



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

STAFF MANAGEMENT POLICY

Approved on 08/04/2022 by Administrative Board - Minute №16 (Appendix №:3)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Chancellery and Human Resources Management Office _____

Controlled by: Legal Office _____

Approved by: Governing Board _____

Document No: IBSU.R24G

Rev: 2.00

Uncontrolled Copy

Controlled Copy

Revision Date: N/A

Approval Date: 08/04/2022

IBSU PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the List of QMS Documents online. To request a change, please contact the office/board that prepared the document.

Contents

Amendments	4
Chapter I. General Provisions	5
Article 1. Subject and Scope	5
Article 2. General Principles	5
Chapter II. Rules Related to the Job Performance	7
Article 3. Working hours	7
Article 4. Break	8
Article 5. Temporary leave of the working place.....	8
Article 6. Overtime labor.....	8
Article 7. Payment rules of the salary	8
Article 8. Paid and unpaid leave.....	9
Article 9. Temporary disability	10
Article 10. Remote Work	10
Article 11. Holidays.....	10
Article 12. Obligations of the employee.....	11
Article 13. Obligations of the employer	11
Chapter III. Starting and Terminating Labor Relationships, Personnel Development	13
Article 14. Appointment of the employee	13
Article 15. Internship.....	14
Article 16. Personal and professional development of the employees	14
Article 17. Rules for dismissal of the employee and termination of the labor contract	14
Chapter IV. Incentives and Disciplinary Responsibility	15
Article 18. Incentives for the employee	15
Article 19. Retaking sanctions for disciplinary responsibility	15
Article 20. Rules of Disciplinary Sanction Application.....	15
Article 21. Expunging of the Disciplinary Infringement and its Recurrence.....	16
Article 22. Main Features for the Performance of Disciplinary Proceedings	16
Article 23. Simple Disciplinary Prosecution	16
Article 24. Formal disciplinary action.....	17
Article 25. Disciplinary Commission	18
Article 26. The Process of conducting disciplinary investigation by the Commission.....	18



Article 27. Terms for Disciplinary Proceedings Commencement.....	19
Article 28. Final Provisions.....	19

Amendments

#	Decision taken by	Minutes №	Date
1			

Primary version: 08.04.2022

Chapter I. General Provisions

Article 1. Subject and Scope

1.1. This document regulates working rules for International Black Sea University, LLC (hereinafter – university/IBSU), which are mandatory for administrative and auxiliary as well as academic and invited personnel. Different rules might be defined for academic and invited personnel by other regulations of the University and/or labor contracts concluded with them in accordance to their job.

1.2. The goals of this Regulation are as follows:

- a) To regulate labor relationships and other connected ones with employees based on mutual consideration and cooperation;
- b) To provide consensual and coordinated working process between employees;
- c) To defense working discipline;
- d) Provide equal, safe and healthy work environment.

1.3. The rules envisaged in this regulation are mandatory to be fulfilled for all employees of the University. Breach of these rules is the ground for disciplinary responsibility envisaged in the regulations of the University.

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 provisions of this regulation might not apply to the academic personnel and/or invited lecturers considering their content and goals.

Article 2. General Principles

2.1. In the everyday working process University provides the employees with equal treatment, prohibition of discrimination based on race, skin color, language, ethnical or social origin, nationality, origin, financial or rank status, age, sex, sexual orientation, disability, belonging of religion, social, political or other union, family status, political or other view, except when the necessity of the distinction arises from the essence of the work, from the specifics or its fulfillment, serves to achieve the legitimate aim and is the proportionate and necessary means of achieving it.

2.2. Discrimination is considered direct or indirect harassment by the employer or between employees, which is aimed at or causing an intimidating person's dignity and creating, hostile, humiliating, degrading or offensive environment, or the creation of such conditions that worsen the situation in similar conditions in the rather than for other person.

2.3. University supports its employees to fully realize their potential and provides them with the relevant working environment oriented to the results, that promote employees to fulfill their obligations bona fide.

2.4. To prevent discrimination, the university will provide staff awareness through trainings, seminars and information meetings.

2.5. Employees have to fulfill their obligations duly and bona fide, considering that they act on behalf of the University and they have to share its mission and values, fulfill all internal regulations of the University and its structural units.

Chapter II. Rules Related to the Job Performance

Article 3. Working hours

- 3.1. Employee is obliged to come to the working place every working day without delaying, in time.
- 3.2. The time of coming and leaving the working place is confirmed via tourniquet 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 includes 5 days (Monday-Friday) per week, no more than 40 working hours totally. If necessary, working time might include six days (Monday - Saturday), no more than 40 hours. There are two types of work schedules for administrative staff at the University: a) from 09:00 a.m. to 17:00 p.m.; b) from 09:30 a.m. to 5:30 p.m. The specific work schedule is chosen by the employee and becomes an integral part of his/her labor contract.
- 3.5. The starting and ending time of the working day of the academic and invited staff is related to the fulfillment of other obligations stipulated by the lecturing, consulting and labor contract, and is determined in accordance with the workload determined by the semester lecture table and the "Stipulation on determining academic workload and labor remuneration" (R16).
- 3.6. When employee is late or leaves working place without previous agreement with its supervisor, employer has the right to cut the relevant amount of the salary in accordance to the missing working hours.
- 3.7. In case of missing/late start/early completion of the lecture process (for which the compensation was not implemented in the same semester) the employer is entitled to deduct the amount corresponding to the missed time from the salary of the academic/guest staff.
- 3.8. Arriving at the university more than 10 (ten) minutes after the start of the working day will be considered late.
- 3.9. For the purposes of defining the amount being deducted for the missed hours, delay till 10:00/10:30 a.m. shall be regarded as a delay for an hour, delay from 10:00/10:30 a.m.till 11:00/11:30 a.m. shall be regarded as a delay for 2 hours, delay from 11:00/11:30 a.m.till 12:00/12:30 p.m. shall be regarded for 3 hours and etc.
- 3.10. During summer and winter holidays, shortened working hours can be defined by the act of the Rector. Also, working days are declared as holidays by the act of the rector.
- 3.11. Due to facilitation of fulfillment of the activities of the University structural units, upon the mutual agreement among the Head of the unit and the corresponding unit's employee, the starting and the ending period of the working hours may be changed.

Article 4. Break

- 4.1. Employee is entitled to use break for 1 hour per day, during 13:00 – 14:00 time period.
- 4.2. If the employee exceeds the indicated time for break, extra time used will be considered as “not excuse” unless there was the consent of the supervisor.
- 4.3. Exceeded time for break shall be sanctioned either by staying for additional (corresponding) hours after working day or cutting off corresponding amount from salary (wages). The decision is made by the employer.
- 4.4. If the employee is a breastfeeding female feeding an infant under twelve months, based on her request shall be given additional break hours not less than one hour per day. The break taken for feeding an infant is included in the regular work hours and is compensated.

Article 5. Temporary leave of the working place

- 5.1. Employee is entitled to take temporary leave in two cases:
 - a) For working purposes;
 - b) For personal purposes.
- 5.2. The employee has the right to temporarily leave the workplace for personal purposes for no more than 4 (four) 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, Chancellery and Human Resources Management Office should be informed about the said agreement within 1 (one) day.
- 5.3. For official purposes, temporary leaving of the workplace is done by informing the immediate superior.

Article 6. Overtime labor

- 6.1. Performance of the job by the employee that exceeds 8 (eight) hours per day is deemed as an overtime labor.
- 6.2. Overtime labor is performed on the grounds of mutual agreement unless otherwise excepted by the legislation.
- 6.3. Overtime labor is compensated on an hourly basis, with an increase of 25% of the hourly rate of salary (wages).
- 6.4. Performance of the employee after working hours without the consent of the authority is not regarded as overtime labor.

Article 7. Payment rules of the salary

- 7.1. Employee is paid a salary during the last week of each month or first week of the next month.

- 7.2. Salary is paid in a cash-free form, transferred to the bank account of the employee.
- 7.3. When the employee misses working hours due to the activities of the University salary is fully paid, whilst if working hours are missed by the employee due to its fault salary is not paid.
- 7.4. University has the right to cut an excess paid money from the salary or any other amount that should be paid to the University by the employee considering their labor relations. Hereby, the amount that is cut from the salary should not exceed 50% of the salary for each time.
- 7.5. After termination the labor contract with the employee, final calculation and transfer of the salary is performed by the University no later than 7 working days.

Article 8. Paid and unpaid leave

- 8.1. Full time employee has the right to take paid leave, 24 working days per year. Part time employee has the right to take paid leave in proportion to his/her working hours. Paid leave can be divided by the employer twice a year. Hereby, paid leave should coincide with the vacations defined by the academic calendar. Upon the mutual agreement of the parties, different rules might be defined regarding paid leave. Those rules should not deteriorate conditions for the employee.
- 8.2. The employee is entitled to enjoy the right to paid excuse leave in the amount of 5 working days, in the interval of October-May, so that the use of the leave does not affect the educational process. The right of excuse leave applies to exceptional cases, irregular in nature and may include marriage, deterioration of the health of a family member, death of a family member, special family situation, use of professional development opportunities or other relevant need that may be determined by agreement of the parties. In the case of the Rector's approval, in times of special need, a full-time employee is entitled to take paid excuse leave for an additional 5 working days. The amount of paid excuse leave days for a part-time employee is determined in proportion to his working time.
- 8.3. A full-time employee is entitled to use unpaid excuse leave in the amount of 15 calendar days per year. A part-time employee is entitled to use unpaid excuse leave in proportion to his working time per year. The employee is entitled to use the said leave upon the employer's consent, and he is obliged to inform the employer 2 weeks in advance in order to use the unpaid excuse leave, except in the case when due to urgent medical needs or family conditions, it is impossible to comply with the advance notification period. When using unpaid excuse leave, the employee must try as much as possible so that the use of leave does not affect the educational process. By agreement of the parties, it is possible to establish a rule different from this clause regarding the granting of unpaid excuse leave.
- 8.4. It is possible to enjoy the right to leave in compliance with paragraphs 8.1, 8.2, 8.3 of the present regulation by the agreement with the direct supervisor; The right to an additional 5 days of honorary paid leave can be granted based on the approval of the Rector.

8.5. After expiration of the leave time if the employee does not come at workplace it shall be considered as missing the job without excuse and causes disciplinary responsibility envisaged in this regulation.

8.6. Upon the mutual agreement of the parties, paid leave might be moved to the next year considering working process and jobs to be performed.

Article 9. Temporary disability

9.1. Employee should inform supervisor if he/she is not able to come at work because of temporary disability in reasonable period of time.

9.2. 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.

9.3. 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 relevant documentation does not belong to the category of temporary incapacity for work.

9.4. The employee will be paid the missed days caused by temporary disability in compliance with the order "temporary incapacity, regarding the approval of the procedure for the appointment and issuance of aid", issued in February 20, 2009 by the Ministry of Labor, Health and Social Affairs of Georgia.

Article 10. Remote Work

10.1. Starting in August 2022, the employee is entitled to use the right to remote work in the amount of 10 working days, but not more than 3 working days per month. This serves to take into account the needs of employers, in case of personal difficulties related to reporting to work. During remote work, the employer's remuneration is determined by the amount reduced by 1/5 of the daily salary. Exercising the right to remote leave requires prior agreement with the immediate supervisor. However, the use of remote working hours should not interfere with the study and work process of the university.

Article 11. Holidays

11.1. Employees use rest days per week and holidays.

11.2. Rest days per week are Saturday and Sunday, exceptions are envisaged in the regulation. Holidays are defined in the Labor Code of Georgia.

11.3. Performance of the job during holidays by the employee is considered as overtime job and its compensation rules are defined in article 6 of this regulation.

Article 12. Obligations of the employee

12.1. Employee is obliged:

- a) To take care of employers' property and business reputation;
- b) To act in compliance with University regulations;
- 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 spread personal data known during his/her activity in University; to protect the personal information of students and employees in accordance with the regulations of the University and the legislation of Georgia;
- e) To use only IBSU official e-mail address while communicating for work purposes. Hereby, this e-mail must be checked every day for the goals of correspondence rules of the University.
- f) When using official e-mail, follow the rules defined by the "Information and Communication Technologies Management Regulation" (R29).

Article 13. Obligations of the employer

13.1. University has to provide employees with the safe and healthy environment and working conditions with relevant material-technical base, as well as fully compensate damages caused by worsening health conditions during work performance and pay relevant costs of necessary medical treatment.

13.2. The responsible units for providing employee with the primary working necessities are Chancellery and Human Resources Management Office and its supervisor, who have to create relevant working environments for the employee after concluding the labor contract.

13.3. Chancellery and Human Resources Management Office and supervisor of the employee fulfill the obligation envisaged in paragraph 12.1 of this article with the functionally related structural units. Chancellery and Human Resources Management Office provides them with relevant tasks and monitors their fulfillment as well.

13.4. Since beginning labor relationship with the employer employee receives working conditions which include relevantly equipped working environment that might differ for the employees appointed to the various positions, considering obligations imposed on them upon the labor contracts.

13.5. Employer provides employee with the university e-mail immediately after beginning the labor relationship.

13.6. Working environment means special duty clothes and rooms for the employees whose job does not require offices (auxiliary and/or technical personnel).

13.7. While concluding the labor contract Chancellery and Human Resources Management Office provides employee with information about salary remuneration system, insurance policy, university e-mail, university electronic resources and web-page and recommends to read the University regulations via electronic resources as well as warns that those regulations are obligatory for the employees. Hereby, information mentioned here shall be modified case by case in accordance to the position employee is appointed to. Employee confirms with signature that he/she was provided with information defined in this paragraph.

13.8. For the effective integration of an employee in the working place, the head of the relevant structural unit provides a mentor (experienced employee) for a new staff for reasonable period/duration of trail period (if any). The mentor explains the specifics of the case, supervises and helps in the working process and for the performance of the tasks, as well as helps to adapt to a new working environment and provides consultancy within his/her competence.

13.9. To disclose facts of discrimination in the university and further respond to them, the employee is authorized to express the fact of discriminatory treatment anonymously (by remarks, recommendations and thanks via the electronic platform), also by submitting appropriate reference to the authorized person (R24F18).

13.10. In case of termination of the employment contract, the former employee's right to use the university e-mail is terminated. The Office of Chancellery and Human Resources Management provides information on this to the relevant service. The procedure for terminating the use of official e-mail is regulated by the "Management Regulation of Information and Communication Technologies" (R29).

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

Chapter III. Starting and Terminating Labor Relationships, Personnel Development

Article 14. Appointment of the employee

14.1. A person is accepted for the positions of academic, scientific and guest lecturer in the university according to the "Rule of appointment of persons involved in the educational and scientific process" (R19).

14.2. Candidates to administrative positions are hired on the basis of a labor employment contract (if necessary, trial period is used), taking into account the relevant qualification requirements defined by the University.

14.3. Staff appointed on the administrative or academic position must provide a certificate proving that he/she was not convicted for crime against sexual freedom and sexual inviolability and a certificate proving that his/her right to work at an educational institution is not deprived.

14.4. Head of the structural unit applies to the Chancellery and Human Resources Management Office to search and select relevant candidate for a vacancy of administrative position and Chancellery and Human Resources Management Office succeeds relevant procedures.

14.5. Upon 14.4 paragraph of this article, Chancellery and Human Resources Management Office defines the requirements for the candidates for particular administrative position considering relevant qualification requirements, jobs description and necessary competencies, as well as defines the term for application submission and this information with particular vacancy is announced on the web-page of the University and other special electronic portals.

14.6. After expiration the term for application submission Chancellery and Human Resources Management Office with Head of relevant structural unit considers presented applications and defines date and time of interview for the selected candidates.

14.7. If necessary special commission might be created with Rector's order for interview, that considers applications of the candidates and selects the best one after interview. Candidate might be asked additional documents confirming its qualification.

14.8. The ways for search and call of the candidates for a particular vacancy might be different from the rules defined in this article (e.g. recommendations, direct communication with the particular candidate, etc.)

14.9. Before search and call candidates from outsources, internal candidates might be transferred or promoted inside University considering qualification requirements, jobs description and experiences. Chancellery and Human Resources Office provides relevant suggestion on this issue.

14.10. For the position of structural unit assistant, university students and graduates professional skills generation and development for promotion, the university prioritizes its employees' students and graduates.

Article 15. Internship

15.1. The University is entitled to hire a paid or unpaid intern in order to upgrade his/her qualifications and to gain professional knowledge, skills or practical experience.

15.2. The relationship between the University and the intern is regulated by the internship agreement (R25F10).

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

15.4. The intern enjoys all the rights established for the employee, except maternity, parental, newborn adoption, and additional parental leave.

15.5. Other issues related to the internship are regulated in accordance with the rules established by the Labor Code of Georgia.

Article 16. Personal and professional development of the employees

16.1. University supports personal and professional development of its employees.

16.2. For the goals envisaged in paragraph 16.1, Chancellery and Human Resources Management Office manages various kinds of periodical researches of the employees to identify their needs and plan relevant activities for their development.

16.3. Outcomes of the researches mentioned in paragraph 16.2 are presented to the Rector by the Chancellery and Human Resources Management Office and they are considered with Chancellor and other responsible people (if necessary) to plan further activities.

16.4. For the goals of this article, Chancellery and Human Resources Management Office plans various trainings, social-cultural, educational and entertainment activities in cooperation with relevant structural units via internal and/or external resources.

16.5. For the goals of this article, when employee attends the activities planned by the employer such as professional-educational trainings, social-cultural, etc. if the attendance period is the same as working hours, this period is counted in working time and paid fully.

16.6. For the goals of professional development of the employee, relevant trainings, internship and/or other kinds of activities might be planned to transfer employee to another position, considering analysis of the job fulfilled before and to be further performed.

Article 17. Rules for dismissal of the employee and termination of the labor contract

17.1. The ground for dismissal the employee and termination of the labor contract are defined in the labor contracts and regulations of the University.

17.2. Upon termination of the employment contract, the employee fills out the transfer form (R24F10), on the basis of which the matters falling under his competence are transferred to the relevant person.

Chapter IV. Incentives and Disciplinary Responsibility

Article 18. Incentives for the employee

18.1. University might use incentives for exemplary and good performance of the obligation, performance of difficult and/or important tasks by the employee as follows:

- a) Gratitude;
- b) Rewarding with a valuable gift;
- c) one-time cash reward - bonus;

18.2. Final decision on giving incentives to the employee is made by the Rector/Chancellor upon the submission of the supervisor. Herewith several types of incentives might be used.

Article 19. Retaking sanctions for disciplinary responsibility

19.1. For Disciplinary responsibility might be used sanctions as follows:

- a) Warning: A written announcement to the employee that instructs him/her more attentiveness and prudence;
- b) Reprimand: A written announcement to the employee that instructs culprit character of his/her behavior;
- c) Cut off the Salary: sanction according to which from the salary no more than half of it is cut off one time;
- d) Compensation: If the property of the University is harmed, ruined or lost, employee has to pay compensation (this sanction might be applied independently or with other ones);
- e) To dismiss: termination of the labor relations with the employee.

Article 20. Rules of Disciplinary Sanction Application

20.1. Disciplinary responsibility of the employee might be considered due to the disciplinary infringement as follows:

- a) Improper performance of the official duties and/or neglect of the duties;
- b) Breach or improper performance of the tasks and instructions of the supervisor and/or requirements envisaged in internal regulations of the University or Georgian legislation;
- c) Breach of the obligations and labor discipline envisaged in labor contracts, this Regulation and other Regulations of the University;
- d) To cause any loss or harm to the University property or to threat such loss;

- e) Any other act that threatens to the University name and business reputation or causes its discrediting and/or hinders educational process at the University;

Article 21. Expunging of the Disciplinary Infringement and its Recurrence

21.1. Disciplinary sanction might be removed upon the decision of the person/body that discussed its application.

21.2. If employee repeatedly committed disciplinary infringement and primary infringement was not expunged higher disciplinary sanction shall be applied.

Article 22. Main Features for the Performance of Disciplinary Proceedings

22.1. Disciplinary proceedings against employee should be proportional to the disciplinary infringement and carried out in accordance to this regulation.

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 23 of this rule, formal disciplinary proceedings are carried out in accordance with the procedure established in Article 24 of this rule.

22.4. A simple disciplinary action 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 violations that can be dealt with by simple disciplinary prosecution, depending on the circumstances of the case, at the decision of the Rector/Chancellor, it can be considered by formal disciplinary prosecution.

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/Chancellor. As a result of studying the circumstances presented in the explanation, the Rector/Chancellor is authorized to make a decision on the cancellation of 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 arrival at and leave of the workplace;
- 23.6.3. Violation of deadlines set for the work performance;
- 23.6.4. Other type of violation, which, based on its nature does not require additional investigation.

23.7. Responsible units/persons entitled to conduct 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 representative of the Security Office of the university gives the employee a written warning;
- 23.7.2. In case of not showing up at the workplace, arriving late, leaving before time, which was not agreed upon with the authorized persons, in accordance with the procedure established by this regulation, Chancellery and Human Resources Management Office gives the employee a written warning;
- 23.7.3. In the case of not showing up at the workplace, arriving late, leaving before time, 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 this regulation. Not more than 50% of the salary can be deducted for one time. The Rector/Chancellor makes a decision on applying the sanction;
- 23.7.4. Other type of violation, which, based on its nature does not require additional investigation – based on the Rector's/Chancellor's order, in compliance with the present regulation, a sanction is applied to the staff.

Article 24. Formal disciplinary action

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/chancellor 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 the head of the administration at the suggestion of the Human Resources Management Office 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 Faculty/Graduate School Board conducts an investigation into issues related to disciplinary misconduct of an academic nature. A representative of the Quality Assurance Office must be a mandatory member of the commission.

24.4. The investigating person/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/Chancellor for a decision on imposing a disciplinary penalty.

24.5. 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 compliance with ethical norms.

Article 25. Disciplinary Commission

25.1. Disciplinary commission (hereinafter - commission) is created by the Rector act/Faculty/School Board Decision. At the same time the chairman and the secretary of the Commission is determined.

25.2. Timetable and agenda of the commission meetings are defined in the Rector's order that created it. Commission is authorized if all members are present.

25.3. The commission is empowered 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 protocol. 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 recordings of the meeting are part of the protocol of the commission.

25.5. In case of examination of the discrimination facts, the commission shall treat in full compliance with confidentiality (including harassment/sexual harassment) to solve the issue related to the discrimination.

Article 26. The Process of conducting disciplinary investigation by the Commission

26.1. Disciplinary commission investigates personal files of the employee whose case is discussed. Commission is authorized to listen to the witnesses and other related people or to fulfill any other activity necessary for the investigation of the case (if necessary).

26.2. Employee whose disciplinary case is discussed has right to make explanations, present relevant arguments and evidences to the commission. The decision of the commission is provided to the Rector/Chancellor for applying the sanction.

26.3. Disciplinary proceedings are finished by issuing Rector's/Chancellor's order on disciplinary responsibility (apart of the disciplinary proceeding conducted within simple investigation), copy of which is kept in the personal files of the employee.

Article 27. Terms for Disciplinary Proceedings Commencement

27.1. Disciplinary proceedings should be commenced and finished within 1 (six) months after disclosure disciplinary infringement. If necessary, based on the request of the researcher/commission, the mentioned term may be extended by no more than 6 (six) months. If relevant proceedings are not fulfilled within this term employer's right to perform necessary activities in accordance to this Regulation is expunged.

27.2. Disciplinary sanction is expunged if not enforced within 4 (four) months after issuing relevant decision by the responsible person/body.

Article 28. Final Provisions

28.1. Chancellery and Human Resources Office researches various target groups of the University via special questionnaire in order to control performance of this Regulation and identify its effectiveness. Questionnaire is made up by the Chancellery and Human Resources Office. The goal of this research is identification of employee satisfaction on managerial and lower positions as well as evaluation of the job performed by them.

28.2. Results of the researches envisaged in this article should be presented to the Rector and the head of the administration(Chancellor) to consider and plan further relevant activities with responsible people.

28.3. Employees shall be notified individually at the end of each month of their coming and leaving times at the work fixed through the turnstile system.

28.4. Issues not defined in this document are regulated in particular labor contracts, Labor Code and other regulations 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 adoption.

28.6. Chancellery and Human Resources Management Office is responsible to the fulfillment of this Regulation. It provides introducing of this Regulation and its amendments to the university personnel as well as giving relevant consultation and explanations.

28.7. The implementation of this regulation will be controlled by the head of the administration.

*Ignorance of rules of the university shall not be a defence to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate against any member of its
community on the basis of gender, race, nationality, ancestry, creed, marital or parental status, or
physical, mental, emotional, or learning disabilities in its educational programmes and activities.*

Published by:

INTERNATIONAL BLACK SEA UNIVERSITY
David Agmashenebeli Alley 13km, 2, Tbilisi, 0131,
Republic of Georgia
www.ibsu.edu.ge
contact@ibsu.edu.ge