

Approved under the Resolution of the  
Representative Board of the TSU (session #20,  
18.06.2009). Speaker of the Representative Board –  
Kakhaber Loria

## **Internal Regulations and Disciplinary Norms**

**Ivane Javakhishvili Tbilisi State University**

### **Chapter I**

#### **General Provisions**

##### **Article 1. Purposes of the Internal Regulations and Disciplinary Norms**

The internal Regulations and Disciplinary Norms of the Legal Entity of Public Law - Ivane Javakhishvili Tbilisi State University (hereinafter referred to as the “TSU”) determines the labour regulations of the TSU, the measures of disciplinary responsibility and aims at the following:

- a) Maintenance of observation of the labour discipline;
- b) Regulation of the relations regarding implementation of the service duties between the TSU and its personnel in consideration of the statutory requirements provided by the applicable legislation of Georgia;
- c) Promotion the implementation of the rights and freedoms of staff;
- d) Fair payment for labour;
- E) Creation the safe and healthy working environment for the staff;
- F) Expression and protection of the human rights and freedom and legitimate interests in the relationship between the staff and the third parties;
- g) Observation of the notms of ethics at work.

##### **Article 2. Sources of the Internal Regulations and Disciplinary Norms**

The Internal Regulations and Disciplinary Norms are developed on the basis of the Constitution of Georgia, the Law of Georgia on “Higher Education” and “Tobacco Control in Georgia”, the Labour Code of Georgia, the General Administrative Code of Georgia, Administrative Violations Code of Georgia and the Charter of the LEPL – Tbilisi Ivane Javakhishvili State University.

### **Article 3. Fulfillment of the Internal Regulations and Disciplinary Norms by the Staff**

The staff - in consideration of its specialization, qualification and besides the obligation to fulfill certain works and observe the conditions provided in the employment contracts (if any) - shall be responsible for observation of the present Internal Regulations, Disciplinary Norms and any other legal acts concerning his/her activities and the service position without any special reference

### **Article 4. Scopes of Regulations of the Internal Regulations and Disciplinary Norms**

The TSU staff shall be obliged to observe the Internal Regulations and the Disciplinary Norms.

## **Chapter II**

### **Work Time and Break**

#### **Article 5. Work Time**

1. Work Time shall be the part of a calendar period during which the staff has to fulfill its service duties;
2. The TSU has established five days working week from the Monday to the Friday (inclusive);
3. Routine work time commencement and completion hours shall be 09:00 -18:00. For the academic staff, lecturers and the invited lecturers the work commencement and completion hours shall be connected with fulfillment of the obligations envisaged by auditorial, consulting and labour contracts;
4. In consideration of the training process requirements duration of the work week for the staff shall be 6 days, not more than 41 hours a week;
5. Duration of the business day between the TSU and the staff may be determined by mutual agreement, on the basis of labour legislation;
6. Duration of leave between work days (shifts) should not be less than 12 hours
7. Work in shifts or rotation from one shift into other is determined by the rotation schedule, which is approved by the TSU taking into consideration the specific nature of the employment. Employee of the TSU should be notified on changes in the rotation schedule in 10 (ten days) advance.

#### **Article 6. Weekends**

1. The TSU has established two days of rest (Saturday and Sunday) a week except the cases envisaged by the 4-th clause of the article 5, Chapter II;
2. The TSU staff shall be authorized to rest also on Holidays established by the Labour Code of Georgia.

#### **Article 7. Rule of arrival and Leaving the Workplace**

1. The TSU staff shall be required to fix their arrival at the workplace and leaving it in a duly designated area by the registration apparatus. Observation of this rule is mandatory in the case of working on holidays and weekdays (if any). Control over the data fixed in the registration apparatus is conducted by the Monitoring Department.

#### **Article 8. Delay for Work**

1. Late arrival at work by an employee shall be considered his/her later arrival at his/her workplace;
2. The delay in work can be considered valid or not valid in the case of observation of the rules established by the article 9 of the Disciplinary Norms and the present Regulations;
3. Systematic delay by an employee shall be delayed arrival at workplace five times which is considered not good and leads to the termination of the contract.

#### **Article 9. Count of Missed Time by a Staff as Valid or Invalid**

#### **Article 9. Count of Missed Time by a Staff as Valid or Invalid**

1. Delay for work and any other type of absence during working time shall be considered valid if the Head of the Administration (or acting Head) approves an oral or written request of the employee regarding counting his/her delay as valid. With this purpose the Head of the Administration shall be authorized to demand from the staff subordinated to him/her submission of an explanatory note immediately upon such delay;
2. In case of approval of approves an oral or written request - an explanatory note - of the employee regarding his/her delay or any other type of absence during working time by

the Head of the Administration the mentioned shall be considered valid;

3. The Personnel Management Department – in not later than the 10-th day of each month - shall analyze the registration apparatus data and provide the Monitoring Department with it. The Monitoring Department shall submit the summarized results of the materials available to it as well as the materials submitted by the Personnel Management Department regarding the missed hours to the Head of the Administration for further responses;
4. In case of delay or/and missing the work by any valid reason the Head of the Administration shall be authorized the disciplinary measure duly established;
5. No performance of the service duties outside of the building of the TSU that may be conditioned by the specificity of the work or about which the Head of Administration is duly informed shall be considered as delay or missing for any valid reason; the staff shall report about their performance of their service duties outside of the TSU venue to the Head of the Administration upon the request of the latter;
6. No missed working time that is considered as not valid shall be remunerated.

#### **Article 10. The absence for the Reason Preliminary Reported**

1. In case of absence for any reason preliminary reported the pre-eminent reasons an employee has to apply to the Head of the Department/Service in advance with indication the reasons for his/her absence, the approximate period of such absence and the urgency of the work to be performed and ask for a temporary exemption from his/her obligations for this period; in case of absence for the reason preliminary reported for more than 2 days the application shall be submitted in a written form while in case of absence for less than 2 days an employee shall apply in a written or oral form to the Head of the Department/Service as required. The Head of the Department/Service shall provide the Head of the Administration with this information;
2. In case if the request above for temporary release is not approved the employee shall be obliged to proceed with his service activity in an ordinary mode, otherwise his/her action shall be considered as an absence for the reason not valid and the TSU shall be authorized to apply the disciplinary sanctions against him/her.

### **Article 11. The absence for the Reason not Reported Preliminary**

1. In case of absence from work for any reason not reported preliminary the employee as soon as possible shall inform verbally (by telephone) to the Head of the Department/Service the reason of his/her absence, the approximate period of such absence as well as the information about any urgent work to be performed by him/her while after his arrival to work he/she shall submit an explanatory note to the Head of the Department/Service within the shortest period. The Head of the Department/Service shall provide the Head of the Administration with this information;
2. In case of absence for the reason not reported preliminary for more than 2 days the employee shall apply to the Head of the Department/Service in written for counting his/her absence as valid;
3. The absence from work for any reason not reported preliminary may be considered as valid in case of observation of the rules established by the article 9 of the Disciplinary Norms and the present Regulations.

### **Article 12. Consequences of the Absence form Work for any Reason not Valid**

In case of absence from work of the staff (except of the academic personnel, lecturer and invited lecturer) for any reason not valid the Head of the Administration shall issue the administrative-legal act that determines the following:

1. For the first absence – fine in amount of 25 GEL deductible form the salary;
2. For the second absence – fine in amount of 50 GEL deductible form the salary;
3. For the third absence – termination of the contract

### **Article 13. Rules of Regulation of Presence of the Academic Staff, Lecturer and Invited Lecturer and the Consequences of their Absence from Work**

1. The academic staff (lecturer) shall manage the training process in compliance with the training “schedule” and the “consultation hours table” developed by the dean's office of the relevant faculty. The academic staff (lecturer) may amend the working schedule envisaged by the table once or for the certain period on the basis of a written consent of the dean's office of the faculty;
2. The Monitoring Department shall draw up the written minute for each fact of absence of

the academic staff (lecturer) with indication of the first name and last name of the employee, the name of the faculty and the missed academic hours. The minute records accuracy shall be confirmed by signature of the representative of the dean`s office of the relevant faculty or any other employee of the TSU;

3. On the request of the Monitoring Department the academic staff (lecturer) shall have to submit the explanation regarding the reasons of his/her absence from work within one week;

4. The academic staff (lecturer) shall be obliged to restore training missed by him/her for a valid reason during the relevant semester;

5. In case of absence from work for any reason not valid by the academic staff (lecturer) the Head of the Administration shall issue the administrative-legal act that determines the following:

1. For the first absence – fine in amount of 25 GEL deductible form the salary;
2. For the second absence – fine in amount of 50 GEL deductible form the salary;
3. For the third absence – termination of the contract

6. In case of the absence of the students for the academic hours envisaged by the training schedule the academic staff (lecturer) may count such absence valid if he student was presented in the lecturer hall during the first twenty minutes of each lecture

#### **Article 14. Right to Strike and Lockout**

1. The right to strike and lockout is recognized. The rule of its implementation is determined by the labour legislation of Georgia;

Participation in a strike or lockout by the staff of the TSU shall not be considered as violation of labour discipline and the basis of termination of labour contract except the cases envisaged by the legislation of Georgia.

#### **Article 15. Obligations of the Staff in case of Resignation form Work, Business Trip or Leave**

1. The staff shall be obliged to deliver the service documentation or those entrusted to him/her with indication of their e-versions locations and the assets (material assets), including the key of his/her office registered in his/her name to his/her successor (if any) or to the administrator of the building in not later than 10 days from the moment of his/her familiarization with the Order on his/her resignation form the position;

2. The staff shall be obliged to deliver the service documentation in his/her possession to his/her successor or a superior official with indication of their e-versions locations before taking the leave or going on a business trip;

3. In the cases envisaged by the clause 2 of this article the person duly authorized shall deal with the documentation of an employee being on a business trip or a leave with the purpose of observation of the requirements established by the law.

### **Chapter III**

#### **Break Time**

##### **Article 16. Break**

1. The staff shall be authorized to have a break during the working day;
2. The staff shall be given a break from 13:00 to 14:00 during a working day for meal and a rest;
3. The break period shall not be counted in a working time but it shall be enjoyed by the staff according to his/her will. In this period of time the staff may leave the place designated to him/her for fulfillment of the work.

##### **Article 17. Additional Rest Time for a Breastfeeding Woman**

1. An employee who feeds an infant under 1 shall be given an additional break of at least 1 hour if she so requests.
2. A break to feed an infant shall be counted as working time and paid for.

### **Chapter IV**

#### **Rights of Personnel**

##### **Article 18. Scopes of Rights**

The staff, besides the rights envisaged by this Internal Regulations and the Disciplinary Norms shall enjoy all other rights established by the Constitution of Georgia, the Labour Code of Georgia and other legislative acts.

##### **Article 19. Benefits**

Pregnant women and nursing mothers, the women who have younger and/or disabled

children, the temporarily disabled individuals, the individuals who combine his/her employment with the study, also the other categories of staff may be given the right to benefits on preferential terms different from the Internal Regulations and the Disciplinary Norms by the Head of the Administration on the basis of their written and justified application.

## **Chapter V**

### **Overtime Employment**

#### **Article 20. Conditions of Overtime Work**

1. An employee of the TSU shall fulfill overtime:
  - a) in order to prevent and/or liquidate results of natural disasters - without any remuneration;
  - b) in order to prevent and/or liquidate results of industrial accident -- with consequent remuneration.
2. Overtime employment of a pregnant woman, a woman in a postnatal period or a person with limited capabilities without the consent of her/his person shall be inadmissible.
3. Overtime employment is when the duration of a job carried out by an employee exceeds the time of fulfillment of a job determined by the labor contract. If working time is not determined by the contract, the working time exceeding 41 hours per week is considered to be overtime or it shall be the working time exceeding the time assigned by the TSU within the scopes of 41 hours employments.
4. Conditions for overtimes can be determined by agreement between the TSU and the employee.

## **Chapter VI**

### **Work During Night Hours**

#### **Article 21. Limitation on the Work during Night Hours**

It shall be impermissible to employ a minor, a pregnant woman, a woman in a postnatal period, a breastfeeding woman or a person with limited capabilities, a baby sitter who takes care of a child under age of three and/or a person with limited capabilities on a night job (22 pm to 6 am) without consent of her/his person.



## Chapter VII

### Obligation of Staff to Protect the Ethical and Moral

#### Norms

#### Article 22. Obligations of the Staff in the Sphere of Protection of Ethical and Moral Norms

1. The employees shall be obliged to respect internationally recognized human rights, freedom and dignity;
2. The employees shall be prohibited to any action against the generally accepted moral norms or the behavior aimed at discrediting dishonest of the staff or the TSU (intentional action), regardless of where it is committed;
3. It is prohibited to appear to the workplace in the condition of alcohol and drug influence;
4. The employee shall be prohibited to accept the gifts from physical and legal entities being in official relations with him/her. Total value of gifts received by the employee during the year shall not exceed 15 % of his/her annual salary while for the onetime gifts - 5 %, if these gifts are not received from the same source;
5. Total value of gifts received by the employees` each family member during the year should not exceed 1,000 GEL for each family member, the onetime gifts - 500 GEL, if these gifts are not received from the same source;
6. The "Gift" envisaged by the 4th and 5th clauses above shall be the property, or services rendered to the TSU employees, their family members free of charge or on preferential terms, also full or partial exemption from the proprietary liabilities which is an exception to the general rule;
7. In compliance with the Law of Georgia on "Tobacco Control in Georgia" smoking is prohibited in the University buildings. Violation of these restrictions may result in the responsibility in compliance with applicable laws and the rules established by the TSU;
8. In the relationship with the civilians and the staff personnel the employees are required to adhere to ethical and moral standards, to introduce themselves and their positions, be attentive and polite;
9. The TSU employees shall, within their competence, provide necessary assistance regarding the service issues to their superior or subordinate official and the employees by the means available to them in case if that employee:
  - a) Is not able to perform the required action himself/herself due to some legal or factual

reasons;

b ) Does not have sufficient knowledge of the facts necessary to perform the action but the employee he/she applies to has such knowledge;

c) The documents or other evidence that is necessary to resolve the issue are with the employee he/she has applied to;

d) The costs necessary to perform the operation substantially exceeds the costs of the assistance he/she has applied;

10. The employee, who is obliged to provide services free of charge, to make decisions, or perform any action, shall not be allowed to receive or require the material or any other type of compensation, other than the official salary and bonuses provided for by the legislation. Also, if an employee is obliged to carry out the mentioned actions for a fixed amount he/she shall not be allowed to receive or require the compensation in a larger amount;

11. The personnel shall be obliged not to disseminate or use for non-state purposes the state, commercial and personal information, as well as other information which he/she becomes known during his/her performance of official duties in his/her service relationship period as well as after termination of the labour relationship;

12. The personnel shall be required to comply with other restrictions, which are not specifically mentioned herein but envisaged by the other legal acts.

## **Chapter VIII**

### **Leave**

#### **Article 23. Duration of a leave**

1. The TSU employee shall be entitled to paid leave the minimal duration of which should be 24 calendar days per year;
2. The TSU employee shall be entitled to unpaid leave the minimal duration of which should be 15 calendar days per year.
3. For the benefits of an employee, a labor contract may prescribe the terms different from those established by this Chapter that do not worsen the condition of the employee.

#### **Article 24. Rules for Giving a Leave**

1. The TSU's employee's right to claim a leave arises eleven (11)

months after starting work for the organization. By agreement of the parties, an employee may be granted a leave even prior to the expiration of the said term.

2. Beginning from the second year of work, by agreement of the parties, the TSU`s employee may be granted a leave at any time of the year.
3. By agreement of the parties, an annual leave may be distributed throughout the year.
4. The annual leave shall not include a temporary incapability period or a pregnancy or maternity leave, also the leave for nursing, adoption of a new-born child and additional leave for child care;
5. If not otherwise provided by a labor contract, The TSU may set the order for granting leaves its employees throughout a year.

#### **Article 25. Obligation to Give Prior Notice of Unpaid Leave to the TSU**

An employee shall give two weeks' prior notice of unpaid leave to the Head of the Administration unless such notice cannot be made due to urgent medical or family conditions.

#### **Article 26. Origin of Leave Entitlement**

1. The amount of leave entitlement will be calculated on the time of actual work done as well as any forced suspension of work caused by the TSU;
2. The term for calculation of the leave entitlement shall not include the time of an employee's unreasonable absence from work or unpaid leave for over seven (7) business days.

#### **Article 27. Exceptions to Carry Over Annual Leave**

1. If the granting of a leave to an employee during a current business year may adversely affect the normal course of operation of an organization, by consent of an employee the leave may be carried over to the next business year. A minor's annual leave shall in no event be carried over to the next year.

2. An annual leave shall in no event be carried over for two (2) years in a consecutive order.

### **Article 28. Leave Pay**

An employee's leave pay is determined according to the average compensation for the three (3) months preceding the leave; if the time worked after commencement of work or the last leave is less than 3 months the leave pay is determined according to the average compensation of the months of work and in case of a fixed monthly payment – according to the last month's pay.

## **Chapter IX.**

### **Pregnancy, Maternity and Parental Leaves, Newborn adoption Leave and Additional Leave for Nursing**

#### **Article 29. Pregnancy, Maternity and Parental Leave**

1. The TSU employee, upon the request, is entitled to a total maternity leave of 477 calendar days to cover pregnancy, delivery and child care.
2. Of pregnancy, maternity and child care leave, 126 calendar days will be paid, while in case of a complicated delivery or if mother gives a birth to two or more infants – 140 calendar days of paid leave will be granted.
3. The leave envisaged by the item 2 of this Article may be utilized by an employee during both the pregnancy and postpartum periods.

#### **Article 30. Adoption Leave**

An employee who has adopted a newborn is entitled to a leave for 365 calendar days after the birth of a child, out of which 70 calendar days will be paid.

#### **Article 31. Compensation of Pregnancy, Delivery and Maternity or Adoption Leaves**

Compensation of pregnancy, delivery and maternity or adoption leaves is paid from the State Budget according to the rule set by the legislation.

#### **Article 32. Leave for Child Care**

1. During the five years following the birth of a child, the employee, upon the request,

shall have the right to an additional 12 weeks of unpaid child care leave. Child care leave can be taken either all at once or incrementally, but not less than 2 weeks of leave should be used per year.

2. A leave for child care shall be granted to any person actually taking care of the child.

## **Chapter X**

### **Forms of Promotion**

#### **Article 33. Forms of Promotion of Staff**

1. For exemplary implementation of service duties, long term and honest approach to the job, as well as for fulfillment of important or difficult tasks the below listed forms of promotion shall be used:
  - 1) Declaration of gratitude;
  - 2) Bonus;
  - 3) Valuable reward;
  - 4) Increase of a positional wage.
2. Several forms of promotion may be applied simultaneously.

## **Chapter XI**

### **Disciplinary Responsibility**

#### **Article 34. Disciplinary Sanctions against the TSU Staff**

1. In the cases of disciplinary violation of the provisions of the Law of Georgia on “Higher Education”, the present Internal Regulations”, the Code of Ethics and the labour contracts the Administration shall apply the following sanctions:
  - a) rebuke;
  - b) reprimand;
  - c) demotion to a position with not more than six months;
  - d) withdrawal of the breastplate;
  - e) Deduction from the salary in amount of 50 GEL;
  - f) Termination of labour relationship.

2. At imposing the disciplinary sanction there shall be envisaged the seriousness of the violation, the circumstances, previous working history of an employee and his/her behavior;
3. Before charging the disciplinary sanction the employee shall be required to submit a written explanation; an individual being on a business trip or a leave shall be disciplinary punished after his/her arrival. For imposing the sanction it shall be created the Commission which prepare the report for the issue;
4. The Administration shall apply the disciplinary sanction immediately upon reveal of a violation but in not later than one month from the day of its reveal without counting the period of illness of leave of the employee;
5. Only one disciplinary sanction shall be applied for one violation of labour discipline;
6. The Order on disciplinary sanction shall be delivered to the relevant interested person in compliance with the rules duly established;
7. In case if no disciplinary sanction is imposed to the employee during one year from the day of charging him/her the one he/she shall be considered as the person who has not imposed a disciplinary sanction;
8. In case if the employee does not violate the labour discipline again during 1 (one) year but shows himself/herself as a good and faithful worker he/she may be relieved from the disciplinary sanction before expiration of one year period by his/her initiative based on the mediation of his/her manager or the employees;
9. The employee taking the electing position may be dismissed only under the decision by the organ electing him/her based on the legislation.

#### **Article 35. Disciplinary Responsibility of the TSU Student**

1. Disciplinary prosecution against a student should be proportional to his/her disciplinary violation; it shall be imposed in the cases and according to the rules envisaged by the Charter of the TSU, the Internal Regulations and the Disciplinary Norms, also the Law of Georgia on “Higher Education”;
2. Initiation of a disciplinary prosecution against a student should not limit the right of the student to participation in the training process except the cases envisaged by the Charter of the TSU, the Internal Regulations, if it does not create a threat to the other

- individuals rights, health, protection of the assets of the TSU and its security;
3. The issue of disciplinary prosecution against a student shall be decided by the Council of the faculty. The student shall be authorized to attend the hearing of his/her case;
  4. At execution of a disciplinary prosecution a student shall have the right to:
    - a) Receive the justified decision on initiation of a disciplinary prosecution against him/her in a written form;
    - b) Attend the hearing of the issue of his/her disciplinary prosecution and enjoy the right to defend;
    - c) Provide the Council with the information and materials available to him/her;
    - d) Participate in the process of investigation of the evidences obtained by the Council of the faculty;
    - e) Request public hearing of the issue of his/her disciplinary prosecution.
  5. The burden of proof in reviewing the issue of disciplinary prosecution shall be on the party of prosecution. The decision on execution of a disciplinary prosecution should be justified and based on the legislation of Georgia, the TSU Charter, the Internal Regulations and the evidences obtained in compliance with the rules of the disciplinary norms. All evidences representing the basis for a disciplinary prosecution shall be investigated by the Council of the faculty;
  6. A student shall have the right to appeal the decision of the faculty to a court;
  7. In case of violation of the norms envisaged by the Code of Ethics the student shall be imposed a rebuke while in case of repeated violation she/he shall have terminated the student`s status.

## **Chapter XII**

### **Termination of a Student Status**

#### **Article 36. Termination of a Student Status**

The basis for termination of a student status is the following:

- a) Rude, unethical attitude, assault, abuse of other students, academic, administrative and support staff, lecturers or invited lecturers;
- b) Attempted gaining the scores by assault, threat, physical or psychological pressure, deceive, fraud or any other unacceptable measures and manners against the examiner.

## **Chapter XIII**

### **General Instruction for Labour Protection and Firefighting Safety**

#### **Article 37. Labour Protection**

Labour protection means the wide system of technical, sanitary-hygienic and legal measures directed to maintain the safe and healthy working conditions.

#### **Article 38. TSU Activity in the Sphere of Labour Protection**

The TSU shall take care of creation of the safe and healthy working conditions for its employees as established by the Labour Code of Georgia and other standard acts, also it shall maintain relevant technical equipping of all working places and creation there of the working conditions that are complied with the labour protection rules (rules of safe technique, sanitarian norms and regulations etc.).

#### **Article 39. Obligation of Staff to Maintain Labour Protection**

An employee shall be obliged to observe the requirements determined for the devices and equipment owned or possessed by the TSU, to apply the individual protection means assigned to those, to fulfill the labour protection instructions determining the regulations for works fulfillment and the behavior within the venue of the University.

#### **Article 40. Control**

The Personnel Management Department shall conduct the permanent control over observation of all requirements of the labour protection instructions.

#### **Article 41. Responsibility for Violation of Labour Protection Rules**

The employee shall be imposed a disciplinary, administrative, material or criminal responsibility established by the legislation for violation of the labour protection rules

## **Chapter XIV**

### **Place and Time Labor Remuneration**



#### **Article 42. Remuneration**

1. Labour remuneration for an employee shall be managed according to his/her labour volume and the quality;
2. Labour remuneration shall be given out in consideration of the position, qualification and staff list determined by the Head of the Administration, on the basis of the applicable legislation.

#### **Article 43. Time of Labour Remuneration**

1. Labor remuneration shall be given out to the TSU staff once a month, during the last week of the month;
2. The TSU does not take any responsibility for any delay of issuing the remuneration due to a problem caused by a bank system or compensation of the damage resulted in such delay.

#### **Article 44. Place of Labour Remuneration**

Labor remuneration shall be transferred to a personal account of an employee in the bank.

### **Chapter XV**

#### **Acknowledgement of the Orders on Service Matters to the Employees**

#### **Article 45. Orders on Service Matters**

The Order on the service matters regarding the staff shall be issued by the Rector of the TSU or the Head of the Administration within the scopes of their competence.

#### **Article 46. Rule of Acknowledgement with Individual Order**

Order on service matters of individual character shall be delivered to a relevant individual personally or vial a mail if otherwise is not established by the legislation. In case of failure to receive the Order sent by a mail an employee shall be authorized to get a copy of this Order at the TSU for free of charge.

### **Chapter XVI**

#### **Final Provisions**

#### **Article 47. Rules for Establishment of the Internal Regulations and Disciplinary Norms and**

### **their Acknowledgement**

1. The norms of Internal Regulations and disciplinary punishment shall be developed and approved by the Representative Council of the TSU;
2. One week earlier before the approval the draft of the Internal Regulations and Disciplinary Norms as well as the draft of amendments to those shall be submitted to the TSU employees in order to get familiarization with them and make their comments and proposals regarding those;
3. The proposals and comments above shall not be mandatory for the Head of the Administration except the cases when they are arisen from the legislation;
4. The Internal Regulations and Disciplinary Norms shall be displayed in the special place in the TSU. Besides, the Head of the Personnel Management Department shall be obliged to acknowledge any employee with those while his/her recruitment to work under his/her receipt as well as provide any individual interested in the documents with the availability to those.

### **Article 48. Effectiveness of the Internal Regulations and Disciplinary Norms**

The Internal Regulations and Disciplinary Norms shall be effective upon their public announcement under the rules established by the law – at the place in the TSU available to any and all employees - on the next working day from its displaying.

### **Article 49. Control over Fulfillment of the Internal Regulations and Disciplinary Norms**

Control over fulfillment of the Internal Regulations and Disciplinary Norms by the staff shall be managed by the Deputy Head of the Administration. The control shall be also conducted by the Head of the Monitoring Department and the heads of the other structural units within their competence.

### **Article 50. Responsibility for Violation of the Internal Regulations and Disciplinary Norms**

In the case of violation of the Internal Regulations and Disciplinary Norms by the staff the TSU shall be authorized to apply the disciplinary punishment measures established by the legislation of Georgia.

### **Article 51. Amendments and/or Additions to the Internal Regulations and Disciplinary Norms**

Any amendment or addition to the Internal Regulations and Disciplinary Norms and their effectiveness shall be managed in compliance with the established rules