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**International Black Sea University**  
**Personnel management policy**

Tbilisi  
2024

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## **Chapter I. General Provisions**

### **Article 1. Subject and scope of action**

1.1. This document establishes the work rules (hereinafter - the rules) of International Black Sea University LLC (hereinafter - the university/employer), which are mandatory for both administrative and support/technical, as well as academic and invited staff. For academic and invited staff, conditions different from the present document may be defined in accordance with the work to be performed by them, by the agreement signed with the university and/or by other internal acts of the university.

1.2. The rule aims to:

- a) regulating the labor and related relations of employees based on the principle of mutual respect and cooperation;
- b) agreed and coordinated action between structural units and employees of the university;
- c) protection of labor discipline;
- d) to create an equal, safe and healthy working environment.

1.3. The rules defined by this document are mandatory for all employees of the university. Violation of the mentioned rule will result in the responsibility of the university defined by this and other normative acts.

1.4. It is possible to define different or additional rules from the requirements of this rule by individual labor contract. In such a case, the conditions agreed in the contract apply.

1.5. Some of the provisions of this rule, considering their content and nature, may not apply to academic staff and/or visiting lecturers of the University.

### **Article 2. General principles**

2.1. In its daily activities, in contractual and pre-contractual relations, the university is obliged to ensure equal treatment of employees. In particular, not to allow discrimination on the basis of race, skin color, language, ethnic and social affiliation, nationality, origin, property or rank, place of residence, age, gender, sexual orientation, disability, religious, public, political or other affiliation, including, due to professional connection, affiliation, family status, political or other considerations or on other grounds, except when the necessity of difference arises from the essence, specificity of the work or the conditions of its performance, serves to achieve a legal goal and is a proportionate and necessary means of its achievement.

2.2. Discrimination is considered to be direct or indirect harassment by the employer or among the employees, which aims or leads to harming the dignity of a person and creating an intimidating, hostile, humiliating or insulting environment for him/her, or creating conditions for a person that worsen his/her situation with another person in similar conditions.

2.3. The University encourages employees to realize their full potential and provides them with a result-oriented work environment that will help employees fulfill their obligations conscientiously.

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2.4. In order to prevent discriminatory treatment, the university periodically provides awareness raising of employees through trainings, seminars and informational meetings.

2.5. The employees, in turn, are obliged to carry out their duties diligently and conscientiously, taking into account that they act on behalf of the university and are obliged to share the university's mission, values, as well as to obey all internal acts regulating the activities of the university and the structural unit.

## Chapter I. Rules related to work performance

### **Article 3. arriving at the workplace**

3.1. The employee is obliged to report to the workplace every working day without delay.

3.2. Time of arrival and departure at the workplace is confirmed using the university's turnstile system.

3.3. For academic and invited staff, the start and end time of the lecture process, except for the system specified in point 3.2, is confirmed by the lecture process monitoring system.

3.4. Working time for administrative personnel is determined by a 5-day (from Monday to Friday) working week, not exceeding 40 working hours. If necessary, the working time is a six-day working week (Monday - Saturday), not exceeding 40 hours. There are two types of work schedules for administrative staff at the university: a) from 09:00 to 18:00; b) from 08:30 to 17:30. The choice of a specific work schedule is made by the employee's decision in agreement with the immediate supervisor and becomes an integral part of his/her employment contract.

3.5. The starting and ending time of the working day of the academic and visiting staff is related to the fulfillment of their lecturing, consulting and other obligations stipulated in the labor contract and is determined in accordance with the semester lecture schedule and the workload determined by the relevant normative act.

3.6. In the case of administrative staff arriving late to the workplace/leaving the workplace early without prior agreement of the immediate superior, as well as not reporting to the workplace without informing the immediate superior, the employer is entitled to deduct from the employee's salary the amount corresponding to the time missed.

3.7. In case of missing/late start/early completion of the lecture process (for which compensation was not carried out in the same semester), the employer is entitled to deduct the amount corresponding to the missed time from the salary of the academic/invited staff.

3.8. Arriving at the university 15 (fifteen) minutes after the start of the working day is considered late.

3.9. For the purposes of calculating the amount due for missed time, lateness before 09:30/10:00 will be considered as 1 hour, lateness between 10:30/11:00 and 11:30/12:00 will be considered as 2 hours etc.

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3.10. During the summer and winter vacations, reduced working hours can be defined by the Rector's order. Also, working days are declared as holidays by order of the rector.

3.11. In order to facilitate the implementation of the activities of the structural unit of the university, based on the agreement of the head of the unit and the employee, it is possible to change the time of the start and end of the employee's working hours.

#### **Article 4. Break**

4.1. The employee is entitled to take 1 (one) hour break per day, between 13:00 and 14:00.

4.2. Exceeding the break period is considered absenteeism by the employee, unless it has been agreed with the immediate supervisor.

4.3. In case of exceeding the break, the employer is entitled to require the employee to stay at work after working hours for an excessive period of time or to deduct from the salary the amount corresponding to the missed time.

4.4. An employee who is a nursing woman and has a child under the age of one year, based on her request, is given an additional break of 1 hour per day. The break for feeding the child is considered working time and is compensated

#### **Article 5. Temporarily leaving the workplace**

5.1. It is possible to temporarily leave the workplace in two cases:

- a) for official purposes;
- b) for personal purposes.

5.2. The employee has the right to temporarily leave the workplace for personal purposes for no more than 3 (three) hours during the working time, in agreement with the immediate superior. The agreement is binding for any period of temporary leave of the workplace. In addition, the Human Resources Management and Development Service should be notified in advance about the mentioned agreement.

5.3. For official purposes, temporary leaving of the workplace is done by informing the immediate superior.

#### **Article 6. Overtime work**

6.1. The performance of work by an employee in the period of time, the duration of which exceeds 8 (eight) hours per day, is considered overtime work.

6.2. Performance of overtime work is based on mutual agreement of the parties, except for exceptional cases established by the legislation.

6.3. Overtime is paid on an hourly basis, plus 25% of the hourly wage rate.

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6.4. Staying at work after working hours on your own initiative without agreement with your immediate superior is not considered overtime.

### **Article 7. Evaluation of administrative personnel's activities**

7.1 The task of evaluating the performance of the administrative staff is to measure the contribution of the administrative staff in the work carried out in the university and to promote their professional development by evaluating the work performed by the relevant administrative staff of the university.

7.2 The goals of evaluating the performance of administrative staff are:

- a) improving the quality of performance of assigned duties;
- b) identifying the strengths and weaknesses of the staff, development needs and their professional growth;
- c) improving the quality of administrative activities;
- d) increasing labor motivation and job satisfaction.

7.3 Evaluation of the staff's performance, through the assessment of the work they have done, is carried out annually.

7.4 For evaluation purposes, personnel must have been working at the workplace for at least 2 months.

7.5 Rector, vice-rectors, heads of departments, deans are evaluated by submitting an annual report to the management board.

7.6 Personnel evaluation is carried out by the immediate supervisor of the personnel in accordance with the criteria defined in Appendix 1. as well as the employee himself, through self-assessment in accordance with the criteria specified in Appendix 2;

7.7 The evaluation results are analyzed by the Human Resources Management and Development Service and, if necessary, different types of professional development activities (trainings, etc.) are planned.

7.8 The results obtained as a result of the assessment can become the basis for further response.

7.9 The evaluator/self-evaluator is responsible for each component of the evaluation carried out by him/her and is obliged to objectively carry out the evaluation/self-evaluation.

7.10 The information obtained as a result of the evaluation is confidential, it is not allowed to make it public and discuss it with a third party. The said information is available only to the evaluator and the person/persons responsible for information processing.

7.11 The staff has the right to know the final result of the evaluation of their performance.

7.12 The procedure for evaluating the activities of academic and guest personnel is determined in accordance with the "Internal Quality Assurance Mechanisms" provision.

### **Article 8. Wages payment**

8.1. The employee receives wages in the first week of the following month.

8.2. The remuneration of the employee is made in the form of cashless payment and will be credited to the employee's bank account.

8.3. In the case of forced absence caused by the university's fault, the employee will be paid in full, while forced absence caused by the fault of the employee will not be compensated.

8.4. The University is entitled to deduct from the employee's salary the overpaid amount or any other amount that the employee owes to the University based on the employment relationship. In addition, the total amount of the one-time deduction from the labor remuneration should not exceed 50% of the employee's labor remuneration.

8.5. Upon termination of the employment relationship with the employee, the university shall make the final payment no later than 7 (seven) working days after the termination of the employment relationship.

### **Article 9. Paid and unpaid leave**

9.1. A university employee enjoys annual paid leave in the amount of 24 working days.

9.2. The employee has the right to take leave without pay, which is defined as 15 calendar days per year. The employer reserves the right to grant more than 15 calendar days of leave if necessary.

9.3. The employee has the right to request leave after 11 (eleven) months of employment. With the agreement of the parties, leave can be granted even before the expiration of the mentioned term. Also, according to the decision of the rector of the university, the right to leave can be granted to the employee if he/she presents a certificate of 11 months of continuous service in the previous job.

9.4. Leave is issued by the rector's order;

9.5. When taking paid leave, the employee is obliged to notify the employer no later than 1 (one) week in advance and fill out the leave request form, which must be confirmed by the signature of the immediate supervisor and the head of the Human Resources Management and Development Service. Only on the basis of complete filling and presentation of the said form, any type of leave will be issued by order.

9.6. When taking leave without pay, the employee is obliged to notify the employer no later than 1 (one) week in advance, unless notice is impossible due to an emergency medical or family situation.

9.7. The employee has the right to distribute the paid leave within the limit amount by agreement with the employer.

9.8. During the calendar year, vacation schedules and order are determined taking into account the proper and smooth flow of the educational process, in agreement with the rector of the university.

9.9. The university is entitled to determine the sequence of paid leave for the employee during the year;

9.10. The rector of the university, the employee's immediate supervisor and the head of the human resources management and development service have the right to refuse to give consent in extreme cases, if it is not appropriate for a specific employee to take a leave during the given period, due to the operational necessity, unless the reason for taking the leave is honorable. .

9.11. If the granting of paid leave to the employee in the current year may negatively affect the normal course of work, and the employer is in a force majeure situation, with the consent of the employee, it is allowed to transfer the leave to the next year. It is not allowed to carry over paid leave for 2 consecutive years, in this case, the employee will not be able to use the unused/remaining days of paid leave.

9.12. It is not allowed to replace annual paid leave with monetary compensation, unless the dismissed person has not used the leave.

9.13. Due to operational necessity, it is allowed to call the staff from vacation, with his/her consent. In such a case, the employee has the right to use the remaining days of the interrupted leave in accordance with the applicable rules.

9.14. During paid leave, the employee will be paid a salary in the amount of official salary.

9.15. University employees have the right to take additional paid leave in the following cases:

- a) marriage - 7 (seven) working day leave;
- b) Death of a family member - 5 (five) working days leave (family member means: mother, father, child, grandchild, spouse, sister, brother, grandparents, mother-in-law-father-in-law, mother-in-law-father-in-law);
- c) Death of a close family member - 1 (one) working day leave (uncle, sister-in-law, aunt, aunt, cousin, cousin, wife's brother, wife's sister, brother-in-law, mother-in-law, son-in-law, sister-in-law, godfather/godmother)
- d) Birth of a child (for men) \_ 3 (three) days leave.
- e) Baptism (own baptism, child's baptism or godparent status) - 1 day vacation in Tbilisi, 2 days vacation outside the city;
- f) best man - 1-day vacation in Tbilisi, 2-day vacation outside the city;
- g) Marriage of a family member - 1 day vacation in the city of Tbilisi, 2 days vacation outside the city.

#### **Article 10. Temporary disability**

10.1. When not coming to work due to temporary incapacity, the employee must inform his/her immediate superior and the Human Resources Management and Development Service within a reasonable period of time.

10.2. Temporary incapacity for work, if its duration exceeds 40 consecutive calendar days or the total duration within 6 months exceeds 60 calendar days, may become the basis for termination of the employment relationship.

10.3. Temporary incapacity for work is established in case of presentation of the bulletin/certificate issued by the doctor/other relevant documentation, use of the bulletin in case of non-presentation of the relevant documentation does not belong to the category of temporary incapacity for work.

10.4. For the days missed due to temporary incapacity for work, the employee will be compensated according to the order of February 20, 2009 #87/N of the Minister of Labor, Health and Social Protection of Georgia regarding the appointment and approval of the rules for providing assistance due to temporary incapacity.

#### **Article 11. Holidays**

11.1. Employees enjoy weekly rest and holidays.

11.2. Weekly rest days are Saturday and Sunday, except for the exceptions established by this regulation, and holidays are determined according to the Labor Code of Georgia.



11.3. Performance of work by an employee on holidays is considered overtime work, and the terms of his remuneration are determined in accordance with Article 6 of this regulation.

## **Article 12. Obligations of the employee**

12.1. The employee is obliged to:

- a) take care of the employer's property and business reputation;
- b) to follow the internal legal acts of the university;
- c) to record the time of reporting and leaving the workplace through the turnstile system. Failure to use the service card will be considered as not being at the workplace and may result in the liability specified in this provision;
- d) not to disclose personal information that became known to him as a result of his activities at the university. to protect the personal information of students and employees in accordance with the regulations of the university and the legislation of Georgia;
- e) When communicating for official purposes, use only e-mail created by the university. In addition, the mentioned e-mail Mail checking is mandatory daily for University business purposes;

## **Article 13. Obligations of the employer towards the employees**

13.1. The university is obliged to provide working conditions equipped with a material and technical base that are safe for life and health of the employees, and fully compensate the employee for the damage caused by the deterioration of the health condition and necessary treatment costs.

13.2. The units responsible for the primary provision of the employee's working environment are the Human Resources Management and Development Service and the employee's immediate supervisor, who take care of creating an appropriate working environment for the employee upon starting the employment relationship.

13.3. The Human Resources Management and Development Service and the employee's immediate supervisor carry out the obligation provided for in clause 13.1 of this article together with other functionally related structural units. The Human Resources Management and Development Service provides them with appropriate assignments and performance control.

13.4. Upon starting the employment relationship with the employer, the employee receives a working environment, which means a work space equipped with appropriate inventory, which may differ for a person employed in different positions, based on the employment contract, taking into account the duties assigned to him.

13.5. The employer is obliged to provide the employee with a university e-mail upon starting the employment relationship.

13.6. The working environment for those employees whose activities do not require office space (support and/or technical staff) involves providing a special duty uniform and a duty room.

13.7. At the time of signing the employment contract with the employee, the Human Resources Management and Development Service will provide the employee with information about the work process, including salary accrual, university health insurance, university services, university e-mail,

the rules for using electronic resources, as well as a recommendation to familiarize himself with the university's regulations on the relevant electronic through resources and to warn that the mentioned provisions are mandatory to be followed by the employees of the university. In addition, the mentioned information can be modified in each specific case depending on the position in which the employee starts the labor relationship with the employer. The employee confirms with his signature that he has been provided with the information specified in this clause.

13.8. In order to effectively integrate the employee into the workplace, the head of the relevant structural unit, for a reasonable period of time/if there is a trial period, will ensure the attachment of an experienced employee, who will familiarize the employee with the specifics of the case, supervise and assist in the work process and the implementation of the relevant tasks, and also facilitate the adaptation of the new employee to the new environment. in the working environment and gives consultations within the scope of his competence.

13.9. In order to identify the facts of discriminatory treatment in the university and to respond to them further, the employee has the right to report the fact of discriminatory treatment both to the Human Resources Management and Development Service and to the ombudsman.

13.10. In case of termination of the employment contract, the former employee's right to use the university e-mail is terminated. The Human Resources Management and Development Service provides information on the above to the relevant service.

13.11. For the purposes of providing information and counseling at the workplace, the university ensures the involvement of employees through the involvement of representatives of employees elected in accordance with the law.

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### **Chapter III. Starting and ending the employment relationship, staff development**

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#### **Article 14. The procedure for hiring an employee**

14.1. A person is accepted for the positions of academic, scientific and guest lecturer in the university according to the "Rule of appointing persons involved in the educational and scientific process".

14.2. A person is accepted for an administrative position in the university on the basis of an employment contract (if necessary, with a probationary period), taking into account the relevant qualification requirements established by the university and according to the "Rule of hiring administrative and support staff".

14.3. Before starting employment at the university, the selected candidate must submit a certificate that he/she has not been convicted of a crime against sexual freedom and inviolability and a certificate that he has not been disqualified from working in an educational institution.

14.4. In order to search for and select a suitable candidate for an administrative position, the head of the structural unit of the university applies to the Human Resources Management and Development Service, which ensures conducting the necessary procedures for searching, selecting and appointing a candidate to the relevant position.

14.5. In order to attract personnel in accordance with paragraph 13.4 of this article, the Human Resources Management and Development Service, taking into account the qualification requirements

established by the university, the job description of the relevant position and the competencies required to perform this work, determines the requirements to be applied to the candidate for the job, the list of documents to be submitted, the deadline for their submission and the aforementioned information. together with places the corresponding vacancy on the university website and/or other special electronic portals.

14.6. After the deadline for the submission of documents, the Human Resources Management and Development Service, together with the head of the relevant structural unit, reviews the documents submitted by the candidates and sets the time and date of the interview for the candidates identified as a result of the selection.

14.7. If necessary, it is possible for other authorized persons to attend the interview, in addition to the immediate superior and the representative of the Human Resources Management and Development Service. The candidate may be required to submit additional documents confirming his qualifications.

14.8. It is possible to find and recruit candidates for a vacancy in the university in a manner different from that established by this article (by making a recommendation, by direct contact with a specific person, etc.).

14.9. Prior to the process of seeking and attracting candidates from external sources for university vacancies, it is possible to transfer or promote internal staff of the university, taking into account the relevant qualification requirements, job description and experience. The Human Resources Management and Development Service makes a presentation on the above.

14.10. For the position of structural unit assistant, in order to promote the creation and development of professional skills of university students and graduates, the university prioritizes its students and graduates.

## **15. Internship**

In order to improve qualifications, gain professional knowledge, skills or practical experience, the University is authorized to hire paid or unpaid interns.

15.2 The relationship between the university and the intern is regulated on the basis of the relevant agreement.

15.3 The term of unpaid internship does not exceed 6 months, and the term of paid internship is 1 year.

15.4. An intern enjoys all the rights established for an employee, except leave due to pregnancy and childbirth, leave due to child care, leave due to adoption of a newborn and additional leave due to child care.

15.5 Other issues related to internship are regulated by the procedure established by the Labor Code of Georgia.

## **Article 16. Personal and professional development of employees**

16.1. The university promotes personal and professional development of employees.

16.2. The Human Resources Management and Development Service periodically conducts various types of employee surveys in order to determine their respective needs and plan the measures necessary for their respective development.

16.3. The Human Resources Management and Development Service will hand over the results of the research provided for in paragraph 15.2 of this article to the rector of the university, who will plan further measures if necessary.

16.4. For the purposes of this article, the Human Resources Management and Development Service ensures the planning of various types of trainings, socio-cultural, educational and entertainment events in cooperation with the relevant structural units of the University, through internal and/or external resources.

16.5. For the purposes of this article, when the employee attends the events planned by the employer, such as various types of professional-educational trainings, social-cultural and other types of events, if the period of attendance includes working hours, the employee is considered in the working period and will be compensated in full.

16.6. For the purposes of the employee's professional development, appropriate training, internship and/or other type of event may be planned for his/her transfer to another position, based on the analysis of the work performed and to be performed further.

#### **Article 16. Procedure for dismissing an employee and terminating the employment contract**

16.1. The grounds for dismissing an employee and terminating the employment contract are provided for in the employment contract signed with the employee and are based on the grounds established by the Organic Law of Georgia, the Labor Code.

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### **Chapter IV. Promotion and disciplinary responsibility**

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#### **Article 18. Employee incentives**

18.1. In order to encourage the staff, the organization can use both financial and non-financial form, which the employee receives in exchange for exemplary work. The forms of encouragement can be: declaration of thanks, material reward/compensation, bonus, specific prize and other mentioned process is regulated in accordance with the internal regulations of the Black Sea International University.

18.2. The rector of the university makes a decision on the employee's incentive, on the recommendation of the employee's immediate supervisor. However, several types of incentives can be used.

#### **Article 19. Types of disciplinary punishment**

19.1. The following types of disciplinary sanctions apply in the university:

a) Warning: a written instruction that urges the addressee to be more attentive and observant;

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- b) Reprimand: a written instruction that informs the addressee about the culpable nature of his action;
  - c) Deduction of salary: a penalty during which no more than half of the salary is deducted at one time;
  - d) Compensation: in case of damage, destruction or loss of University property, the compensation paid by the employee for the damaged/destroyed/lost property (the mentioned fine can be used both independently and in combination with other fine).
  - e) Dismissal: Termination of the employment relationship with the employee.

#### **Article 20. Imposition of disciplinary penalty**

20.1. The basis for consideration of the employee's disciplinary responsibility is the following type of disciplinary misconduct by the employee:

- a) non-fulfillment of official duties, untimely performance and/or negligent attitude towards said duties;
- b) Violation or untimely fulfillment of the requirements stipulated by the legislation of Georgia and/or the internal acts of the University, instructions and/or instructions of a superior official;
- c) Violation of labor discipline and obligations stipulated by the labor contract, the present regulation and other acts of the university or non-timely performance;
- d) causing property damage to the university or creating a threat of such damage;
- e) Violation of university and statutory rules on personal data processing;
- f) Any other action that harms the name and business reputation of the university or is aimed at its discredit and/or interferes with the educational activities of the university.

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## **Article 21. Annulment of disciplinary violation and repeated commission**

21.1. Disciplinary fine can be removed by the decision of the person/body who deliberated on the application of said fine.

21.2. If a person repeatedly commits a disciplinary violation without the previous violation being remedied, his fine is determined by one step higher.

## **Article 22. Main aspects of carrying out disciplinary proceedings**

22.1. Disciplinary action against an employee shall be proportionate to the disciplinary offense and shall be conducted in accordance with these rules.

22.2. Disciplinary action can be taken either simply or through formal disciplinary proceedings.

22.3. Simple disciplinary proceedings are carried out in accordance with the procedure specified in Article 22 of this Rule, formal disciplinary proceedings are carried out in accordance with the procedure established in Article 23 of this Rule.

22.4. A simple disciplinary prosecution is carried out for misconduct, if it is expressly defined in this rule.

## **Article 23. Simple disciplinary prosecution**

23.1. A simple disciplinary prosecution is carried out for the disciplinary offense specified in this article.

23.2. A simple disciplinary action does not exclude the possibility of formal disciplinary action if the same violation is repeated.

23.3. If the action belongs to the category of violation to be considered by the simple disciplinary procedure, depending on the circumstances of the case, at the decision of the Rector, it can be considered by the formal disciplinary procedure.

23.4. For actions subject to simple disciplinary prosecution, the sanction may be a written warning and/or deduction of wages.

23.5. The employee has the right to appeal the fine imposed as a result of simple disciplinary prosecution by submitting an appropriate explanation to the rector. As a result of studying the circumstances presented in the explanation, the rector is authorized to make a decision on canceling the disciplinary penalty.

23.6. The following disciplinary offenses are considered under the rule of simple disciplinary prosecution:

23.6.1. Violation of the rules for the use of tobacco products on the territory of the university;

23.6.2. Violation of the rules related to the absenteeism at the workplace;

23.6.3. Violation of deadlines for work performance;

23.6.4. Any other type of violation that, due to its nature, does not require additional investigation.

23.7. Persons carrying out simple disciplinary proceedings and sanctions:

23.7.1. In case of violation of the rule related to the prohibition of the consumption of tobacco products on the territory of the university (except for the place specially designated for the consumption of tobacco products), the violator will be fined 200 (two hundred) GEL;

23.7.2. In case of not showing up at the workplace, arriving late, leaving before time, which was not agreed with the authorized persons, according to the procedure established by this regulation, the Human Resources Management and Development Service gives the employee a written warning;

23.7.3. In the case of not reporting to the workplace, arriving late, leaving early, which was not agreed with the authorized persons, depending on the severity of the violation in accordance with the rules established by this regulation, a one-time deduction from the salary can be used together with a warning or as a separate sanction, in accordance with paragraph 3.6 of Article 3 of the present regulation. Not more than 50% of the salary. The rector makes a decision on the extent of the sanction.

23.7.4. Any other type of violation, which, due to its nature, does not require additional investigation - in this case, according to the rules established by this regulation, the employee is sanctioned based on the order of the rector.

#### **Article 24. Formal disciplinary prosecution**

24.1. Disciplinary prosecution should not be carried out without the right of defense of the accused person. The employee must be notified in writing about the initiation of disciplinary proceedings against him. The rector of the university makes a decision on imposing disciplinary responsibility.

24.2. In order to identify a disciplinary violation, an investigation can be conducted by the rector and/or vice-rector in the field of administration, at the suggestion of the human resources management and development service or the employee's immediate superior. If necessary, it is possible to create a disciplinary commission by the act of the rector, which will discuss the employee's disciplinary violation and impose the appropriate penalty.

24.3. The commission established by the school board conducts an investigation into issues related to disciplinary misconduct of an academic nature. Compulsory members of the commission should be: vice-rector in the administrative field, vice-rector in the quality field, vice-rector in the educational field, vice-rector in the research field, representative of the internal quality assurance service, human resources management and development service, lawyer, dean of the relevant school and ombudsman.

24.4. The person conducting the investigation/commission is obliged to listen to the employee, investigate all the circumstances and only after that make a decision/recommendation to submit to the Rector for a decision on imposing a disciplinary penalty.

24.5. When imposing a disciplinary penalty, the severity of the committed misconduct, the existing circumstances, the employee's general work discipline, behavior and others shall be taken into account.

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24.6. In the course of the investigation, the person/commission conducting the investigation is authorized to independently plan the investigation process and method, taking into account the standards of comprehensive and objective study of the issue, justice and ethical norms.

#### **Article 25. Disciplinary commission**

25.1. Disciplinary commission (hereinafter - commission) is established by order of the rector. The chairman of the commission and the secretary of the commission are determined by the same order.

25.2. The time and agenda of the commission's meeting, as well as the work schedule, are determined by the order of the rector.

25.3. The commission is authorized if at least  $\frac{3}{4}$  of the members are present. The commission makes a decision by a simple majority of votes. In case of an even split of votes, the vote of the chairman of the commission is decisive.

25.4. Commission meetings are drawn up in the form of minutes. If necessary, the remote meeting may be recorded. The record is created and stored in accordance with the requirements of the Law of Georgia on "Personal Data Protection". The minutes of the meeting are part of the minutes of the commission.

25.5. In case of investigation of facts of discriminatory treatment, the commission treats with full protection of confidentiality any discussion, communication or action aimed at eliminating the fact of discrimination (including (harassment/sexual harassment)).

#### **Article 26. Decision-making process by the disciplinary commission**

26.1. The disciplinary commission investigates the personal case of the employee against whom disciplinary action is being taken. If necessary, the commission is authorized to hear witnesses, other interested persons and take other action necessary to investigate the matter.

26.2. An employee who is subject to disciplinary proceedings must be given the opportunity to express his opinion, justify and present relevant evidence before the commission. The final decision of the commission will be submitted to the rector for a final response.

26.3. Disciplinary proceedings are completed by the rector's order to impose disciplinary responsibility (except for fines imposed within the framework of simple disciplinary proceedings). A copy is kept in the employee's personal file.

#### **Article 27. Deadlines for initiation of disciplinary proceedings**

27.1 Disciplinary proceedings provided for in this provision must be initiated and completed within 1 (one) month after the discovery of the fact of violation. If necessary, based on the request of the researcher/commission, the mentioned term may be extended by no more than 6 (six) months. After the expiration of this period, the employer's right to initiate disciplinary proceedings is nullified.

27.2 The fine shall be canceled if it is not enforced within 4 (four) months after the decision was made by the relevant body.



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## **Article 28. Final Provisions**

28.1. In order to control the implementation of the rules stipulated by this regulation and to determine their effectiveness, the human resources management and development service of the university, through a special questionnaire developed by it, conducts an annual survey among different target groups of university personnel. The purpose of the mentioned studies is to study the satisfaction of the persons employed in the managerial position of the university, as well as the low-ranking employees, and to evaluate the work performed by them.

28.2. The results of the research provided for in this article will be presented to the rector and vice-rector of the university in the field of administration, who will discuss the mentioned results together with the relevant responsible persons and plan the further measures to be implemented.

28.3. Employees are notified individually at the end of each month of the time of coming and leaving the workplace, registered through the turnstile system.

28.4. Matters that are not regulated by this regulation are regulated by the individual labor contract, the organic law of Georgia, "Labor Code" and other normative acts of the university.

28.5. This provision shall enter into force upon approval by the Governing Board. Any changes or additions to this document are included in the manner established for its acceptance.

28.6. The Human Resources Management and Development Service is responsible for the implementation of this provision, which also ensures that the university staff is informed of this provision and any changes made to it, and that appropriate consultations and explanations are given.

28.7. The vice-rector in the field of administration will control the implementation of this provision.

