**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**STAFF EMPLOYMENT POLICY**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

**Last updated on: 04/07/2019**

**Applicability:**

This Policy applies to all staff members of the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University, the Employer).

**Authority:**

This paper was approved by the University primary trade-union organization and the Rector of the University.

1. **Introduction**

This Policy is designed to govern the following issues and procedures:

* hiring and dismissal of employees;
* work schedules;
* basic rights, obligations, and responsibilities of the Employer and employees;
* employee incentives and sanctions;
* other issues related to employment relationships.

The Policy complies with the Labor Code of the Russian Federation, the Federal law “On Higher Education in the Russian Federation”, and other legal acts of the Russian Federation.

1. **Hiring of Employees**

Labor relations between employees and the University are based on an employment contract, which shall be concluded, amended, or terminated in accordance with the legislation of the Russian Federation. The employment contract stipulates professional obligations which shall be scrupulously fulfilled by the employee.

When signing the employment contract, the new employee shall submit:

* a passport or other identity document,
* an employment record (unless it is the employee’s first employment contract or a part-time employment contract),
* a state pension insurance certificate, including its electronic version,
* a military service documents (for reservists and persons liable for military service),
* an educational degree, qualifications or training certificates (if special knowledge or skills are required for the given position),
* a certificate of no criminal record,
* other documents, if relevant and required in accordance with the Russian legislation.

A medical examination certificate is required for:

* employees under the age of 18,
* members of faculty staff,
* other categories of staff pursuant to the Russian legislation.

A mental health evaluation is required for:

* members of faculty staff,
* coaches, swimming instructors, swimming pool staff,
* dormitory support staff,
* drivers, operators,
* electricians.

Hiring of international staff is conducted under the labor and migration legislation of the Russian Federation.

Appointment of a new employee is enacted by the Rector’s order, which shall match with terms and conditions of an employment contract. The employment contract shall be made in duplicate of the same legal effect, with each party holding an original.

The Employer shall familiarize the new employee with:

* formal job description, working conditions, work and rest schedule, remuneration system and payment method, employee’s rights and obligations;
* the present Policy, the Collective Agreement, and other relevant University bylaws;
* workplace health regulations, safety, sanitary, and fire prevention instructions.

The employee shall take office from the day defined by the employment contract. The employment contract may specify a probation period of no more than three months to confirm the employee’s qualifications for the job. For the positions of Vice-Rectors, Chief Accountant, Deputy Chief Accountant, Heads of separate structural units, the probation period may last up to six months.

Conclusion of an employment contract for a faculty position shall be preceded by a competitive selection of applicants. The procedure is set forth in the Regulations on Organizing and Holding Competitive Selection of Candidates for Faculty Positions.

The Human Resources Office shall keep an employment record in accordance with the legislation of the Russian Federation for each full-time employee who has worked at the University for more than five days.

1. **Amendments to Employment Contract**

Permanent or temporary change of employment functions is subject to written approval of the employee.

If an employee is temporary working outside the Kaliningrad region (or outside the Russian Federation) to implement project/grant activities, an additional contract on remote employment may be concluded.

1. **Separation from Employment**

An employee is considered to be dismissed from the University upon termination of the employment contract. An employment contract may be terminated only on the grounds specified by the Labor Code of the Russian Federation.

A fixed-term employment contract is considered to be terminated on its expiration date. In this case, the Employer shall give the employee three days’ advance notice of the contract termination.

The Employer shall give the University primary trade-union organization two months’ advance notice of staff reduction (or three months’ advance notice in case of massive layoffs).

An employment contract may be terminated at the employee’s request at any time. The employee shall indicate their intention to resign no less than two weeks before the considered day of the employment contract termination. The contract may be terminated earlier by mutual consent of the Employer and the employee.

An employment contract is terminated by the Rector’s order. On the dismissal day, the employment record is returned to the employee, and the final financial settlement is made.

1. **Remote Employment**

A remote employment contract (and its modifications) may be concluded through the exchange of electronic documents.

Candidates for remote employment are allowed to submit electronic versions of the required documents via email, but are also obliged to send the notarized copies of those documents by recorded delivery post.

An order on remote contract termination may be sent to the remote employee via email. In this case, the University is obliged to send the copy of the order to the remote employee by recorded delivery post on the day of contract termination.

A work schedule of a remote employee is established at the employee’s discretion.

1. **Part-Time Employment**

Part-time employment contracts are provided for employees who work at the University when not engaged in their full-time job. The hiring procedure is established in accordance with the Russian legislation. Specific work features of faculty members, medical and pharmaceutical staff, workers of culture shall be taken into consideration while concluding a part-time employment contract with these staff categories.

University employees hold the right to conclude part-time employment contracts with other employers or take internal secondary employment at the IKBFU unless contrary to applicable laws.

A part-time employee’s working day lasts for no more than four hours. If a part-time employee is free of their full-time employment duties, they may be engaged in their part-time job full day (or full shift).

1. **Work schedules**

The University is open Monday through Friday from 8 am until 9 pm.

The IKBFU employees are expected to maintain the established work and rest schedule, handle their workload, use office hours productively, and improve working quality. The employees are entitled to have rest on non-working days, holidays, and during an annual paid leave.

Work schedules of all staff categories are established in the Collective Agreement and corresponding employment contracts.

For educational support, research, and administrative staff the working hours are established between 9 am and 6 pm (5.45 pm on Fridays) with a lunchbreak between 1 pm and 1.45 pm. Non-working days are Saturday and Sunday. Working hours shall not exceed forty hours per week.

Faculty members shall have shorter working hours: thirty-six hours per week during six workdays with one day off (Sunday). Academic load of faculty staff shall not exceed 900 hours per academic year.

Shift and flexible schedules, as well as summation of hours, may be introduced for certain employee categories and departments due to specifics of their tasks and functions.

Irregular working hours may be established for the following employee positions:

* Vice-Rectors and their deputies,
* Rector’s deputies,
* Heads of structural units and their deputies,
* Directors of the Institutes and their deputies.

Irregular working hours imply a special working schedule according to which employees may occasionally be called to perform their job duties and functions beyond the normal working hours upon the management’s request.

Other categories of employees may be asked to work overtime on workdays, on non-working days, and holidays upon their written consent.

Annual paid leaves of 28 calendar days shall be provided to employees each year according to the schedule of annual paid leaves. The schedule of annual paid leaves is approved by the Rector or an authorized officer no later than December 15 of the current year.

An annual paid leave longer than 28 calendar days is provided to the following categories of University employees:

* University faculty members (56 calendar days), other members of teaching staff (42 calendar days);
* researchers with the Doctor of Sciences degree (56 calendar days), researchers with the Candidate of Sciences degree (42 calendar days);
* staff members with disabilities (no less than 30 calendar days);
* staff members exposed to harmful working environment.

At least every ten years of uninterrupted teaching work, faculty members shall have the right to a long-term leave of up to one year.

1. **Visiting Hours**

The Rector, Vice-Rectors, Heads of structural units shall establish visiting hours to handle personal issues of employees. Directors of the Institutes, their deputies, managers for studies shall establish visiting hours for faculty members in accordance with the faculty opening hours.

1. **Compensation of Employees**

The University is obliged to provide the established conditions of staff remuneration and financial incentives. Employees shall get full and timely compensation in accordance with their qualifications, work complexity, and the quantity and quality of performed work (for more details, please see the Staff Pay Policy).

1. **Social and Health Care Benefits**

Employees are entitled to receive the University social benefits, to be provided with the service of the University social, welfare, and medical facilities, including preventive medical examination and vaccination free of charge.

Employees have the right to receive mandatory social insurance where statutorily provided.

The Employer shall compensate occupational injury and non-pecuniary damages.

Dining facilities shall be provided in each University building (or group of buildings).

1. **Professional Training**

Employees shall be provided with the opportunity to consistently continue their professional development, perform their professional training and retraining. Faculty members shall improve their teaching expertise and participate in continuing training programs at least once in a three-year period.

The University supports job oriented staff training and development through financial assistance for approved training programs. Any training which the University requires of workers in order to remain current and proficient in their jobs shall be at the University’s expense (subject to available funding) and all time spent on such required training shall be considered working time.

1. **Legal Rights**

Employees are entitled to defend their labor rights, freedoms, and legal interests by all legal means.

Employees have the right to influence the governance of the University by means specified in the labor legislation of the Russian Federation and the IKBFU Charter.

The Employer shall promptly consider employees’ recommendations for improving University operations.

The University is obliged to assure the protection of the personal data of employees.

1. **Integrity and Respect for Others**

The IKBFU is an institution dedicated to the principle of treating each University Community member fairly and with respect. In that spirit, each employee is required to avoid conflict situations, show respect to the other members of staff, avoid prohibiting them from implementation of their employment duties. The University forbids the use of vulgar, unsuitable, obscene language or gestures and other types of offensive behavior.

1. **Corruption**

Employees are expected to promote intolerance towards different forms of corruption and inform the Employer of the corruption-related offences committed by other members of staff.

1. **Workplace Requirements**

The workplace shall meet safety, security, sanitary, and other standard requirements. University employees are obliged to follow safety, sanitary, health protection, and fire prevention instructions.

1. **Use of University Resources**

Employees shall have access to the University libraries, equipment, and office machines. Employees are entitled to use information resources, including the Internet and email.

1. **University Property**

The University shall ensure security in its buildings and keep them in good technical condition to enable the normal operation of all University departments and subdivisions and guarantee the safety of equipment and other property used in the University’s educational, research, and economic activities.

Employees are expected to keep their workplace clean and tidy and treat the University property, including appliances, equipment, office machines, books, documents, etc., with appropriate care and respect. Employees are obliged to reimburse the University for material damages.

Examples of improper property uses include but are not limited to:

* bringing out University property from its premises, using University property (including facilities, equipment, computers) or space without proper authorization, bringing in the property that does not belong to the University without proper authorization;
* posting advertisements outside the designated places not otherwise authorized;
* uses intended for personal purposes not otherwise authorized.

It is prohibited to eat, drink, and use mobile phones in classes.

The University rooms that are free of classes are permitted to be used for conducting extra-curriculum activities, if properly authorized.

The room keys of University buildings shall be kept in specially designated areas and given out by officers on duty to the staff members on the approved list in accordance with the established procedure.

1. **Smoking and Alcohol Policy**

The IKBFU prohibits employees from possessing and consuming alcohol, narcotic, or toxic substances, as well as from being under the influence of them in all University premises.

Smoking (including electronic cigarettes) is forbidden in all University premises and the adjacent territories.

1. **Gambling**

Gambling activities are prohibited in all University premises.

1. **Personal Belongings**

Employees are asked to remove outwear and headwear on entering the University and leave them in the appropriate cloakroom.

The University isn’t responsible for any clothes and personal belongings left outside the cloakrooms.

1. **University Identification Cards**

All employees receive the IKBFU Identification Card. The cards are required for admission to all University premises. ID card is free of charge, but in case of its loss, there is a replacement fee every time a replacement card is issued.

1. **Special Rights and Obligations of Faculty Members**

Members of the University faculty have additionally the following rights:

* to propose new teaching and assessment methods, academic courses, master’s programs, textbooks, study materials;
* to deliver individual academic courses approved by the Academic Council of the Institute;
* to attend the meetings of the Academic Council of the corresponding Institute;
* to take part in the formation of the University Academic Council and be elected thereto.

Members of the University faculty have additionally the following obligations:

* to perform teaching, methodological, research, administrative, and other activities according to the approved individual plan, position responsibilities, and an employment contract;
* to timely inform the Director of the Institute or another authorized officer about disability of their professional duty performance;
* upon termination of the employment contract, the employee shall return the materials, equipment, and other property and documentation belonging to the University.

Faculty members shall be suspended from their duties if they face criminal prosecution.

Academic studies may include both in-class and out-class activities and may be conducted through contact hours with the instructor (including classes delivered through distance learning technologies) and as self-study. The contact hours may include the following academic activities: lectures, seminars, group work, individual work, as well as conducting ongoing, summative assessments and final tests.

1. **Incentives**

University employees can be rewarded for their long conscientious work, outstanding performance of employment duties, and other achievements. The following types of incentives are provided:

* expression of gratitude,
* awarding of valuable gift,
* giving a letter of appreciation and achievement,
* giving a money reward,
* nomination for professional excellence awards.

University employees may be nominated for national awards for special service to society and the state.

1. **Sanctions**

Any employee who commits an act of misconduct and/or violates their employment duties will be subject to University sanctions. In case of any suspected violations, a written explanatory report will be claimed first. Confirmed violations will result in appropriate disciplinary action. An employee’s refusal or holding out on a written explanation shall not hinder the application of respective disciplinary measures to them.

Disciplinary measures that may be imposed under the Policy include:

* admonition,
* reprimand,
* dismissal from the University.