

Update: Caucasus University,  
Governing Board  
Resolution N17 of 26 October, 2021

## **Labour regulation**

**On the labor discipline of administrative and support staff**

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# Chapter I

## Article 1. General provisions

1. The present Rules of Procedure (hereinafter the Rules of Procedure) of LLC Caucasus University (hereinafter the “University”) on the basis of the Organic Law of Georgia “Labor Code of Georgia”, other related normative acts and the University Statute, regulates issues of labor discipline of the University administrative and support staff (hereinafter referred to as “employees” and /or "employed"); defines mandatory rules of conduct for employees during work and rest; vacation and business trip rules; types of incentives and disciplinary measures to be imposed; work / study schedule; rules of job rotation, as well as other issues directly related to labor discipline.
2. The University protects the basic human rights and freedom defined by the legislation of Georgia, ensures conditions free from discrimination, harassment and oppression.
3. The requirements of the present Rules of Procedure shall be adhered to by all the employees of the University.
4. Issues not regulated by this Rules of Procedure shall be regulated by the Labor Code of Georgia.

## Labor and leisure time, vacation, business trip and labor pay

### Article 2. Labor regulations

1. All the University employees shall be informed of the structure of the University, the personnel management policy, the rules of conduct at the University, the present internal regulations, the regulations of the relevant structural unit and the job description of the position on which the employee works;
2. The University ensures creation of healthy and safe work environment.
3. The University administration shall be responsible for ensuring healthy and safe working conditions;
4. The employee, in his/her turn, shall assist the administration in maintaining safe and healthy working conditions;
5. Information Technology means (e-mail, telephone, etc.) may be used to acquaint employees with administrative acts, orders and others issued by the administration on official matters.

### Article 3. Personal file (records) of employees and issuance of a certificate

1. Each employee of the University has a personal file (service-book), the rules and content of which are determined by the statute "On the Rules of Competition of Academic, Scientific, Administrative and Invited Personnel"
2. In the absence of a personal file of the University employee, the University shall not issue a notice of activity of the relevant person at the University and reserve the right not to pay the salary until the mentioned problem is eliminated.
3. The employee shall renew his/her personal file from the personal profile at least once a semester, and in the case any changes occur, update it immediately after such changes.
4. The employer collects and processes the personal data of the employees only to the extent necessary for the purposes of the employment relationship.
5. Caucasus University adheres to the requirements of the Georgian Data Protection Law and undertakes regulations not to use personal data for any other purpose, not to transfer it to any third party (except in cases provided by law) and violate personal data processing rules in any other ways.

#### **Article 4. Labor contract**

1. An employment contract is concluded with the employee (which corresponds to the rules and requirements established by the Labor Code of Georgia, as well as the requirements defined by the regulations of the University) and also a relevant order on the appointment of a person is issued.
2. Labor relations between an employee and an employer shall be regulated on the basis of an agreement concluded between the parties and this internal regulation, which is an integral part of the employment contract.
3. In cases stipulated by law, during the overtime work, an additional agreement on overtime work shall be concluded between the employer and the employee.
4. The employment contract provides for the name of the position held, the obligations to be performed by the employee, the term of the contract, the terms of remuneration, the rules for termination of the contract, the rights and obligations of the parties, the rules for making changes to the contract;
5. In order to determine the suitability of a person for the work to be performed, by agreement of the parties, an employment contract may be concluded only once with the employee for a probationary period of not more than 6 months.
6. Working for a probationary period is payable. The amount of payment and the method of payment shall be determined by agreement of the parties.

#### **Article 5. Overtime work**

An employee shall perform overtime work:

- a) for the prevention of natural disasters and / or for the elimination of its consequences, without payment;

- b) To avoid an emergency situation and / or eliminate the consequences of an accident, with appropriate compensation.
- 1. It is inadmissible to employ a disabled person, a pregnant woman or shortly after childbirth in overtime without his/her consent.
- 2. Overtime work is considered to be performed by the employee during the period of time that exceeds the duration of the work specified in the employment contract. If the employment contract does not specify any working time, overtime work is considered to be the performance of work for a period of time exceeding 40 hours per week, or during the time specified by the University.

#### **Article 6. Rule of transfer to another job:**

- 1. Transfer to another job is allowed only with the consent of the employee, the employee's consent may be expressed by the employee's conclusive action - taking into account the new position by performing the job. In case of transfer to another position, an employment contract is concluded between the parties, taking into account the changed position and conditions; an order on transferring the employee to another position is issued.
- 2. An employee's request for transfer to another job shall be satisfied by the administration if the offer is acceptable to the employer;
- 3. The employee must be informed of the changes in the working conditions one month before the changes;
- 4. The employer has the right to notify the employee of the individual circumstances of the performance of the work provided for in the employment contract, which does not change the essential terms of the contract. And the substantive terms of the contract will be changed only on the basis of a written agreement between the parties;

#### **Article 7. Termination of employment contract:**

- 1. An employment contract may be terminated only in accordance with the requirements of the legislation and on the basis of it, in compliance with the procedures provided for in the labor legislation. Termination may be conducted within the period specified in the employment contract (if the contract is concluded for a relevant period) and considering additional conditions;
- 2. Termination of an employment contract shall be made by an order of the President of the University, indicating the reason / reasons for termination of employment. At the request of the employee, he will be given a duly certified copy of the order;
- 3. The day following the last working day of the employee at the University shall be considered as the day of dismissal of the employee;
- 4. The Personnel Management Department is obliged to provide the employee with a certificate confirming his / her work at the University, within 10 (ten) working days upon request;

5. The Financial Department is obliged to make a final settlement with the dismissed person on the basis of the notification of the Personnel Management Department (in accordance with the rules established by the Labor Code);
6. The University is authorized, in addition to the terms of the contract, to terminate the employment contract if:
  - a) The employee will appear at work intoxicated, under the influence of drugs or other toxic substances;
  - b) The employee will violate the requirements of the labor contract or the present internal regulations or will miss the work systematically without having a valid excuse and if another disciplinary sanction has already been applied against him/her in the past year (unless the violation is considered as gross violation);
  - c) The employee performed the work at an unprofessional level, which incurred costs for the other employees, for the University and / or caused dissatisfaction of students / lecturers, which is considered a gross violation of the obligations imposed by the employee;
  - d) Without prior consent of the University administration, transfer to another third party the financial, technical or other confidential information of the University, which became known to him during the performance of the work, which is also considered a gross violation of the obligation imposed by the employee;
  - e) The employee will abuse his / her labor authority, which is considered to be a gross violation of the obligation imposed by the employee;
  - f) Has taken action that harms the interests of the University and undermines the image of the University, which is considered to be a gross violation of the obligations imposed by the employee;
  - g) There will be another case, which in each case can be considered as a violation / gross violation of the obligations imposed by the employee.
  - h) The employee will grossly violate the obligations imposed by the labor contract and / or internal regulations.
7. In case of early termination of an employment contract (for personal reasons) on the initiative of the employee, in addition to the fulfilling the obligations specified in the contract, he/she shall within 2 (two) weeks transfer the job to his/her substitute (if any) or another person designated by the University;
8. The contract shall be terminated in the cases provided for by the Labor Code of Georgia and other cases; Among them are the grounds for termination of the contract:
  - Expiration of the employment contract;
  - Economic circumstances, technological or organizational changes that make it necessary to reduce the labor force;
  - Performing the work provided for in the employment contract;
  - Written agreement of the parties;
  - Leaving the job voluntarily by the employee on the basis of a written application, about which he / she notifies the employer at least 1 (one) month in advance;

- Incompatibility of the employee, if the period of incapacity for work is incompatible with the implementation of the workload provided by the program (which justifies the termination of the contract in the interests of both parties) upon the recommendation of the project manager and the school board.
- The entry into force of a court judgment or decision that precludes the possibility of performing the work.
- Other grounds or other objective circumstances specified by the labor legislation at the time of termination of employment, which, taking into account the interests of the parties, justify the termination of the contract.
- Death of an employee;
- Start of liquidation proceedings of the employer legal entity;

**Article 8. Duration of the working week, time of starting and ending the daily work, time of rest**

1. Working hours are determined according to the academic calendar approved by the President of the University;
2. The working time of an employee is a part of the calendar time during which he / she shall perform the rights and obligations defined for him / her by the labor contract and the present document;
3. The administrative and support staff of the University shall be assigned a 5-day working week, in addition to overtime work.
4. Working hours for administrative and support staff comprise 40 hours per week. The work schedule for administrative and support staff is determined individually, according to the specifics of the department / office / school and may be defined as follows:  
10:00 -19: 00 or 11:00 - 20:00 except in exceptional cases, an employee is allowed to leave the workplace during the 1 (one) hour break.
5. The redistribution of working hours / days may be changed after the agreement between the employee and the employer, at the request of one of the parties (which must be notified in writing by the employee to the Personnel Management Department) or may be replaced by appropriate changes in the University's academic calendar.
6. The arrival of the personnel at workplace and leaving the workplace is recorded in the so-called special technical equipment "tourniket" system. Checking in/out in this way is mandatory for each employee. During the business visit, each employee is required to notify the Human Resources Department in writing and provide confirmation of the scheduled meeting.
7. In accordance with the data on arrivals and departures, the Human Resources Department is authorized to take appropriate measures in case of delay / dismissal of employees for unreasonable reasons;
8. The work of the staff of the University on weekends and holidays, during breaks or after the end of working hours, is voluntary and will not be reimbursed.

## **Article 9. Duration of paid and unpaid leave and payment procedure**

1. An employee of the University gets annual paid leave in the amount of 24 working days.
2. An employee has the right to use unpaid leave, which is set at 15 calendar days per year. The employer reserves the right to issue more than 15 calendar days of leave if necessary.
3. An employee has the right to request leave after 11 (eleven) months of employment. By agreement of the parties, leave may be granted even before the expiration of the said period. Also, by the decision of the President of the University, the right to leave may be granted to the employee if he / she submits a certificate of 11 months of continuous work experience in the previous service.
4. Vacation is issued by the order of the President;
5. When taking a paid leave, the employee is obliged to notify the employer not later than 1 (one) week in advance and fill in the leave application form. Which must be confirmed by the signature of the immediate supervisor and the director of the Human Resources Department. Only on the basis of a completion and submission of this form will any type of leave be enforced by order.
6. When taking leave without pay, the employee is obliged to notify the employer no later than 1 (one) week in advance, unless the warning is impossible due to emergency medical or family situation.
7. The employee is entitled to distribute the paid leave within the limits agreed with the employer.
8. During the calendar year, the schedules and sequence of leave shall be determined taking into account the regular and uninterrupted course of the educational process, in agreement with the management of the University.
9. The University is authorized to determine the order of paid leave for the employee during the year;
10. The University president, the employee's immediate supervisor and the HR department are entitled to refuse consent in the worst case, if in the work period, that it is not appropriate for a particular employee's sick-leave benefits, except in the case of unpaid leave is excusable.
11. If giving an employee a paid leave this year may adversely affect the normal course of work, and the employer is in a force majeure situation, with the consent of the employee, it is permissible to transfer the leave to the following year. It is not allowed to transfer paid leave for 2 consecutive years, in this case, the employee will not be able to use unused / remaining days of paid leave.
12. It is inadmissible to replace annual paid leave with monetary compensation, unless the dismissed person has not taken leave.
13. Due to official work necessity, it is allowed to recall staff from leave with their consent. In such a case, the employee has the right to use the remaining days of the terminated leave in accordance with the applicable rules.
14. In case of paid leave, the employee will be paid a salary.  
University staff are entitled to additional, paid leave in the following cases:

- A) Marriage - 7 (seven) working days off;
- B) Death of a family member - 5 (five) working days off (family member means: mother, father, son, granddaughter, spouse, sister, brother, grandparents, mother-in-law, father-in-law);
- C) Death of a close family member 1 (one) working day off (uncle, aunt, aunt, aunt, cousin, cousin, wife's uncle, wife's sister, sister-in-law, brother-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law)
- D) Childbirth (for men) - 3 (three) days off.
- E) Baptism (own baptism, baptism of a child or being a godfather) - one day leave;
- F) Bridesmaid/Groomsmaid - 1 day leave;
- G) Marriage of a family member - in the city of Tbilisi - 1 day, outside the city - 2 days.

### **Article 10. Maternity leave**

1. An employee is granted leave in the amount of 730 calendar days due to pregnancy, childbirth and child care upon her request;
2. 183 calendar days are paid from maternity leave due to pregnancy, childbirth and child care, and 200 calendar days in case of complications of childbirth or birth of twins;
3. The employee may, at her discretion, transfer the leave to the period after pregnancy and childbirth;
4. During the first 3 (three) months of maternity leave, the administrative and support staff shall be paid 50% of their salary, and for the remaining 3 (three) months - 25% of their salary.

### **Article 11. Business trip**

1. A business trip is a temporary performance of official duties by an employee outside the main workplace.
2. The decision on business trips is made by the President of the University.
3. The Department of Finance shall ensure the payment of business trip costs.
4. The employee shall submit a completed business trip application and signed by the relevant persons to the Human Resources Department before going on a business trip.
5. The employee shall submit checks confirming the business trip expenses to the University Financial Department within 3 days after the end of the business trip.
6. If the employee does not present the cost estimate on time, the relevant amount of the business trip will be deducted from the salary.

## **Article 12. Time and place of payment the salary and business trip costs**

1. The salary of each calendar month of the employee of the University shall be paid once a month by transferring the relevant salary on the employees' plastic card not later than the 10th day of the following month.
2. The rules of covering business trip costs and their deadlines shall be determined by the legislation in force of Georgia. (Order N220 of the Minister of Finance of Georgia of April 5, 2005 "On Determining the Norms of Business Expenses Paid to an Employer")

## **Chapter II**

### **The rule of absence from work**

#### **Article 13. Rule of notification of absence from the workplace**

1. In the case of absence from work for an excusable reason of which the employee knew in advance, employee shall notify the immediate supervisor of the relevant structural unit and the Human Resources Department (in writing, then to the e-mail address [hra@cu.edu.ge](mailto:hra@cu.edu.ge)) at least two days before such absence.
2. In the case case of absence or tardiness of which the employee has not notified the University, he/she, upon arriving at the workplace, shall submit an explanatory card (correspondence by e-mail) to the Human Resources Department giving the reasons for the absence / tardiness. The Human Resources Department will take appropriate measures together with the immediate supervisor of the employee and with consent of the University management.
3. Being late 5 times for 10 minutes in 1 calendar month will be considered excusable; the following measures will be taken for tardiness in excess of the above limit:
  - A) inexcusable lateness / early departure - 1% reduction of salary;
  - B) any further inexcusable lateness / early departure - 2% reduction of salary, etc .;
4. In case of inexcusable missing of working hours by the employee, he / she will be deducted from the due salary the amount of the missed days (calculated in the current month).
5. In case of inexcusable delay or early departure, in addition to the financial penalty, disciplinary measures may be applied.
6. In case of having no excuse, missing working hours for 3 (three) hours or more the daily salary will be deducted.

#### **Article 14. Missing a job on excusable grounds**

Missing hours will be considered excusable:

1. due to illness for no more than 5 days, in case of submission of a certificate / prescription issued by a doctor and / or any document proving illness;
2. due to illness for more than 5 days, a medical bulletin (medical certificate) shall be submitted to the Human Resources Department;
3. In case of illness of his/her child, the employee shall submit the child's health certificate issued by the medical institution, which shall be agreed with the employer in advance, but not longer than 1 (one) week, save exceptional cases, which shall be considered individually by the President.

### **Article 15. Holidays**

1. Holidays established by the Labor Code of Georgia and holidays determined by the President of the University, which are prescribed by the academic calendar, shall be considered as holidays;
2. The employee agrees to perform the work on weekends established by the Labor Code of Georgia, at the expense of the rest on other working days. Such days are set by the academic calendar.

## **Chapter III**

### **Prohibitions established at the University**

#### **Article 16. COVID 19 vaccination rule**

1. In order to prevent the possible spread of the new coronavirus (COVID-19) and to create a safe life and health environment, the employee is required to get vaccinated against COVID 19. Otherwise, the employee will not be allowed to the workplace and the employment relationship with him/her will be terminated.

#### **Article 17. Rules and place of consumption of tobacco / e-cigarettes**

1. It is not allowed to use tobacco / e-cigarettes in the University building and yard. Appropriate signs are placed in the building and in the vicinity of the building on the prohibition of smoking / e-cigarettes.
2. The administration is authorized to apply the appropriate measure of responsibility for the violation of the requirement provided for in this Article for the consumption of tobacco / e-cigarettes;
3. The amount of the liability shall include a single fine in the amount of 100 (one hundred) GEL, and in case of any recurrent fact the amount will be 150 (one hundred and fifty) GEL. If the violation of the specified regulation will have a systematic nature (3 or more actions will be observed) the fine will be set at 1000 GEL. The imposition of a fine does not deprive the

University of the right to impose measures of disciplinary liability under the provisions of the Standing Commission on Academic Integrity and Disciplinary Protection.

### **Article 18. Norms of ethics and code of conduct**

1. Each employee of the University is obliged to follow the regime, as well as the norms of ethics in relation to other staff and students of the University.
2. The University prohibits any form of discrimination against race, color, language, ethnicity and nationality, origin, property or rank, place of residence, age, sex, sexual orientation, disability, religious, social, political or other association, including belonging to the political union for personal reasons and opinions, marital status, political or other views or ranks.
3. Discrimination shall be deemed to be direct or indirect harassment of a person, which is intended to cause damage to a person's dignity and create a frightening, hostile, humiliating, degrading or insulting environment for him/her, or create conditions which directly or indirectly worsen his/her state compared to the others.
4. The necessity of discriminating people arising from the peculiarities, terms and conditions and/or the essence of their work/job, which serves the legitimate purpose and is necessary and proportionate to this purpose, shall not be considered as discrimination
5. To express any position on behalf of the University without obtaining prior consent of the President of the University or the University governing body.
6. The employee is prohibited from:
  - A) Verbally or otherwise insulting employees and / or students, using incorrect words. All employees are required to follow the rules of University subordination.
  - B) Import and distribution of gambling, alcohol and drugs, as well as political and religious agitation, advertising leaflets and proclamations; or make similar inscriptions on the building;
  - C) Arrival at work under the use of alcohol, under the influence of drugs or toxic substances;
  - D) Arranging political speeches and rallies on the territory of the University;
  - E) To take any position on behalf of the University without the agreement of the President of the University or the governing body of the University.
  - F) Entering with firearms, gas or weapons (if a student has the right to carry a weapon, he / she is obliged to hand over the weapon to the Security Service of the University before leaving the mentioned territory).
  - G) Any physical (unwanted contact), verbal (sexual comments, jokes, job-related threats / encouragement in exchange for fulfilling a sexual request) and / or non-verbal (sexual gestures, whistling, etc.) behavior which undermines the dignity of the individual and creates for him a frightening, degrading or offensive environment are prohibited.

H) It is forbidden to bring liquid food, open cup / bottle (without cap) drink (coffee, carbonated drinks) (without cap) or other liquid product into the University building in the University auditoriums, laboratories, libraries and places where there is soft flooring. Or committing another act that causes damage to the University building (rooms, corridors, stairs, elevator ...), pollution and / or distortion of appearance;

7. The legal instruction / warning of the University Human Resources Department regarding the prohibitions established at the University is obligatory to perform;
8. In case of violation of the rules of conduct, the Human Resources Department has the right to take necessary measures against the violator. At the request of the trespasser, the matter is considered by the University Standing Committee on Academic Integrity and Discipline and the relevant decision is made, and if the action contains signs of administrative misconduct or crime, apply to the relevant structural unit for a relevant response.

### **Article 19. Dress code of University employees**

1. The staff of the University shall follow the dress code regulations at the University:
2. All employees of the University (except technical staff) are required to appear at work in moderately classic style clothing. It is forbidden to wear light colored jeans, sportswear and sporty shoes from Monday through Friday.

### **Article 20. University Standards**

1. The phone call answer phrase "name, surname -listen " is defined as the standard for answering phone calls for University employees.
2. Culture of writing in Georgian font when sending e-mail;
3. Necessary indication of the name of the subject when sending an e-mail;
4. Indication of SIGNATURE and identifying data by e-mail;
5. Before taking any type of vacation or the day of departure, it is obligatory to fill in the appropriate form and put the answering machine on the e-mail.

In order to ensure security at the University, surveillance cameras are installed on the inner and outer perimeter of the University, about which special notes have been posted in the University and the University staff is aware of.

## **Chapter IV**

### **University staff incentives and disciplinary action**

## **Article 21. Incentives**

1. The following types of incentives may be used for success in labor activities and active participation in the public life of the University, exemplary performance of official duties, conscientious service to the staff of the University:

- A) Expressing gratitude;
- B) Early removal of a previously imposed disciplinary sanction;
- C) Rewarding with a one-time monetary amount / bonus;
- D) Promotion;
- E) Pay raise.

2. The President of the University has the right to apply the incentive measures provided for in paragraphs “a”, “b”, “c”, “d”, “e” of this Article upon the solicitation of the Vice-President, the Dean of the School / Department / Head of the Office.

## **Article 22. Grounds for Disciplinary Liability**

1. Disciplinary liability - one of the types of liability applied to an employee of the University in case of disciplinary misconduct.

Non-compliance or improper fulfillment of the obligations under the current internal regulations, ethical norms and employer's orders, violation of universally recognized rules of conduct shall be considered as disciplinary misconduct under the Code of Academic Integrity.

## **Article 23. Disciplinary sanctions against University employees**

1. The employee of the University may be sentenced to the following disciplinary penalties provided by the Statute of the Standing Commission on Academic Honesty and Discipline:

- A) Written notice;
- B) Severe reprimand;
- D) Withholding of salary for not more than 10 (ten) working days;
- E) Dismissal / termination of employment contract;

The terms of disciplinary sanctions shall be determined as follows;

Note - 1 month

Strict reprimand - 6 months

2. The severity of the misconduct, the circumstances of its commission, the work of the employee and his / her general behavior shall be taken into account when imposing a disciplinary sanction;
3. Prior to the imposition of a disciplinary measure, the violator shall be required to provide a written explanation. Disciplinary proceedings against a person on leave or on a business trip will be initiated after his / her return to work.
4. The sitting of the Standing Commission on Academic Integrity and Discipline shall be appointed no later than the 14th (fourteenth) working day after submission of the notices. The disciplinary sanction is imposed no later than one month after the detection of the misconduct (the period of business trip or vacation is not included in this period);
5. Appropriate disciplinary sanctions / penalties may be applied for each violation of the principles of labor discipline and / or academic integrity;
6. Any employee of the University, a representative of the academic staff has the right to submit an application on initiating disciplinary proceedings; the application shall be submitted to the President of the University;
7. Information on a disciplinary sanction imposed on an employee shall be placed in the personal file (service-book) of the infringer.
8. When and if the materials (application, complaint / request, evidence, etc.) filed fall within the scope of competence of the Commission, the Secretary of the Commission shall ensure convening of the Commission sitting on the second working day after a relevant resolution of the University President is issued.
9. The rules and conditions of disciplinary proceedings shall be determined by the statute of the Standing Commission on Academic Integrity and Discipline.

#### **Article 24. Removal of disciplinary liability**

1. Upon recommendation of the Director of the Human Resources Department, the immediate superior of the employee or the relevant Dean, the President of the University is entitled to relieve the staff from the imposed disciplinary sanction prematurely if he/she has not committed a new misconduct and has demonstrated his/her integrity.
2. If the staff has not been provided with a new disciplinary measure within the period specified for the relevant disciplinary sanction, it shall be deemed to have no disciplinary liability.
3. Early removal of disciplinary liability shall be formalized by order of the President of the University.
4. Early removal of disciplinary liability shall be entered in the personal file.

## Chapter V

### Introducing the internal regulations and the mission of the University

#### **Article 25. Mission of Internal Affairs and University**

1. Administrative and support staff are notified of the labor regulations and the mission of the University when concluding an employment contract with the University.

## Chapter VI

### Concluding Provisions

#### **Article 26. Review of the application / complaint**

1. Any employee complaints / applications shall be addressed to the University President, who, depending on its contents, shall hand the complaints/applications to the relevant structural unit(s) for consideration or to the Standing Committee of Discipline and Academic Integrity for revision; the final decision shall be reached by the University President. The complaint / application shall be reviewed and a decision made not later than 15 (fifteen) working days after its submission. The applicant shall be notified about the decision reached in accordance with the established procedure.
2. The employee is entitled to apply to the Ombudsman's Office at the University for consultation. The Ombudsman advises administrative and support staff on issues related to their rights and responsibilities and the rights and obligations of the University towards the staff. It also ensures facts of violation of the staff's rights are revealed and adequately examined and the relevant authorized persons of the University are notified;

#### **Article 27. Amendments to the Labor Code.**

1. Any issue that is not covered by this Rules of Procedure shall be governed by the Labor Code of Georgia;
2. The employer has the right to change the terms of the internal regulations of the University or to make changes and / or additions, which are formalized by the decision of the Board of Directors and notified to the employees electronically.

#### **Article 28. Entry into force of the Rules of Procedure:**

1. In case of changes and / or amendments to the internal regulations, they shall be published by the employer on the official website of the University - cu.edu.ge.

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2. The internal regulations shall enter into force after it is reviewed and approved by the University Board of Governors.