

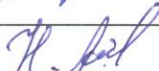
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APPROVED
 Rector of Shymkent University
 Doctor of Pedagogical Sciences,
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 2023.




INNER ORDER RULES

SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM THE PROVISIONS of the UNIVERSITY 01 - 07- 2023

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1. APPLICATION AREA

1.1 This regulation is a local regulatory document of Shymkent University in accordance with the requirements of the current Law of the Republic of Kazakhstan "On the Labor Code", "On Education" and the Charter of Shymkent University, regulating the procedure for hiring, transferring, dismissing, duties and responsibilities of an employee, working hours, rest, incentives and disciplinary sanctions of an employee, appointment to a position, admission to vacation, improvement of education and other labor relations. 1.2 The Regulation is a regulatory document that forms the academic policy of Shymkent University and the system of internal quality assurance, all structural divisions are obliged to comply with the requirements of the Regulation.

2. REFERENCE DOCUMENTS

2.1 1 The Law of the Republic of Kazakhstan "On Education" dated October 24, 2011 No. 487-VI (with amendments and additions as of 10.07.2023 No. 19-VIII).

2.2 The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (with amendments and additions as of 04.07.2023 15-VIII of the Law of the Republic of Kazakhstan).

2.3 The Charter of the University;

2.4 Academic Policy Of The University.

3. NAMES, DEFINITIONS AND ABBREVIATIONS

SHU- Shymkent University

4. DESCRIPTION OF THE PROCEDURE

4.1 General provisions


4.1.1 The purpose of the internal regulations of the University is to strengthen labor and academic discipline, effective use of working and study time, improve the quality of the educational process and determine the procedure for the admission and dismissal of employees, the main duties of the rector's office and employees, the procedure for encouraging employees and students and applying disciplinary measures to them.

4.1.2 The requirements of this regulation are mandatory for all employees of the SHU.

4.1.3 This regulation is the responsibility of the University's Personnel Management Department for familiarization of all university employees and newly hired employees.

4.2 The main tasks of the Rector's office of Shymkent University:

- to provide employees with an employment contract in accordance with labor and labor legislation, to ensure a correct and safe employment contract;
- comply with the requirements of labor legislation, employment contract;
- organize the work of the teaching staff and other employees in such a way that everyone works according to their specialty and qualifications;
- to inform teachers in a timely manner about the schedule of their classes, to approve plans for individual, educational, methodological and research work for the coming year;
- своевременно давать поручения работникам, оснащать их необходимыми учебными материалами, оборудованием, техническими средствами;
- take measures to strengthen labor and academic discipline;
- to maintain the building, heating, lighting, ventilation, equipment in good condition, to create with their help the necessary conditions for the performance of work duties;
- constantly monitor compliance by employees, teachers, undergraduates and students with the requirements of safety, industrial sanitation and fire protection;
- provide employees with timely leave, inform teachers at the end of the academic year (before going on vacation) about their annual academic load in the new academic year;

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- systematically improve the qualifications of teachers and other staff ;
- Consider proposals from employee representatives, negotiate.
- When hiring employees, conclude an employment contract with them, familiarize them with the labor, collective agreement and acts of the employer.
- To pay wages in the amount established by the regulatory legal acts of the Republic of Kazakhstan.
- Provide an employee with annual paid leave.
- To provide the employee with the means and materials necessary for the performance of work duties
- To insure liability for harm to the health and life of an employee in the performance of his work duties.
- Take measures to prevent risks in the workplace and in technological processes, carry out preventive work taking into account industrial and scientific and technological progress.

4.3 The main responsibilities of the Shymkent University staff

4.3.1. Teaching staff:

- to ensure that students and undergraduates receive knowledge, skills and abilities not lower than the level provided for by the relevant state educational standards;
- to promote the identification and development of individual and creative abilities of students;
- comply with the norms of pedagogical ethics;
- respect the morality of students, pupils;
- lead a healthy lifestyle and promote it among students, pupils;
- to perform official duties correctly and conscientiously;
- to observe labor discipline,
- To comply with the disciplinary framework of the university (to come to work on time, to observe the established working day, to use the working day to perform duties in accordance with the activities specified in the contract, etc.);
- to comply with the occupational safety requirements provided for by the relevant instructions, use protective clothing and other protective equipment;
- keep your workplace in order and clean;
- be responsible for the efficient and careful use of equipment, apparatuses, machines, tools, book stock, property, premises;
- Participate in responsible events held by the university aimed at the development of the university, the district and the city


4.3.2 The range of duties (works) performed by each employee in his specialty-service is determined by job descriptions and rules.

4.4 The procedure for hiring and dismissal

4.4.1 The right to work in the SHU is exercised by concluding an employment contract in writing. After the conclusion of the employment contract, an order is issued by the rector of SHU on employment.

4.4.2 Heads of structural divisions, having familiarized themselves with the documents of the person who applied for employment, determine compliance with the job description, the decision of the rector of the university and submit a candidate for the vacant position to the vice-rectors of the leading rector.

4.4.3 The final decision on employment is made by the Rector of SHU. After the visa (decision) of the rector of SHU, the application is sent to the personnel department to prepare an employment order based on an individual employment contract. When preparing a draft employment order,

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the personnel management department has the right to demand the following personal documents from the employee being hired:

- employment contract - 2 pieces
- personal file -1 pieces
- personal card of the T-2 form - 1 piece
- passport, a copy of the identity card-2 copies
- questionnaire-1 piece
- a copy of the pension fund agreement-2 copies
- 3-4 photos-3 pieces
- for teaching staff holding additional positions, a copy of the work record (original), a notarized copy of the work record;
- copies of diplomas, certificates (with attachment);
- list of scientific papers;
- biography;
- medical book;
- a copy of an oralman's permit or certificate, a residence permit for citizens of near and far abroad;
- a copy of the military ID (postscript to the inspector of military registration).

4.4.4 All necessary documents must be submitted to the HR Department no later than three days. In case of late delivery of the necessary documents to the personnel management department, the order is issued from the date of delivery of the document.

4.4.5 Employment is issued by the order of the Rector of the SHU.

4.4.6 The Personnel management Department of the University is obliged to familiarize the employee enrolled in the service or transferred to the service with the necessary regulatory documents:

- to familiarize with the order;
- a collective agreement;
- according to official instructions;
- a real standard for painting;
- to issue one copy of the employment contract for signature.

4.4.7 When hiring or transferring to the service, the employee is obliged and has the right to familiarize himself with the following regulatory documents:


- with the activity (work) performed, its conditions and remuneration;
- duties and rights in accordance with the position;
- the position of the university;
- safety regulations, industrial sanitation and occupational hygiene, compliance with fire safety and other labor protection rules;

4.4.8 Termination or termination of an employment contract is carried out only on the grounds provided for by the current legislation of the Republic of Kazakhstan and it is formalized by the order of the Rector of the University.

4.4.9 Grounds for termination or termination of an employment contract:

- due to the expiration of the term;
- by agreement of the parties;
- at the initiative of one of the requirements.

4.4.10 An employment contract may be terminated at the initiative of one of the parties if one party has warned the other party one month before the termination of the written employment contract.

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4.4.11 Termination of the employment contract at the initiative of the employer is carried out in accordance with the requirements of Article 54 of the Labor Code of the Republic of Kazakhstan. In case of termination of an employment contract in accordance with article 54 of the Code, notification of the employee about the upcoming termination of the contract is not required.

4.4.12 On the day of the issuance of the dismissal order, after filling out the bypass sheet, a corresponding entry is made in the workbook and issued to the employee under signature.

4.5 Working hours and their use

4.5.1 The start, end and lunch break times of working hours are set in the following order and should not exceed 40 hours per week.

4.5.2 For employees related to the educational process:

- 5-day working day per week for the teaching staff and employees of the teaching and support staff in order to continuously conduct the educational process. Day off is Saturday, Sunday. At the suggestion of the heads of structural divisions, the work is approved by the rector of the SHU and the work schedule must be observed.

- on a working day, the teaching staff, along with fulfilling the academic load, must conduct educational, methodological, scientific, creative, educational work and social work of the department.

- the teaching staff should be sent for additional extracurricular work in coordination with the head of the department, the dean of the faculty and the Vice-rector for Studies and Science.

4.5.3 For administrative management, scientific staff and departments:

- 5-day working day per week, weekends-Saturday, Sunday;

- start of work -9.00

- end of work -18.00

- lunch break-13.00-14.00

4.5.4 The length of the working day, in appropriate cases, is set by the shift schedule (shift) approved by the university management, while maintaining the weekly and taking into account the length of working time.

4.5.5 An employee has the opportunity to obtain permission to dismiss in the following manner if there are circumstances that do not harm his activities:

- Up to 3 hours from the direct supervisor;

- from the supervising vice-rector of the university to 1 working day;

- A written application for a period of more than 1 working day with a request only at the expense of a free vacation or vacation.


4.5.6 An employee has the right to an unpaid five-day vacation in cases of marriage (matrimony) or the death of a close relative.

4.5.7 In case of illness of an employee, the immediate supervisor is obligated to notify the personnel management department in writing.

4.5.8 In cases of use of substances during the working day that cause a state of alcoholic, narcotic intoxication or other poisoning, the employee is considered absent from the workplace without valid reasons and a disciplinary measure is subject to application in accordance with the Labor Code of the Republic of Kazakhstan.

4.6 The procedure for granting vacations

4.6.1 The order of granting annual leave to employees is established in accordance with the requirements established by labor and collective agreements.

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4.6.2 The duration of regular annual work holidays, with the exception of holidays falling on vacation, is calculated in calendar days, with the approval of the schedule of regular work holidays and delivery to the personnel management department no later than April.

4.6.3 Heads of structural divisions must familiarize employees with the approved schedule of regular vacations and notify the personnel management department in writing in case of a change in the vacation schedule for valid reasons.

4.6.4. In accordance with the approved schedule of regular work holidays, an order of the Rector of the SHU is issued.

4.6.5 Payment for a work leave must be made no later than three calendar days before it begins.

4.6.6 It is prohibited not to grant leave for two consecutive years.

4.6.7 By agreement of the parties, an employee may be granted free leave without pay on the basis of his application.

4.6.8 Employees studying at an educational organization are provided with additional paid or unpaid leave when passing exams, preparing and completing a diploma project (work), passing final exams.

4.7 The procedure for awarding employees

4.7.1 For exemplary performance of official duties, conscientious service and other achievements in improving the quality of education and science development, the Rector of SHU takes the following measures of encouragement:

- to declare gratitude by order;
- awarding with a certificate of honor;
- awarding a cash prize in accordance with the regulations.

4.7.2 Awards are announced by the order of the Rector of SHU and entered into the employee's work record.

4.7.3 For special achievements in service and long-term works, university staff, according to the decision of the Scientific Council of the School of Economics, by the decision of a special commission approved by the order of the Rector, are recommended to be awarded by the Ministry of Education and Science, state awards of the Republic of Kazakhstan and honorary titles.

4.8 Disciplinary measures against employees


4.8.1 For violation of labor discipline, i.e. non-fulfillment or improper fulfillment of the labor duties assigned to the employee, the employer has the right to impose disciplinary penalties in accordance with article 72 of the Labor Code of the Republic of Kazakhstan:

- warning;
- reprimand;
- severe reprimand;
- terminate the employment contract in accordance with article 54 of this Law.

4.8.2 It is not allowed to apply disciplinary measures that are not provided for by law.

4.8.3 An explanation in writing is required from the employee who is being disciplined, disciplinary punishment is given by order of the rector of the School and the employee is familiar with the order.

4.8.4 The period of validity of the disciplinary penalty shall not exceed six months from the date of its application.

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4.9 The order of business trips

4.9.1 Business trips are sent on the basis of an official letter from the head of the structural unit and an employee's statement in accordance with invitation letters received by the Ministry of Education and Science of the Republic of Kazakhstan, universities and other collectives.

4.9.2 The business trip memo must specify:

- the purpose of the visit;
- place of business trip, full name of the institution;
- the duration of the business trip;
- at whose expense are travel expenses paid;
- about the assignment of duties during a business trip.

4.9.3 Letters that are the basis for an official letter of business trip, and, if necessary, approved estimates of travel expenses are additionally attached.

4.9.4 After the visa (permit) of the rector of the SHU, an order is issued to send him on a business trip.

4.9.5 A copy of the order is sent to the Department of Financial Economics.

4.9.6 The Personnel Management Department issues a travel certificate to an employee under a signature with registration in the journal.

4.9.7 An employee arriving from a business trip shall issue a business trip certificate with an arrival-departure mark and a report on the results of the business trip in accordance with the approved form, which is approved by the leading deputies.

4.9.8 Must pay off the Financial and Economic Department within five days at the latest.