



IBSU

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

STAFF MANAGEMENT POLICY

Approved on 21/08/2017 by Administrative Board - Minute №4 (Appendix №:1)

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.

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Amendments

#	Decision taken by	Minutes №	Date
1	Administrative Board	3	15.02.2018
2	Administrative Board	8	27.04.2018
3	Administrative Board	3	28.03.2019
4	Administrative Board	6	24.05.2019

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Revision List

#	Date	Article	Remarks
01	15.02.2018	12.7	Employers obligations towards employee
02	15.02.2018	13.2	Rules for appointing on administrative position
03	15.02.2018	13.4	Rules for appointing on administrative position
04	15.02.2018	13.8	Rules for promotion of administrative staff
05	27.04.2018	18	Rules of disciplinary sanction application
06	27.04.2018	23 ¹	Common disciplinary proceeding
07	27.04.2018	23 ²	Tobacco product usage on university campus
08	28.03.2019	4	Break
09	28.03.2019	17	Retaking sanctions for disciplinary responsibility
10	24.05.2019	1	Subject and Scope
11	24.05.2019	2	General Principles
12	24.05.2019	3	Working hours
13	24.05.2019	8	Paid and unpaid leave
14	24.05.2019	12	Obligations of the employer
15	24.05.2019	21	Disciplinary Commission

Chapter I. General Provisions

Article 1. Subject and Scope

- 1.1. This document regulates working rules for International Black Sea University, LLC (hereinafter – university), 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.

Amended by Administrative Board decision – date:24.05.2019, minutes #6
- 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. Different or additional rules might be envisaged in the individual labor contracts which prevail in this case.
- 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.

Amended by Administrative Board decision – date:24.05.2019, minutes #6
- 2.2¹. 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.

Amended by Administrative Board decision – date:24.05.2019, minutes #6

- 2.2. 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.
- 2.2¹. To prevent discrimination, the university will provide staff awareness through trainings, seminars and information meetings.

Amended by Administrative Board decision – date:24.05.2019, minutes #6

- 2.3. 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. Working time includes 5 days (Monday-Friday) per week, no more than 40 working hours totally. Exceptions can be made at the faculties where working time might include six days, if necessary, no more than 40 hours. Working time starts at 09:00 and ends at 17:00. Hereby, working time of academic personnel and invited lecturers is related to their obligations regarding lectures and consultations as well as other obligations envisaged in labor contract.
- 3.3¹. Working on part time includes 5 days (Monday-Friday) per week, no more than 20 working hours totally. Also, the working time may not be equally distributed on weekdays and the working day shall be less than 5 days.
Amended by Administrative Board decision – date:24.05.2019, minutes #6
- 3.4. 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.
- 3.5. Working hours are delayed when the employee comes to the University later than 10 minutes since beginning working day.
- 3.6. For the purposes of defining the amount being deducted for the missed hours, delay till 10:00 a.m. shall be regarded as a delay for an hour, delay from 10:00 a.m. till 11:00 a.m. shall be regarded as a delay for 2 hours, delay from 11:00 a.m. till 12:00 p.m. shall be regarded for 3 hours and etc.
- 3.7. During summer and winter holidays, shortened working hours can be defined by the act of the Rector.
- 3.8. 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 30 minutes per day, during 12:00 – 14:00 time period.
- 4.1¹ Administrative and auxiliary personnel have the right to enjoy the dining room at the territory of the university during the break time. University covers partially of the total amount of the meal. The remaining amount is cut from the staff salary upon their consent.

Amended by Administrative Board decision – date:28.03.2019, minutes #3

- 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 leave work temporarily, during working hours under the consent of the supervisor. The consent is necessary regardless of the period for leave. Hereby, the relevant form regarding this issue shall be presented to the Chancellery and Human Resources Management Office.
- 5.2. Employee is entitled to take temporary leave in the cases as follows:
 - a) For working purposes;
 - b) For personal purposes.

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 by the increased amount of the salary (wages) per hour. The exact amount is defined on the grounds of mutual agreement of the employer and employee.
- 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.

Amended by Administrative Board decision – date:24.05.2019, minutes #6

- 8.2. Full time employee has the right to take unpaid leave, 15 working days per year. Half time employee has the right to take unpaid leave in proportion to his/her working hours. Employee should try not to obstruct the teaching process. Upon the mutual agreement of the parties different rules might be defined regarding unpaid leaves.

Amended by Administrative Board decision – date:24.05.2019, minutes #6

- 8.3. To exercise the rights envisaged in paragraph 8.1 and 8.2 of these articles consents of the supervisor is needed.
- 8.4. 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.
- 8.5. 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. Disability is confirmed with medical report of disability and must be presented from a medical center.
- 9.2. The employee will be paid the missed days caused by temporary disability in compliance with the order N87/n, issued in February 20, 2009 by the Ministry of Labor, Health and Social Affairs of Georgia.

Article 10. Holidays

- 10.1. Employees use rest days per week and holidays.
- 10.2. Rest days per week are Saturday and Sunday, exceptions are envisaged in their regulation. Holidays are defined in the Labor Code of Georgia.
- 10.3. 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 11. Obligations of the employee

- 11.1. Employee is obliged:
 - a) To take care of employers' property and business reputation;
 - b) To act in compliance with University regulations;
 - c) To use IBSU staff ID card via tourniquet system to assign the time of arrival and leave from the office. If Staff ID card is not used, employee is considered to be missing and disciplinary procedures can be started;
 - d) Not to spread personal data known during his/her activity in University;
 - 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.

Article 12. Obligations of the employer

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.

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- 12.5. Employer provides employee with the university e-mail immediately after beginning the labor relationship.
- 12.6. Working environment means special duty clothes and rooms for the employees whose job does not require offices (auxiliary and/or technical personnel).
- 12.7. 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.

Amended by Administrative Board decision – date:15.08.2018, minutes #3

- 12.8. 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.
- 12.8¹. To disclose facts of discrimination in the university and further respond to them, the employee is authorized to express the fact of discriminatory treatment by anonymous (by means of documents, recommendations and thanksgiving electronic platform), also by submitting appropriate reference to the authorized person (R24F18).

Amended by Administrative Board decision – date:24.05.2019, minutes #6

- 12.9. If labor contract is terminated upon the rules envisaged in the contract and legislation of Georgia, former employee has no right to use university e-mail. Chancellery and Human Resources Management Office provides relevant structural unit with this information.

Chapter III. Starting and Terminating Labor Relationships, Personnel Development

Article 13. Appointment of the employee

- 13.1. Candidates to the academic positions are appointed in accordance to the “Regulation for Recruitment and Selection of Academic and Invited Personnel.”
- 13.2. Candidates to administrative positions are appointed upon the decision of the Rector in accordance to the qualification requirements defined by the University and labor contract is included with them (if necessary trial period is used).

Amended by Administrative Board decision – date:15.08.2018, minutes #3

- 13.3. 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.
- 13.4. Upon 13.3 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.

Amended by Administrative Board decision – date:15.08.2018, minutes #3

- 13.5. 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.
- 13.6. 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.
- 13.7. 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.)
- 13.8. 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.

Amended by Administrative Board decision – date:15.08.2018, minutes #3

- 13.9. For the position of assistant defined in article 54 of the Internal Regulation, if necessary requirements are met relevant human resources might be searched within the University students that supports development of the professional skills of the students.

Article 14. Personal and professional development of the employees

- 14.1. University supports personal and professional development of its employees.
- 14.2. For the goals envisaged in paragraph 14.1, 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.
- 14.3. Outcomes of the researches mentioned in paragraph 14.2 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.
- 14.4. 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.
- 14.5. 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.
- 14.6. 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 15. Rules for dismissal of the employee and termination of the labor contract

- 15.1. The ground for dismissal the employee and termination of the labor contract are defined in the labor contracts and regulations of the University.
- 15.2. Labor contract might be terminated upon the decision on dismissal of the employee because of disciplinary procedures succeeded in accordance to this Regulation due to the breach of contract obligations.
- 15.3. Rector has a right to manage an interview with the employee before termination the labor contract.

Chapter IV. Incentives and Disciplinary Responsibility

Article 16. Incentives for the employee

- 16.1. 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) Announcement of Thanks;
 - b) Rewarding with a valuable gift;
 - c) Gratuity;
- 16.2. 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 17. Retaking sanctions for disciplinary responsibility

- 17.1. 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) (Deleted);
- Amended by Administrative Board decision – date:28.03.2019, minutes #3*
- e) 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);
 - f) To dismiss: termination of the labor relations with the employee.

Article 18. Rules of Disciplinary Sanction Application

- 18.1. 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;

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- d) To cause any loss or harm to the University property or to threat such loss;
 - e) Any other act that threats to the University name and business reputation or causes its discrediting and/or hinders educational process at the University;
- 18.2. Infraction could be treated via common or formal disciplinary proceeding.
- 18.3. Common disciplinary proceeding is conducted in the cases and by the procedure set by article 23¹ of this document. Formal disciplinary proceeding is conducted in accordance with the rules set by articles 19 – 23 of this regulation.

Amended by Administrative Board decision – date:27.04.2018, minutes #8

Article 19. Expunging of the Disciplinary Infraction and its Recurrence

- 19.1. Disciplinary sanction might be removed upon the decision of the person/body that discussed its application.
- 19.2. If employee repeatedly committed disciplinary infraction and primary infraction was not expunged higher disciplinary sanction shall be applied.

Article 20. Main Features for the Performance of Disciplinary Proceedings

- 20.1. Disciplinary proceedings against employee should be proportional to the disciplinary infraction and carried out in accordance to this Regulation.
- 20.2. Employee might exercise its right of defense during disciplinary proceedings. Employee should be informed about commence of disciplinary proceedings against him/her;
- 20.3. Final decisions on disciplinary responsibility are made by Rector and/or Chancellor personally and/or upon the submission of the employee supervisor. Disciplinary commission might be created by the Rector's Order (if necessary) which considers issues related to the disciplinary responsibility of the employee and relevant sanction.
- 20.4. Rector and/or Chancellor (commission, if created) should listen to the employee, investigate all circumstances and apply disciplinary sanction then.
- 20.5. While discussing disciplinary sanction character of the disciplinary infraction, related circumstances, obligation fulfillment, etc. should be considered.

Article 21. Disciplinary Commission

- 21.1. Disciplinary commission might be created by the Rector's order and Chancellor, Head of the Chancellery and Human Resources Management Office, Head of Legal Office and other people from relevant positions should be included upon the decision of the Rector. Chairperson and secretary of the commission are defined in the same order.
- 21.2. 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.

- 21.3. Commission makes decisions by simple majority. If votes are equally divided vote by the Chairperson is decisive.
- 21.4. Secretary of the commission writes minutes of the meeting. Final decision of the commission is formed by the minutes as well. Minutes should be signed by all members of the commission.
- 21.5. Disciplinary cases at the faculties/Institution of Postgraduate Studies are considered by the boards of faculty/Institution. Herewith an employee whose disciplinary case is discussed has right to demand creation of the disciplinary commission in accordance to the paragraphs 21.1-21.4.
- 21.6. In case of examination of the facts of discrimination, the commission shall treat in full compliance with confidentiality (including harassment/sexual harassment) to solve the issue related to the discrimination.

Amended by Administrative Board decision – date:24.05.2019, minutes #6

Article 22. Decision making by the Commission/Board of Faculty/Institution

- 22.1. Disciplinary commission/Board of Faculty/Institution investigates personal files of the employee whose case is discussed. Commission/Board of Faculty/Institute 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).
- 22.2. Employee whose disciplinary case is discussed has right to make explanations, present relevant arguments and evidences to the commission/Board of Faculty/Institute. Final decision should be announced to the employee in a written form within 7 (seven) working days after making it.
- 22.3. Employee has right to appeal final decision on disciplinary sanction application made by the commission/Board of Faculty/Institute or Rector/Chancellor before the Administrative or Academic Boards of the University, within 10 (ten) working days after receiving it.
- 22.4. Decision made by Administrative or Academic Board is final and takes effect immediately after issuing it.
- 22.5. Disciplinary proceedings are finished by issuing Rector's order on disciplinary responsibility, copy of which is kept in the personal files of the employee.

Article 23. Terms for Disciplinary Proceedings Commencement

- 23.1. Disciplinary proceedings should be commenced and finished within one month after disclosure disciplinary infringement. If relevant proceedings are not fulfilled within this term employer's right to perform necessary activities in accordance to this Regulation is expunged.

- 23.2. Disciplinary sanction is expunged if not enforced within 2 (two) months after issuing relevant decision by the responsible person/body.

Article 23¹. Common Disciplinary Proceeding

- 23¹.1 Common disciplinary proceeding is conducted for the infrigemnet defined by this article.
- 23¹.2 Articles 19-23 does not apply to common disciplinary proceeding.
- 23¹.3 In case of repetition, infrigemnets treated by common disciplinary proceeding, might be discussed by formal disciplinary proceeding.
- 23¹.4 Based on the circumstances, infrigemnet treated by common disciplinary proceeding, could be discussed by formal disciplinary proceeding.
- 23¹.5 Tobacoo product usage on university campus is treated by common disciplinary proceeding.

Amended by Administrative Board decision – date:27.04.2018, minutes #8

Article 23². Tobacco product usage on university campus

- 23².1 If a staff violates the rule of tobacco product usage on university campus, university security representative gives written warning.

Amended by Administrative Board decision – date:27.04.2018, minutes #8

Article 24. Final Provisions

- 24.1. 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.
- 24.2. Results of the researches envisaged in this article should be presented to the Rector and Chancellor to consider and plan further relevant activities with responsible people.
- 24.3. Issues not defined in this document are regulated in particular labor contracts, Labor Code and other regulations of the University.
- 24.4. This Regulation is approved by the Administrative Board and enacts from 2017-2018 academic year. It might be amended in the same way as it is adopted.
- 24.5. 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.
- 24.6. Chancellor monitors fulfillment of this Regulation.
- 24.7. By approving this Regulation “Rules for recruitment and selection of Administrative and Auxiliary Personnel” approved by the Administrative Board decision N6, dated

14.06.2013, “Regulation for Working at IBSU” approved by the Administrative Board decision N2, dated 29.06.2013 and “Disciplinary Regulation for Staff” approved by the Administrative Board decision N9, dated 23.10.2014 are annulled.

*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.*

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