



Internal Regulation

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"Approved"

The Rector of the Georgian
Aviation University, Professor

_____ S. Tepnadze

_____ 2017

Order _____

Georgian Aviation University Internal Regulation

Original copy

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Chapter I

Changes

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I. Changes

1. Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Compiled by:	Approved:
Quality Assurance Service	Rector
Date:	Date:

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2. Document control

Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these Regulations and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the Regulations that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

2.1 Documents for sent

Organization	format	Copy number
Quality Assurance Service	Print	Original copy
Quality Assurance Service	Electronic	Electronic version
University Website	Electronic	Electronic version



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3 The Main part

Article 1. Sphere of action

1. Internal regulations of Aviation University of Georgia LLC (hereinafter referred to as internal regulations) determine the labor relations of the employees of the Aviation University of Georgia LLC (hereinafter referred to as an institution) and are aimed at:

- A) regulation of labor relations and employees accompanying them on the basis of mutual respect and cooperation;
- B) observance of labor discipline;
- C) Coordinated and coordinated actions between different structural subdivisions of the institution and their employees to ensure the performance of the institution's functions;
- (D) Creation of a working environment conducive to the fulfillment of tasks assigned to employees and to safe and healthy working conditions;
- (E) To contribute to the smooth running of the institution.

2. The internal rules are binding on any employee, regardless of his or her position. Violation of the requirements of the charter entails appropriate responsibility.

(3) If an agreement concluded between the institution and the employee establishes rules that differ from these internal regulations, the provisions agreed in the agreement shall apply.

Article 2: Date of commencement of work and duration of work

The start date of employment of an employee and the duration of employment with the institution is determined by the employment contract and/or a document issued by an authorized person of the institution in another form confirming the institution's willingness to hire a person.

Article 3: Work and free time

1. The working time of an employee in an institution is defined as a 5-day 40-hour working week - from Monday to Friday. Daily start and end times are set from 09:00 to 17:00. Depending on the requirements of the training process, the staff is given 6 working days, but no more than 40 hours per week.

2. The duration of rest between working days must be at least 12 hours.

3. The employee shall appear at the workplace every working day, on time, and without delay. Arrival at the facility later than 10 minutes after the beginning of the working day will be considered a late notice at the workplace. Work and leave announcements shall be recorded in an accounting book kept by the head of the administrative department.

4. An employee may take a 1-hour break during the working day from 13:00 to 14:00.



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5. By agreement with the Rector of the Institution, an employee may not report for work, on other days of missed working day (including holidays and weekends), subject to remuneration.
6. A missed workday due to a business trip or appointment of an authorized person shall not be considered work outside the premises of the establishment.
7. In the event of a violation of the conditions provided for in this article, the rector of the institution has the right to impose the measure of disciplinary responsibility established by the internal regulations.

Article 4: Workplace

The employee's place of work shall be determined in accordance with the employment contract concluded with the employee.

Address of the institution: Ketevan Tsamebuli Avenue 16, Tbilisi, Georgia, Telavi-city, village. Kurdgelauri, airport Mimino.

Article 5: Position and type of work performed

The position of employees and the type of work performed are determined by the employment contract and/or a document issued by an authorized person of the institution in another form that confirms the institution's will to hire a person.

Article 6: Rights and duties of the employee

1. An employee has the right:

- A) Demand the creation of healthy and safe working conditions;
- B) Demand full and timely remuneration for the work performed;

2. The employee is obliged:

- A) perform official duties specified in the employment contract, Georgian legislation, internal normative acts and the relevant document of the Rector;
- B) comply with the requirements of legal acts related to the institution and related to its official activities;
- C) to observe moral and ethical norms, take care of the business reputation of the institution;
- D) not to smoke in the corridors and auditoriums of the university;
- E) not to disclose commercial secret, personal information of other persons, as well as in personal relations as well as after the termination of the work in the institution, as well as not to disclose and use in personal interests the information provided to the institution in the course of its professional activity if the disclosure is not related to Georgia. In the performance of the duties stipulated by law;

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E) To comply with the requirements for the use of material assets in the possession or ownership of the institution, as well as safety, fire protection, and sanitary regulations;

g) Familiarize himself with the internal regulations and confirm with his signature what he has mentioned. The signature when reading the internal regulations shall be attached to the employee's personal file.

3. An employee is prohibited to use/use drugs, their analogs, precursors, psychotropic substances, their analogs, active substances, and alcoholic beverages in an institution or to appear at work under their influence.

Article 7: Regulations on wages and salaries

1. The remuneration of the employee shall be determined by the employment contract concluded with the employee, taking into account the taxes established by the legislation of Georgia.

The employee's obligation to pay the employee's remuneration shall arise at the end of each calendar month. Compensation shall be paid not later than 7 (seven) days after the occurrence of the obligation.

3. Employees shall be remunerated in the form of cashless payment by depositing an amount in a bank account specified by them. In exceptional cases, by the decision of the rector, payment may be made in cash.

Article 8. Rules for payment for overtime work

If the working time set by the employee during which he or she performs the work exceeds 40 hours per week, the employee who is overworked for each hour will be provided with an amount increased by 10 (ten) percent of the hourly wage rate as agreed with the Rector.

Article 9: Duration of paid and unpaid leave and procedure for granting leave

1. After eleven months of work, an employee is entitled to paid leave of at least 24 working days per year.

2. After eleven months of work, an employee is entitled to at least 15 calendar days of unpaid leave per year.

3. An employee is entitled to partially use the leave.

4. By decision of the Rector of the institution, an employee may be granted the appropriate vacation before the expiration of the period specified in paragraphs 1 and 2.

5. Here may be added several days of illness.



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Article 10. Business trip

A secondment is a temporary change of an employee's job in the interest of work.

Article 11. Reward.

1. The following forms of incentives are provided for exemplary performance of official duties, for long and conscientious service, for performing tasks of special complexity or importance:

- A) to express gratitude; B) to award a bonus;
- C) Rewarding with a valuable gift.

2. Several forms of incentives may be used simultaneously.

3. The Rector of the Institution may use the incentives.

Article 12. Disciplinary misconduct

A disciplinary offence is the performance of the following actions by an employee:

- A) Failure to perform official duties, indifference or improper performance;
- B) Causing property damage to the institution or creating a danger of such damage;
- C) Unworthy behaviour directed against general moral norms or discrediting an employee of the university and/or the institution, regardless of whether it is done at work or outside it;
- D) Failure to comply with the deadlines set for responding to correspondence received at the institution or undue delay.

Article 13. Disciplinary liability

1. The Rector of the Institution may impose the following disciplinary measures on a person employed by the University for disciplinary offences:

Note;

- B) A warning;
- C) Withholding wages;
- D) Suspension from duty through suspension of wages;
- E) Salary separation.

2) Only one measure of disciplinary liability may be used for one disciplinary offence.

However, the Rector is not limited in choosing the amount of responsibility.

3. The Rector of the institution has the right to release an employee from disciplinary liability early if he or she has not committed a new offense and has proved himself or herself to be a conscientious employee.

4. If an employee has not been sentenced to a new disciplinary measure within 6 (six) months, he or she shall be deemed not to bear disciplinary responsibility.

5. The application of the disciplinary measure and early dismissal shall be recorded in the personal file.

Article 14. Familiarization with the internal regulations and monitoring their implementation

1. The institution is obliged to acquaint each employee with the internal rules of the university which are an integral part of the labor contract concluded with them.

2. The personnel management service of the institution supervises the implementation of internal regulations.