

Changes have been approved by
LLC Teaching University Geomedi's
Academic Board session:
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Rector _____ Marina Pirtskhalava

Teaching University Geomedi LLC

Internal Regulations and Disciplinary Liability Norms

Tbilisi- 2022

Article 1. General provisions

1. Internal regulations and disciplinary liability norms of the LLC Teaching University Geomedi developed in according to the requirements established by the legislation of Georgia and determines the university labor regulations and disciplinary measures of responsibility.
2. The goal of internal regulations and disciplinary liability norms is to regulate working relationship between the university and the personnel employed, to follow disciplinary liability, ensuring staff rights and freedom, creating safe and healthy working environment, ensuring ethical norms compliance.
3. Personnel employed at the university must comply internal regulations and disciplinary liability norms
4. Working relationship at the university is based on principles of faith, fairness, equality and mutual respect. In working and before contract relations, including vacancy publishing and casting it is not allowed any kind of discrimination.
5. University Promotes realization of the rights of persons with disabilities.

Article 2. Working hours, resting time and vacation

1. Working hours is the period during which employed personnel should carry out their duties and responsibilities.
2. Duration of the work is no more than 40 hours. Employed personnel has 60 minute break during the day. Working hours doesn't include break and resting time.
3. The working week is five days from Monday to Friday. There are two days off per week: Saturday and Sunday, except for the library, the University Rehabilitation and the Dental Clinics.

The library is open 6 days a week, Monday through Saturday. From Monday to Friday library works in two shifts (09:00 to 21:00), the first shift: 09:00 to 15:00, the second shift: 15:00 to 21:00, Saturday -from 10:00 to 16:00.

The University Rehabilitation Clinic is open 6 days a week, from Monday to Saturday, and works in two shifts from 09:00 to 21:00, the first shift: from 09:00 to 15:00, the second shift: from 15:00 to 21:00.

The University Dental Clinic is open 6 days a week, Monday through Saturday. From Monday to Friday Dental Clinic works in two shifts 09:00 to 20:00, the first shift: 09:00 to 15:00, the second shift: 15:00 to 20:00, On Saturday, the clinic works from 10:00 to 17:00.

4. Beginning and ending time of the work for academic / invited staff determined according to the time table and consultation hours of the faculty, for other personnel it's from 09:30 till 17:30.
5. In case if employed personnel is a breastfeeding mother and feeds baby under one year age, according to her request has given additional break, no more less than an hour during the day. Baby's feeding time is considered as a working time and compensated.

6. Employed personnel of the university has right to rest during weekends established by the label code of the Georgia.
7. Fixing of coming and going facts of the employed personnel on electronic camera is a mandatory. Controlling of the fixing the coming and going facts is made by the human resources, which introduces information to the rector's assistant in administrative and tutorial field.
8. With the consent of the employer to the administrative staff assigned to him during working hours, you may be able to pursue an academic working activities, if the implementation of the above activities does not interfere with its proper performance of assigned duties.

Article 3. Notification rule of late arrival, missing or absence at work

1. Late arrival considered in case of employed personnel late announcement during the working hours.
2. A systematic late arrival considered when employed personnel is late at work three times one after the other, which is considered as unreasonable by the employer and will result in termination of the contract.
3. Not unreasonably late for work and not unreasonably missed work will be considered by staff during work duties performance outside the university which is caused because of the specifics of the job and the rector of the university was informed about that. Request of the staff about performing the duties outside the university should be introduced to rector as a written request.
4. In case if because of previously unknown reason employed personnel has to miss the work, personnel has responsibility to inform relevant structural unit through accessible communication, about non-appearance, proper cause and estimated period. After announcing at work personnel must submit an explanation letter to the rector of the university about the reason of missing the job. In case of health problem personnel must introduce relevant document issued by the authorized person.
5. When personnel has previously known reason not to appear at work, he/she has responsibility to introduce a statement in a letter form to the rector of the university and request temporary release from obligations. In case of the request dissatisfaction personnel has to continue their official activities, otherwise, his/her action is considered unreasonable missing of the work and will not be reimbursed. Missing a job three times unintentionally leads to a contract termination.
6. After familiarize themselves with the dismissal order, personnel should provide related documentation, information and material values to its substitute person, or the said person will be in his/her absence, to the rector's assistant in administrative affairs.

Article 4: overtime

1. Overtime work is considered by the employee according to the agreement of the parties when personnel performs work in a period of time that exceeds 40 hours per week.

2. During the overtime university gives to personnel additional proportional resting time, no later than four weeks after doing additional work.
3. It's not allowed to give overtime to pregnant woman or during the post-labor period and person with disabilities without his / her consent.

Article 5: Vacation

1. Personnel has right for paid vacation for at least 24 working days a year.
2. Personnel has right for unpaid un-paid vacation for at least 15 calendar days a year.
3. The employee's right to request vacation after eleven month from starting the job. From the second year according to the employment to the employee agreement vacation can be taken at any period of the working year. According to the agreement of the parties, vacation can be used in part.
4. When taking unpaid vacation, the employee is obliged to inform the university two weeks before the vacation, except for those cases when warning is impossible due to the emergency medical or family circumstances.
5. The university is authorized to determine sequence of paid vacation periods for personnel during the year.
6. If giving an employee paid vacation for the current year may adversely affect the normal course of work, with the consent of the employee, it is allowed to transfer the vacation only to the next year.
7. The employee can have vacation according to his/her request due to pregnancy, childbirth, child care and adoption of a newborn, according to the rules and conditions established by the current legislation of Georgia.
8. Vacation statement request, with the agreement of the head of the relevant structural unit and the human resource management service will be submitted to the rector.
9. It is permissible for the employee due to job necessity to summoning personnel from the vacation, with his/her consent.
10. Vacation payment is determined by labor law determined rule.

Article 6: Labor payment

1. Labor payment (salary) is issued once in a month, no later than 5 numbers of the following month of the reporting month.
2. Payment is made by cashless payment, by transferring salary to the staff's bank account.

Article 7: Working protection conditions

1. University Provides:
 - a) Creating as much as it's possible safe and healthy work environment for the employed personnel.
 - b) Requirements of legislative regulations and preventive measures adherence to general principles related to workplace labor security issues, existing and expected

- threats, prevention of accidents and occupational diseases, employees training, providing information and counseling to them, equally precipitating for labor safety and health of employees.
- c) Order and safety defense, consult about electrical and fire safety. Constantly having fire inventory in condition.
 - d) Defense of sanitary-hygienic conditions.
2. Personnel are required to comply with labor and fire safety measures, instructions that set the rules for the performance and behavior of work.
 3. Defense of the fire and technical safety rules is controlled by the protection and occupational safety service.
 4. In case of disturbing labor protection and fire safety rules, personnel is obliging disciplinary, administrative, material measures or responsibility established by criminal law of the Georgia.

Article 8: Contract/agreement made with employed personnel

1. The employment has contract / agreement with employed personnel in a writing form, in case if the working relationship lasts for more than 1 month.
2. A written employment contract is made in a language which is understandable by the both parties. A written employment contract can be concluded in several languages. If the written employment contracts is made in several languages, in case of discrepancy between the provisions of the treaties, priority is given to contract made in Georgian language.
3. If several employment contracts are concluded with the employed personnel, which only complements and does not completely replace each other, all contracts maintains its validity and considered as a single employment contract.
4. In order to determine the suitability of the person with the work to be performed, according to the agreement of the parties, only one labor contract is made for a probationary period, no more than 6 months.
5. Labor contract/agreement can be made:
 - a) Between the university rector and the student.
 - b) Between the university rector and administrative/helping employed personnel.
 - c) Between the university rector and academic/invited /scientific personnel.

Article 9: The duties and the right of the employed personnel

1. Employed personnel has right:
 - a) To request and receive salary according to contract / agreement terms and conditions.
 - b) To request appropriate conditions for the performance of the work;

- c) To request and receive technical means and conditions necessary for the performance of official duties.
2. Employer is obligated to:
 - a) To perform duties in good faith;
 - b) Defend the university charter, statute and statute requirements of the structural units, code of ethics, plagiarism detection and response rule, internal regulations;
 - c) To carry out the duties according to the contract / agreement concluded with the university as well as obligations and requirements set by other domestic legal acts;
 - d) Use the university building as intended and properly; machinery, equipment and other resources, service only for purposes to make their jobs better. Take care of university property;
 - e) Defend occupational safety, hygiene norms and fire safety requirements / rules;
 - f) Do not disclose the confidential information in its possession except a case provided by law;
 - g) Don't show any kind of aggression or discriminatory attitude;
 - h) Don't use official position for personal gain;
 - i) Don't allowed to take a gift based on the performing of official activities;
 - j) Avoid and report the situations that may directly and indirectly damage the reputation of the university;
 - k) Do not come to university under the influence alcohol, drugs. Don't smoke in the university building;
 - l) Don't allowed arranging religious and political speeches and public appeals;
 - m) Adhere to the principles of academic honesty, do not allow someone's intellectual work result text, an idea, a concept, or any kind of data appropriation and dissemination without indicating the author (plagiarism), as well as re-using of your original work completely without indicating the original source (self-plagiarism).
 - n) Do not allow data, information or citations to be falsified in a scientific/academic paper (falsification).
 - o) To participate in the process of evaluating personnel work and in surveys organized by the university, according to the established rule.
 - p) To arrive at work in time and stay until the working hours end.
 - q) To treat colleagues and students fairly and with respect. To follow ethical and moral norms.
 - r) Follow the academic dress style (to dress casual)
 3. Other rights and obligations of the employee are defined according to the employment contract / agreement.

Article 10: Employer rights and obligations

1. The employer has the right to:

- a) To request the employee to comply with the requirements of the bylaws and code of ethics.
 - b) To request the employee to make duties and functions according to his/her contract / agreement or imposed by the other internal legal acts timely and properly.
 - c) According to its own discretion and to the change of labor, to give employees supplement, award or bonus;
 - d) Apply disciplinary measures against the employee;
 - e) Control the process and quality of work made by the employee;
2. The employer is obliged to:
- a) To ensure the creation of normal working conditions for the employee for nonstop performing of functions and responsibilities of the personnel.
 - b) To ensure the reimbursement of the employee according to the terms and conditions provided by the labor contract.
 - c) Ensure healthy and safe working conditions;
 - d) To ensure defense of the labor and industrial discipline;
3. Other rights and obligations of the employer are defined with the personnel according to the employment contract / agreement.

Article 11: Forms and using rules of employee and student incentives

- 1. For exemplary performance of official duties by an employee, for special difficulty or important task performing, for long and conscientious service as well as according to the personnel assessing results the following forms of incentives are used:
 - a) Expressing gratitude in a personal file.
 - b) Awarding a bonus.
 - c) Awarding with a valuable gift.
- 2. The right to submit a motivated proposal letter to the rector, about the using of any form of incentive for the employee, has head of human resources management service, based on appeal of the head of the structural unit.
- 3. Decision about incentive of the employee is taken by the rector.
- 4. Excellent studies achievement and success in university activities the following forms of student incentives are used:
 - a) Scholarship appointment;
 - b) Expressing gratitude in a personal file;
 - c) Awarding with a valuable gift.
- 5. The right to submit a proposal letter to the rector, about student incentive has dean of the faculty and student relation service
- 6. Decision about incentive of the employee is taken by the rector.

Article 12: Grounds for termination of the employment contract/agreement:

1. Grounds of termination of the termination of the employment contract/agreement are the following:
 - a) Economic circumstances, technological or organizational changes, which make it necessary to reduce the work resources;
 - b) Expiration of the employment contract / agreement;
 - c) Gross violation of the obligation by the employee imposed by the contract/agreement and by the labor regulations;
 - d) Leaving of the work by the employee at his/her own will, according to the written statement;
 - e) Written agreement of the parties
 - f) Enforcement of the court judgment or decision, excluding the possibility to do his/her job;
 - g) Long-term disability;
 - h) Death of an employee;
 - i) Commencement of liquidation proceedings against the employer legal entity;
 - j) Violation of the obligation by the employee imposed by employment contract / agreement and / or other internal labor regulations, in case if during the last one year any measure of disciplinary liability was used against the employer
 - k) Other cases defined by the legislation of Georgia.

Article 13: Rule of dismissal of an employee

1. Termination of the contract/agreement by the employer, according to the internal regulations, the article 12, paragraph 1, subparagraphs "a" and "z" employer is obligated to inform employed personnel in a written form in advance no later than 30 calendric day. In this case employee will be compensated at least 1 month salary.
2. Termination of the contract/agreement by the employer, according to the internal regulations, the article 12, paragraph 1, subparagraphs "a" and "z" employer is obligated to inform employed personnel in a written form in advance no later than 30 calendric day. In this case employee will be compensated at least 2 month salary.
3. Termination of the contract/agreement by the employee, according to the internal regulations, the article 12, paragraph 1, subparagraph "d" according to the employer decision, employee is obligated to inform employed personnel in a written form in advance no later than three calendric day.
4. A release notice is sent for further response to the human resources management service.
5. On the dismissal day, the employee should introduce to the deputy rector in administrative - agricultural sector the document that includes the information about handing over material values and labor documentation that is on the balance of the university to the authorized person. After receiving the document mentioned above, financial service makes final settlement with the employee.

Article 14: Rules of communication between the personnel

1. Information message to the personnel is send by the working electronic e-mail.
2. The personnel is obligated to check the working e-mail to have all the information needed.
3. To enter the electronic system of the university, each employee has its own ID and password and he/she must not give it to other people.
4. Personnel should use working electronic system only for making his/her job.

Article 15: Disciplinary responsibility

1. In case of violation of the requirements and/or obligations by the university personnel and students, according to the intern regulations, ethic codex, detecting and responding to plagiarism, other internal university legal acts disciplinary measures are used.
2. Issues related to student disciplinary responsibility defined by the code of ethics code.
3. The types of personal disciplinary liability are:
 - a) Note;
 - b) Reprimand;
 - c) Severe reprimand for withholding of salary (in amount of the 50% of monthly salary) or by imposing compensation for the damage caused;
 - d) Dismissal from work
4. The basis for initiating disciplinary proceedings is the employee personnel's and/or student's augmented statement, which informs about known violation fact. Interested person applies to the university rector to initiate disciplinary proceedings.
5. In case of information / documentation on the violation, by the order of the rector, a disciplinary commission is established for conflicts of interest excluding at least 3 members.
6. The incoming application / complaint / documentation will be submitted to the disciplinary commission. The Commission makes a decision about the initiation or refusal of disciplinary proceedings.

Article 16: Discussion of the application, complaint

1. The Disciplinary commission makes a decision on equality before the law in accordance with the principles, on the basis of holding an oral hearing.
2. The disciplinary commission is obliged to investigate each case in detail, perfectly, objectively and with full observance of justice. Examine all the documentation available. Hear an explanation from stakeholders-definition. Request additional documentation.
3. The violator of the discipline has the right to receive reasoned decision about the start of the disciplinary proceedings in a writing form. Participate in the discussion of the

issue, submit his/her own explanation and opinion about the circumstances of the case, to supply commission with the information and evidence available. He/She can request to discuss the issue of disciplinary proceedings in public session.

4. The disciplinary commission is chaired by chairperson elected by a majority, according to the vote at the commission meeting.
5. Disciplinary commission makes decision about imposition of disciplinary liability no later than one month after the submission of the application. The decision will be taken by a majority of votes. In case of equal distribution of votes the final the vote of the chairman of the commission is decisive.
6. Minutes are drawn up at the sitting of the commission. The minutes of the meeting shall be signed by all of the commission member.
7. The decision of the disciplinary commission on imposing disciplinary liability will be submitted to the rector of the university.
8. The decision must be notified to the interested person in writing within form during the three days.

Article 17: Appeal against the decision, appeals commission

1. University staff has the right to appeal to a disciplinary commission in case if he/she believes that decision is based on false facts.
2. An appeal can be made within 2 days after receiving the decision.
3. In each case, an appellate commission is set up, members of the commission is approved by the rector's order. The composition member can't be a person involved in disciplinary action of the same case.
4. The Appeals commission will request all the materials around the case, hear the factual circumstances and make a decision based on information received.
5. The Appeals commission is authorized not to take the case into proceedings if there are no arguments in the statement, which indicates illegality or un-justification of the decision of the disciplinary commission.
6. Appeals commission, after fully and objectively studying the case materials makes decision to uphold the complaint, to partly satisfy or to refuses to satisfy.
7. The decision of the appeals commission will be submitted to the rector of the university, who will issues an order based on the decision of the commission about imposing disciplinary liability on the employee.
8. The university personnel is authorized to appeal the decision against her in the court.

Article 18: Rules for imposing disciplinary liability

1. Decision on imposing disciplinary liability should be obtained as a result of a thorough detail examination of the circumstances of the case and must be substantiated.

2. During imposing a disciplinary liability nature and severity of the violation, circumstances, damage caused previous work and behavior of the employee should be considered.
3. The measure of disciplinary liability imposed should be proportional to disciplinary misconduct.
4. Before imposing a disciplinary sanction, the violator of labor discipline must requested to write explanation letter. Personnel being on vacation or business trip is disciplined only after announcing at work.
5. In each case the disciplinary commission impose disciplinary liability decision according to the principles mentioned above.
6. For each labor violation can be used only one disciplinary sanction.
7. If the person has not been sentenced to a new disciplinary action measure during one year, it is considered free from disciplinary liability.
8. The type of disciplinary liability imposed by the rector of the university determined on the basis of the decision of the disciplinary commission.
9. Any use of disciplinary liability will be filed in a personal case.
10. Gross and / or systematic violation of the employee (twice and more) rector of the university is authorized to apply disciplinary liability such as dismissal.

Article 19: Final provisions

1. Internal regulations and norms of disciplinary responsibility, according to the rules of the Georgian law, is developed by the academic board of the university submits to the rector of the university for approval.
2. The previous internal regulations constitute an employment contract/agreement as its integral part and it's for both employee and employer.
3. The norms of internal regulations and disciplinary liability will be valid upon signing.
4. Changes in internal regulations and norms of disciplinary responsibility and issues for amendments developed by the academic council, as appropriate order approved by the rector of the university.
5. The Human resources management service is responsible for introduction of the internal regulations norms and disciplinary responsibility upon adoption of the personnel, as well as to ensure it introduction to any interested persons.
6. Other related rights and responsibilities according to the work of the personnel determined by the current legislation and labor of the Georgia.