

APPROVED BY  
the protocol resolution No V3-4 of  
ALYTAUS KOLEGIJA/University of  
Applied Sciences  
Council of 6 September 2018

**ALYTAUS KOLEGIJA/University of Applied Sciences**  
**INTERNAL RULES AND REGULATIONS**

**SECTION I**  
**GENERAL PROVISIONS**

1. The Internal Rules and Regulations (hereinafter referred to as the Rules and Regulations) of ALYTAUS KOLEGIJA/University of Applied Sciences (hereinafter referred to as the AK) shall regulate the employment relations of the employees (hereinafter referred to as the Employee) of the AK, their recruitment and dismissal procedures, working and rest time, payment procedure as well as the rights and obligations of the Employees, safety and health and material responsibility of the Employees.

2. The Rules and Regulations of the AK have been prepared in accordance with the Labour Code of the Republic of Lithuania (The Register of Legal Acts, 19/09/2016, No 23709), the Resolution of the Government of the Republic of Lithuania No 496 “On the Implementation of the Labour Code of the Republic of Lithuania” of 21 June 2017 (The Register of Legal Acts, 27/06/2017, No 10853), the Statute of the College and other legal acts and internal documents.

3. In exercising their rights and performing their duties, all Employees must comply with the Labour Code of the Republic of Lithuania and other legal acts regulating labour relations, carry out orders of the AK administration and ordinances and instructions of their direct managers, act and work honestly and be guided by the principles of justice and fairness.

4. All information sent by the College to the e-mail address provided to an employee by the AK and placed in the Information System of Quality Management System (hereinafter referred to as the IS QMS) shall be deemed to have been duly submitted.

**SECTION II**  
**RECRUITMENT OF EMPLOYEES, PERFORMANCE AND TERMINATION OF**  
**EMPLOYMENT CONTRACT**

5. Applicants for the position of a lecturer shall be appointed and the requirements for them shall be established in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statute of the AK, the description of the procedure for attestation and competitions for the position of the AK lecturer and other legal acts.

6. Other Employees are recruited after assessing their professional training, skills and compliance with the qualification requirements set out in the job description.

7. A recruited employee shall submit to the AK: an application for employment, a document confirming his / her identity and state of health, if necessary – a document confirming education, the e-mail address used, the telephone number, the bank account number and information on the applicable minimum non-taxable income. The AK has the right to request other information related to the performance of the work functions.

8. The recruited Employees are provided with the AK e-mail address for communication and access to the IS QMS.

9. When changing the organization of the Employee's work, the scope, technology thereof or in other cases of necessity, the **principal** of the AK has the right to change the terms of the employment contract in accordance with the procedure established by law. If the Employee does not agree to work under the changed working conditions, he / she may be dismissed in accordance with the provisions of the Labour Code of the Republic of Lithuania.

10. An employment contract shall expire on the grounds and in accordance with the procedure established by the Labour Code of the Republic of Lithuania.

11. An Employee wishing to terminate the employment contract shall submit to the Personnel Department an application addressed to the **Principal** of the AK with the visa of the head of the unit within the time period specified in the Labour Code of the Republic of Lithuania and other legal acts.

12. A dismissed Employee shall transfer the works, material values, accounting documents and other documents that the Employee has or must have been disposing of in accordance with his / her duties no later than on the day of termination of employment, unless the contract provides for a different deadline for the transfer. The transfer and acceptance of material values, works and documents shall be formalized by a transfer and acceptance certificate signed by both parties. The Employee undertakes to prepare and submit the list of transferred works, accounting documents and other documents.

13. Upon expiry of the employment contract, the Employee must be paid in accordance with the procedure established in the Labour Code, unless the parties agree otherwise by a separate written agreement.

### **SECTION III WORKING AND REST HOURS**

14. For Employees other than lecturers, a 40-hour week of 5 working days with two days of rest shall be established. The working hours shall be from Monday to Thursday from 8.30

am. to 5:15 p.m., Fridays from 8:30 p.m. to 4 p.m. No work schedules shall be drafted for these employees.

15. The duration of the lunch break for rest and meals shall be 30 minutes, i.e. from 12.00 until 12.30 p.m. Breaks for rest and meals shall not be included in the working hours. The breaks are provided in accordance with the hygiene standards.

16. The Employees whose working hours due to the nature of their position or the nature of their work do not coincide with the working hours specified in Paragraph 14 of the Rules and Regulations shall work in accordance with the approved work schedules and / or schedules.

17. A 36-hour working week shall be established for the lecturers of the AK. Lecturers are usually required to work from Monday to Friday, with rest days on Saturdays and Sundays. If there it is necessary to work on Saturday (according to the lecture schedule, etc.), the lecturer must inform the head of the unit and the personnel department about another rest day of the week by the first day of the month scheduled to work on the Saturday, however, not later than five working days in advance.

18. An individual work schedule may be established, taking into account the request of the Employee by the order of the **Principal**.

19. On the eve of public holidays, working hours shall be reduced by one hour, except for employees working part-time.

20. The duration of the annual leave granted to employees shall be determined in accordance with the Labour Code.

21. Annual leave shall be granted in accordance with a schedule approved by the **Principal** of the AK.

22. At least one part of the annual leave shall not be less than ten working days or at least twelve working days (if working six working days per week) and if the number of working days per week is less or different, the part of the leave may not be less than two weeks.

23. Additional leave shall be granted for long-term uninterrupted work at the AK for Employees (except for lecturers and other Employees of the AK who has extended leave):

23.1. Those who have more than 10 years of uninterrupted work experience at the AK – 3 working days, for each subsequent 5 years of uninterrupted work experience at the AK – one working day.

24. At the request of an Employee, the annual leave may be taken at a time different than the one specified in the leave schedule upon submission of an application to the **Principal** of the AK not later than 5 working days prior to the beginning of the leave. If the application for leave has been submitted later, the Employee's application may be granted only if the Employee agrees that the leave will be paid together with the current month's salary.

## **SECTION IV COMPENSATION**

25. The wages and salaries shall be paid to Employees in accordance with the provisions of the Labour Code of the Republic of Lithuania and other legal acts twice a month: for the first half of the month until the twentieth day of the current month, for the second half of the month until the fifth working day of the next calendar month. At the written request of the Employee, the salary shall be paid once a month.

26. The wages and salaries of each Employee shall be determined in the employment contract.

27. The specific amounts of compensation of Employees of individual positions (minimum and maximum), bases and procedure for granting of additional compensation (allowances and bonuses) and the compensation procedure are established in the description of the compensation system of the AK lecturers, researchers, administration and other Employees (and its subsequent amendments).

28. The holiday leave shall be paid not later than on the last working day before the beginning of the leave or together with the salary for the current month upon the written consent of the Employee.

## **SECTION V RIGHTS AND OBLIGATIONS OF THE EMPLOYEES**

29. The employee shall have a right to:

29.1. Receive a compensation for the works performed.

29.2. Upgrade qualification and improve skills.

29.3. Take annual, targeted, extended and additional leave in accordance with the procedure established by legal acts.

29.4. Receive all the information and tools necessary for performance of work.

29.5. Require safe working conditions.

29.6. Exercise other rights of Employees provided for in the legal acts of the Republic of Lithuania.

30. The employee shall:

30.1. Arrive on time for work, adhere to the established working hours, devote all working time to the performance of his / her direct duties and tasks assigned by the supervisor.

30.2. Perform their duties in a timely, honest, proper and responsible manner.

30.3. Follow the instructions of the **Principal** of the AK and the head of the unit in a timely and accurate manner.

30.4. The Employee must inform his / her immediate supervisor and / or the Personnel Department about his / her temporary incapacity for work (extension of his / her period), an accident at work, on the way to or from work immediately, if possible.

30.5. Not to use the property of the AK for any activity other than the performance of work functions.

30.6. When leaving a room, auditorium or other premises, when there are no other people left there, turn off the power sources, close the windows and lock the door.

30.7. Use the work equipment, provided official transport, electricity and other material resources of the AK in a rational and economical manner.

31. The employee is prohibited to:

31.1. Be intoxicated with alcohol, narcotic, psychotropic or toxic substances in the workplace.

31.2. Delegate his / her duties to another Employee without the consent of the employer or its authorized person.

31.3. Allow unauthorized persons to use the electronic resources, office and other assets of the AK.

31.4. Disseminate unsubstantiated information that damages the image of the AK.

32. Other rights and obligations of the Employees shall be established by the laws of the Republic of Lithuania, other legal acts, the Statute of the AK, these Rules and Regulations, regulations of divisions, job descriptions, employment contracts, the Code of Academic Ethics of the AK and other legal acts of the AK.

## **SECTION VI EMPLOYEES' SAFETY AND HEALTH**

33. The Employer shall:

33.1. Create safe and healthy working conditions, instruct the Employees on safety and health and fire safety issues in a high-quality and timely manner as well as control the knowledge and observance of these rules.

33.2. Provide the Employees with personal protective equipment, replace the worn or lost personal protective equipment with new one.

33.3. To provide employees with tools and devices necessary for work and safe for health, if necessary – special purpose clothing and personal and collective safety equipment at work.

33.4. Inform the employee responsible for occupational safety about accidents in the AK.

34. The Employees shall:

34.1. Comply with the employees' occupational safety and health requirements and fire safety requirements and check their health in accordance with the procedure established by legal acts.

34.2. Take care of their health and do not harm the health of other Employees.

34.3. Protect and safely use work clothes, work shoes, personal and collective safety equipment and tools as well as equipment necessary for work.

34.4. Use work equipment, mechanisms in accordance with the instructions for use.

34.5. Notify the **Principal** of the AK or the Occupational Safety and Health Officer of any circumstances that may affect the occupational safety requirements as well as of the observed harmful and / or dangerous factors immediately.

34.6. Use the issued personal protective equipment when performing work functions, notify their immediate supervisor about the loss, damage or wear and tear of personal safety equipment on the same working day.

35. The Employees shall have the right to refuse to work if there is a risk to their safety and health as well as to perform the works, for safe performance of which they have not been trained if collective protection measures have not been installed or the necessary personal protective equipment is not provided.

## **SECTION VII LIABILITY FOR DAMAGES**

36. Material assets shall be transferred to the Employee by signing the acceptance and transfer certificate or other documents, from which it may be concluded that the material assets have been transferred to the Employee.

37. The Employee shall assume liability for damages in respect to any kind of material assets entrusted to him / her by the **Principal** of the AK and which are permanently in the employee's field of observation.

38. The Employees shall:

38.1. Treat with due care the material assets transferred to him / her.

38.2. Inform the immediate supervisor and / or law enforcement authorities immediately if there is a threat or potential threat to the security of the material assets.

38.3. At the request of the AK, pay for the turnover and balances of the material assets entrusted to him / her.

38.4. Use material assets only for the performance of his / her work duties and not for any other purpose.

38.5. Use appropriate measures to identify and avoid circumstances that adversely affect the security of assets.

38.6. Participate in the inventory inspection of material assets.

38.7. If the Employee loses (whether through his / her own fault or not) work equipment, he / she shall immediately, but not later than within one working day from the occurrence of the circumstances, inform the immediate supervisor.

39. The Employee shall compensate for the damage caused to the assets in accordance with the procedure established in Article 156 of the Labour Code of the Republic of Lithuania.

40. The Employee shall compensate all damages in the following cases:

40.1. The damage has been done intentionally.

40.2. The damage has been caused by his / her act, which has the characteristics of a crime.

40.3. The damage has been caused under the influence of alcohol, narcotic, psychotropic or toxic substances.

40.4. The damage has been caused by a breach of the obligation to protect confidential information.

40.5. Non-pecuniary damage has been caused to the AK.

40.6. Deductions from the wage or salary may be made only in cases established by the Labour Code or other legislation of the Republic of Lithuania.

## **SECTION VIII FINAL PROVISIONS**

41. The Employees and other persons related to the services provided by the AK shall be acquainted with these Rules and Regulations (and their subsequent amendments) against acknowledgement and shall comply with the obligations set forth therein.

42. The AK, in agreement with the Labour Council, has the right to amend these Rules and Regulations in part or in full.

43. These Rules and Regulations have been drafted consulting the Labour Council.

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