is defined as the direct or indirect harassment of a person which causes or is intended to create a threatening, hostile, degrading, humiliating or abusive environment or to create conditions that directly or indirectly deteriorates his or her state compared to another person in the similar condition.

5^{1.2}. Labor and pre-contractual relations prohibit any kind of discrimination based on race, color, language, ethnicity or social origin, nationality, origin, property or title, place of residence, age, sex, sexual orientation, disability, religious, social, political or other affiliation, Including, work-related unions, marital status, political or other views.

5^{1.3}. The necessity of differentiation of persons arising from the essence of the work, its peculiarity, the legitimate aim and the proportionate and indispensable means of achieving that aim shall not be considered as discrimination.

5². Prohibition of a Forced Labour

5^{2.1}. The University prohibits the use of forced or compulsory labor.

5^{2.2}. Holding the Identity documents of the University's administrative, academic and support personnel is not allowed.

5³. Child Labor

5^{3.1}. The University prohibits the employment of persons below the minimum age required for employment by the Labor Code of Georgia.

5^{3.2}. The University is obliged to determine the age of the candidate for employment and its compliance with the continuing legislation.

6 Break Time during Working Hours

6.1 During the working day, University personnel shall be given a break of 1 astronomical hour from 14:00 to 15:00 unless otherwise specified in the contract.

6.2 If the lecture hours of the personnel participating in the studying process coincide with the university break hours, the personnel may take other breaks, but no later than 2 hours before the end of the working day. In such case, the personnel are required to submit the timetable approved by the Head of the appropriate school to the HR Manager of the University.

6.3 A break is not included in the working time and the personnel shall use it at their discretion. During this period of time, he or she is allowed to leave the workplace.

6.4 The University employee who is a nursing woman and who feeds a child under the age of one, shall, upon the written request, be granted the additional break time of up to 1 hour per day. This break time shall be considered as her working time and shall be payable.

7 Work and Break time

7.1 The University of Georgia has a five-day workweek from Monday to Friday.

7.2 Subject to the requirements of the study process, the University Administration may set a 6-day workweek for a specific category of personnel under the Rule 5.3. Within the hours specified by the clause or individual contract.

7.3 The work time of the University personnel is 40 hours per week.

7.4 Removed (Amendment to Presidential Decree No. 384/15 25/12/2015 No. 6)

7.5 The working hours of shift personnel, the schedule of hours of starting and ending of work, shall be approved by the Rector of the University on the basis of the reasoned mediation of the Head of the Service.

7.6 The working day at the University starts at 10:00 and ends at 19:00 (except for the personnel involved in the studying process). Based on the reasoned statement of the personnel, if this does not hinder the proper and effective functioning of the University, different hours may be set as the beginning and the end of the working day for a particular category of personnel by the decision of the Presidents/Rector.

7.7 Translators, scholars and personnel of the University, who participate in the Studying process in the evening hours use a different schedule than the administration: Personnel in this category may, according to the studying process, compile a work schedule Monday through Friday from 09:00 to 21:00.

7.8 The duration of leisure time between work days shall not be less than 12 hours.

7.9 The personnel referred to in paragraph 7.7 shall submit to the HR Manager the work schedule approved by the Head of the Department prior to the start of the studying process.

8 Annulled (Amendment to Presidential Decree №6, №384/15 (25/12/2015))

9 Arrive/Departure at the Workplace

9.1 The University Personnel work in the buildings which are in juridical possession of the University.

9.2 The employee must be present at the work place (in the work room, in the auditorium) for when the working time starts. To do this, administrative and support personnel are required to appear at the university five minutes in advance, and the personnel participating in the study process (both academic and invited specialists) 10 minutes in advance (in the auditorium). Failure to comply with this requirement will result in the application of disciplinary liability measures against the personnel.

9.3 Removed (Amendment to Presidential Decree No. 384/15 (25/12/2015))

8.4 Removed (Amendment to Presidential Decree No. 384/15 (No. 25/12/2015))

10 Absence/Non-attendance at Work

10.1 Personnel are considered to be absent from work day when they arrive late to the university and/or depart during work hours in accordance with the established workplace terms.

10.2 Failure to appear by a personnel member means failure to appear at the workplace, failure to record his or her arrive/departure in the electronic logbook. The academic personnel (full, associate, assistant

professor) and an invited specialist shall be deemed to be absent 10 or more minutes after the lecture begins.

10.3 In case of absence from work, the personnel are obliged to inform the HR manager and the direct supervisor of the University on the reason and the probable period of absence as soon as possible. Personnel, in order to ensure the continuity and effectiveness of the University's work process, are also required to give the information to the direct supervisor about the work that needs to be done immediately.

11 Consider Absence Non-attendance at Work Justified/Non-justified

11.1 Personnel shall be deemed justified being late at work/leave early for 120 minutes per month (except for being late at lecture).

11.2 Skipping work for more than 120 minutes, is considered justified if: personnel during the working hours, and in case of being absence at work, before the expiration of the working time shall present a declaration to the head (in case of absence of the head, to 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 HR Manager. At the end of each month, the HR manager submits to the rector the statements approved by the heads of the departments. Absence/non-attendance will be considered honorable if the relevant mediation by the Rector is satisfied.

11.3 Manager of Human Resources Department shall study data on tardiness and absenteeism by the employees at the end of each month and provide the staff with information on tardiness/absenteeism within the period of present month. If the staff disagrees with data or finds faulty calculations, he / she shall notify the manager of the Human Resources Department immediately, otherwise the university shall be exempted from the disciplinary responsibility to pay damages arising out of withholding salary.

11.4 Manager of Human Resources Department, based on the ultimately adjusted information on tardiness/absenteeism, shall prepare a draft order with the help of Legal Service for application of disciplinary measures against the staff. The project shall be submitted for signature to the university presidents' after endorsing by the rector of the University.

11.5 Execution of official duties outside the university premises by the employee shall not be considered tardiness and absenteeism during work hours. On such occasions, information about the work to be done, deadlines and locations shall be filled in special form. Filled form, by endorsing of immediate superior, shall be handed over to the manager of Human Resources Department.

11.6 In the event of tardiness/absenteeism without an acceptable reason, the measure of disciplinary liability defined under the legislation and this internal regulations may be applied against the staff.

12 Conditions for the Staff being at the University premises during off hours

12.1 Presidents/Rector of the University, whenever necessary, shall be entitled to call upon the staff during the holiday or day off defined by this internal regulations in order to perform contractual activities.

12.2 Work defined in paragraph 12.1 shall be overtime work and shall be reimbursed according to the rule established by legislation of Georgia. As agreed by the parties, an employee of the University may be given day off instead.

12.3 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 this Regulation, also on rest days;

12.4 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.

12.5 An employee of the University who performs overtime work defined by this article of internal regulations during off hours, shall respect labor safety rules and take care of the property whilst at the university to the same extent as he/she is responsible for it.

13 Holiday and Day-off

(Amendment №6 under the order of the President No. 384/15 (25/12/2015))

13.1 Day-off

During the week, Saturday and Sunday shall be rest days for the university staff except for the cases envisaged by the internal regulations.

13.2 To ensure continuity of the learning process for the staff of the University of Georgia, only the following days shall be day off:

- Independence Day - May 26;
- Easter week - (7 days) from Wednesday through Tuesday;
- Dormition of the Mother of God (Mariamoba)- August 28;
- Saint George's Day (Giorgoba)- November 23;
- New Year's Days from December 28 to January 9.

13.3 The staff of the University shall be allowed to rest on other days instead of working on day off provided for by the Labor Code.

13.4 On rest days, as well as in other times of the day, after 19:00, work of the staff shall not be included in the working time set for the employee without the University request (unless otherwise provided by the staff schedule),.

13.5 In exceptional cases, if the staff had to work on off hours/days depending on the specifics, quality and quantity of the work executed, the presidents' shall consider encouragement of this employee based on the motion of the Head of Service.

13.6 Depending on the specifics of the University activities, the staff of the University shall leave for vacation only after completion of the learning process at the University (In July and/or August). University staff shall use 25 calendar days from annual leave due to him/her (24 business days) in July and /or August. The remaining vacation days shall be distributed throughout the year during the holiday period defined by this internal regulations.

14 Rule for Granting a Leave

14.1 The staff shall have a right to request leave after eleven months of work. As agreed by the parties, the staff may be granted a leave before expiration of this period.

14.2 As agreed by the parties, holiday may be used partially.

14.3 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.

14.4 To ensure a smooth and continuous operation of the University, sequencing of leaving for vacation for the University staff may be established. The directors of the structural units of the university shall be obligated to submit the relevant timetable to the manager of Human Resources Department no later than June 1.

14.5 The University staff (except for invited staff) shall be entitled to go for leave only after the appropriate order has been issued by the presidents' of the university. Failure to comply with this demand, absenteeism may be deemed off from work without acceptable reason;

14.6 If granting paid leave for the staff 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 years.

15 Rule for compensation for extra vacation

15.1 The staff 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 Family member, marriage, etc.). In order to use these days for a reason known in advance, the staff shall be required to preliminary notify the Manager of Human Resources Department and immediate superior no later than 2 weeks (Amendment №6 under the Order of Presidents' No. 384/15 (25/12/2015)).

15.2 In case of absenteeism for more than six days, regardless of the reason, the University shall reserve the right not to reimburse missed hours.

15.3 cancelled (Amendment №6 under the Order of Presidents' No №384/15(25/12/2015)).

16 Study/Scientific Trips, Conferences, Projects

16.1. Study/Scientific Trips, participation in conferences, projects shall be firstly agree with the director of appropriate school/Board and then with the Committee for Scientific Research Projects of the Scientific Research Institute.

16.2. Information on the business trip to write in a scientific plan as a project shall be submitted to the Committee for Scientific Research Projects of the Scientific Research Institute as follows:

- Until December 15 - for business trips in January, February, March and April;
- Until April 15- for business trips in May, June, July and August;
- Until July 15 - for business trips in September, October, November and December;

16.3. The Committee shall meet within 7 working days after the expiration of the terms defined by this Article and take the following decisions:

- If the university or an employee is an organizer, co-organizer or partner of the study/scientific trips, conferences, projects placed on detached service on initiative of the University, he/she shall be given due salary and travel expenses shall be reimbursed;
- If the employee of the university participates independently in study/scientific trips, conferences, projects 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.

16.4. the Director of the Scientific Research Institute shall review the individual cases;

16.5. Appropriate school may establish additional criteria for study/scientific trips, conferences, projects depending on the specifics.

17 Terms and Conditions for Additional Privileges

17.1 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.

17.2 Maternity leave, birth leave and child care leave, as well as leave due to infant adoption shall be compensated by the University for two months in part at a rate of 50% of the salary (cash on hand) during the first two months after leaving for vacation (amendment #5 under the order of the Director #192/14)

17.3 The staff, on own request, may use 7 hours working day from the 7th month of pregnancy and 6 hours working day from the 9th month of pregnancy. In this case, the labor remuneration for the staff shall be paid according to the hours worked.

17.4 300 minutes missed in a month shall be considered valid for a pregnant women up to 7 months, and 500 minutes missed for a pregnant women up to 9 months;

17.5 If the staff wants to use the above privilege, he/she shall submit pregnancy certificate to the Human Resources Manager of the University.

17.1 Freedom of association

17.1 1. An employee and an employer shall have the right to form an association and /or join other associations without prior permission..

17.1 2. Associations of the employer and employee, their members or representatives shall not be allowed to interfere in the activities of one another in any form;

18 Organizational culture and Dress code

- 18.1 The staff shall respect universally recognized human rights, freedoms and dignity.
- 18.2 The staff shall show professionalism, honesty, friendliness to students, parents and each other.
- 18.3 The staff shall care about the image of the University of Georgia through established norms of company's employees' behavior.
- 18.4 In order to have reliable and competent employee impression on students, parents and academic personell casual, provocative clothing and etc style shall not be recommended;
- 18.5 Attire of the employees shall be business and conservative (Academic).
- 18.6 In ceremonial circumstances the following type of attire shall be recommended for the staff:

Elements of men's attire and hygiene:

- Jacket and classic fit **pants** and suit;
- Shirt - classic style;
- Tie – fit with shirt and suit;
- Dress Shoes;
- Hairstyle – Neat, cut, freshly shaved (Except for the case, unless the person wears a beard).

Elements of women's attire and hygiene

- Classic, business attire:
 - Skirt – simple, classic style;
 - Dress – classic style;
 - Pants - classic style;
 - Jacket or thin simple jacket;
 - shirt or blouse;
 - T-shirt – unsportsmanlike, without inscriptions and pictures (it does not mean a symbol or inscription by the clothing manufacturer (brand)).
 - Shoes – classic, closed-toe shoes, unsportsmanlike;
 - Hairstyle - Extravagant hairstyle and hair color are not allowed.
- 18.7 The uniform has been set for the Cleaning Service and the Department of Safety and Security of the University of Georgia;
- 18.8 The Uniform for Security and Safety Service
- Gray sweater / shirt with university logo

18.9 Cleaning uniform

- Blue T-shirt (tabard)
- Blue short pants;

18.10 An employee shall arrive at work physically and hygienically organized: dressed in a clean and orderly manner.

19 Staff's Obligation to comply with Ethical and Moral Standards

19.1 The staff shall not be permitted to act against the generally accepted moral norms or the behavior aimed at discrediting the staff or the University, regardless of where it has been committed.

19.2 It is unacceptable to arrive at work under the alcoholic, narcotic or toxic substance condition, as well as consumption;

The staff shall be prohibited to accept the gifts from physical and legal entities being in official relations with him/her. Total value of gifts received by the employee shall not exceed 50 lari in a month, while for the onetime gifts – 10 lari; The personnel shall inform immediate superior of any event, when he/she fails to respect this rule for reasons beyond control (for example; received in as parcel and similar).

19.3 According to the Law of Georgia on "Tobacco Control" smoking shall be prohibited in the University premises. Violation of these restrictions shall result in the responsibility in compliance with applicable laws and the rules established by 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;

c) In the third case of violation of the rule - Termination of employment contract.

The amount shall be collected from the salaries given to the staff 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.

19.4 In relation with citizens, students and employees, the staff shall adhere to ethical and moral standards, introduce himself/herself and the position, and be attentive and polite.

19.5 The staff 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.

19.6 The staff shall not disclose or use commercial and personal confidentiality, as well as other information that has become known to him/her in the performance of official duties during official relation or after the termination of the employment relationship. The personnel shall comply with this requirement even after termination of employment with the University. If confirmed, the University shall have a right make claims against the employee and to demand compensation for damages.

20 Promotion of Staff

20.1 For exemplary performance of official duties, longterm 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;

Approved under the order of Rector № 204/11 (30/08/2011)

- One-time cash bonus;
- Valuable reward;
- Increase of salary;

20.2 Several forms of promotion may be applied simultaneously.

21 Disciplinary Responsibility of the Staff

21.1 In the 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 staff:

- Verbal remark;
- written warning;
- written reprimand;
- withhold part of the salary (no more than 50%, one-time);
- deleted ((Amendment №6 under the order of the Presidents' №384/15 (25/12/2015))

21.2 When imposing the measure of disciplinary sanctions on the staff, the severity and circumstances of violation shall be taken into account, as well as duration of staff working at the University.

21.3 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.

21.4 Disciplinary punishment of the employee on leave shall be made after returning from vacation.

21.5 Imposition of the measure of disciplinary liability shall be formalized under the order of Presidents' based on the report submitted by the person responsible for the investigation of the case.

21.6 The measure of disciplinary liability shall be imposed no later than one month after its detection.

21.7 The staff shall be notified of the measure of disciplinary sanction by the signature.

22 Specific measures of disciplinary liability in case of considering absenteeism and tardiness inadequate

22.1 An employee participating in the learning process, in the event of absence from the lecture shall be subject to 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 .

22.2 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:

- deductible amount is equal to $\frac{\text{salary}}{\text{working days per month} \times \text{working hours per day} \times 60} \times (120 + \text{number of missed minutes})$

22.3 Absenteeism of the next month shall not be added to the incidents of the previous month. In case of applying the above sanctions (except warnings) towards the same employee for three consecutive times, the University shall reserve the right to withhold 50% of the salary or terminate employment contract with employee.

22.4 absenteeism /tardiness by the staff shall be analysed at the end of each month.

23 Termination of the Contract

(Amendment №6 under the order of Presidents' №384/15 (25/12/2015))

23.1 grounds for termination of the contract:

- 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 one year;
- Entry into force of court verdict or judgment that excludes the possibility of doing the job;
- Death of employee;
- Commencement of liquidation of an employer legal entity;
- Other objective circumstance justifying termination of employment contract
- Deleted .(Amendment №6 under the order of Presidents' №384/15 (25/12/2015))

23.2 (Amendment №6 under the order of Presidents' №384/15 (25/12/2015))

23.3 If an initiator terminating the employment contract is employed, he / she shall notify the employer at least 30 calendar days in advance by written notice.

23.4 (Amendment №6 under the order of Presidents' №384/15 (25/12/2015))

23.6. The procedure and rule for termination of the employment contract shall be determined by the labor law of Georgia.

24 Staff's Obligations during Dismissal or Leaving for Vacation

- 24.1 The staff shall, within 2 days of being informed of his/her dismissal, ensure to hand over the documentation, material assets to immediate superior and the substitute.
- 24.2 The staff shall, before leaving for vacation or on a business trip, ensure to hand over official documents to substitute or immediate superior;

25 Labour Protection

- 25.1 Labour protection shall mean the system of technical, sanitary-hygienic and legal measures directed to maintain the safe and healthy conditions of labour.
- 25.2 The University, depending on its obligations, shall ensure to create healthy and safe conditions of labor for employed staff in accordance with the Labor Code of Georgia and other normative acts, adequate technical arrangement of all workplaces and create for labour compliance with labor protection rules (such as equipment 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 staff about safety equipment, sanitation, fire protection and other labor protection rules and shall control their accomplishment themselves;

26 Supervision over safe labor practices

- 26.1 The Material Resources Management Service shall carry out supervision over safe labor practices;
- 26.2 The employee shall be imposed a disciplinary, administrative, civil and/or criminal responsibility established by the legislation for violation of the labour protection rules;

27 Time and Place of Remuneration of Labor

- 27.1 The labor remuneration of the staff shall be paid according to the amount and quality of the work.
- 27.2 The labor remuneration shall be paid on the basis of the employment contract with the staff.
- 27.3 Administrative, academic (staff with fixed-salary) and support staff shall be paid monthly until the 10th day of the following month.
- 27.4 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;
- 27.5 The salary shall be paid by transferring the salary into the account of the staff at the University Serving Bank;
- 27.6 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.

28 Communicate with the staff

- 28.1 Any information on the university 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 official notification. The staff shall check the official electronic mailbox and the online system "Online UG" on a daily basis.
- 28.2 The University shall not be responsible for the consequences of staff violating university regulations by not using e-mail and / or the "Online UG" system.

29 Entry into Force of Internal Regulations, Making amendments and additions to the internal regulations

- 29.1 The draft of internal regulations of the university, as well as any subsequent amendments and additions, shall be posted on public information board and official website of the university 5 days before, for introducing and motivating remarks for the university staff. Every employee of the University shall have the right to submit his or her arguments and proposals to Presidents' of the University regarding 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 staff.

Approved under the order of Rector № 204/11 (30/08/2011)

- 29.2 Presidents of the university shall approve the internal regulations. Amendments and additions to the internal regulations shall be made under the order of Presidents' of the university;
- 29.3 Familiarization of internal regulations shall be mandatory for all employees.
- 29.4 Familiarization of internal regulations may be done unlimited and at any time by any employee of the University.
- 29.5 Human Resource Management Manager of the University shall ensure familiarization of internal regulations with the staff;

Amendments made:

- Amendment № 1 under the order of Rector № 280/11 (03/11/2011)
- Amendment № 2 under the order of Rector № 169/12 (03/07/2012)
- Amendment № 3 under the order of Rector № 277/12 (09/10/2012)
- Amendment № 4 under the order of Rector № 295/12 (31/10/2012)
- Amendment № 5 under the order of Director № 192/14 (9/09/2014)
- Amendment №6 under the order of President №384/15(25/12/2015)