# REGULATION
# ON EMPLOYMENT RULES AND PROCEDURES
# FOR THE COLLEGE STAFF

PRISHTINA, 2011

Pursuant to Article 73 of the Governance Statute of the College "Pjeter Budi", the Managing Board of the College upon proposal of the Chairman of the Managing Board, adopts the following:

# REGULATION
# ON EMPLOYMENT RULES AND PROCEDURES
# FOR THE STAFF

## I. General Provisions

### Article 1

By provisions of this Regulation are set out the standards, rules and procedures of employment and regulates the rights, obligations and responsibilities of employees at the College "Pjeter Budi" in Prishtina as the Employer (hereinafter "the College" ).

This Regulation applies directly to all employees, only if the rights, obligations and responsibilities of any employee of the College are not otherwise regulated by the employment contract.

### Article 2

Employment relationships established at the College are based on the **Law on Labor in Kosovo, Law Nr. 03/L-212** and the Statute of the College.

### Article 3

Employment relations established in the College are based on the full time contract and part time contract.

## II. Prohibition of all forms of discrimination

### Article 4

Establishing the employment relations at the College shall be made without any difference, exclusion or by giving priority based on race, color, religion, age, marital status, political opinion, national or social origin, sexual orientation, language or union membership.

## III. The right to organize and collective bargaining

### Article 5

5.1. All employees of the College have the right to organize and establish unions.
5.2. Establishment of unions shall be done without any permission from the management bodies of the College.

## IV. Employees

### Article 6

College employees are classified into two categories: academic staff and non-academic staff (administrative staff).

### Article 7

College academic staff is comprised of personnel involved in:

- Academic Teaching and
- Professional - scientific research.

### Article 8

College non-academic staff is comprised of personnel involved in:

- Professional and managing duties,
- Administration and
- Technical work.

## V. Employment at the College of the academic staff

### Article 9

9.1. Staff recruitment in the College shall be by vacancy notice, which will remain 15 days open from the date of publication. In emergency cases the deadline for application will be shortened.
9.2. In the notice will be indicated the terms and conditions required for the particular employment position.

### Article 10

For the academic staff, the Dean of the College in cooperation with the heads of the respective academic units (faculties), shall establish the Recruitment Board, according to the requirements and needs for the progress of the scientific-educational process.

### Article 11

The Recruitment Board makes the shortlist of candidates who applied during the vacancy notice, based on relevant qualifications and experience in the required academic field and submits it to the Dean of the College for approval and adoption of the list.

### Article 12

Following the approval of the candidates, upon proposal of the Dean, the Scientific and Teaching Council takes the decision on the appointment of staff to the respective subjects.

### Article 13

13.1. Upon signing the decision, the academic staff signs a valid employment contract drafted in accordance with the applicable laws in Kosovo.

13.2. By signing of the employment contract, the academic staff shall be entitled to all the rights and obligations provided by law, the Statute of the College and the Code of Conduct.

**Article 14**

In the academic staff are included:

- The Dean, as the highest academic body of the College;
- Vice Deans;
- Heads of Academic Units ;
- Teachers, including: professors, lecturers and assistants.

## VI. Employment in the College of the non-academic staff

**Article 15**

For smooth functioning of the College are hired a number of non-academic staff, who are proposed by the Chairman of the Managing Board and approved by the Managing Board of the College.

**Article 16**

16.1. To define the needs for academic staff, the Managing Board of the College decides upon Dean's proposal.
16.2. The Managing Board of the College establishes the Recruitment Board for recruitment of non-academic staff.

**Article 17**

17.1. The Managing Board publishes the vacancy notice for recruitment of non-academic staff at the College.
17.2. The vacancy notice stays open for application for 15 days starting from the day of publication in print media or on the website of the College "Pjeter Budi", in emergency case the deadline for application will be shorter than 15 days.

**Article 18**

Employment terms and conditions are indicated in the vacancy notice and will be in line with the required position, in accordance with relevant qualifications and experience for the position.

**Article 19**

19.1. Upon hiring, the non-academic staff work signs the valid employment contract.

19.2. By signing the employment contract, non-academic staff shall be entitled to all the rights and obligations provided by law, the Statute of the College and the Code of Conduct.

## VII. Special conditions for establishment of employment relationship

### Article 20

20.1. The College independently defines its organizational chart, organizational working units, structure and number of employees based on
20.2. Regulation on organizational chart, conditions that the employees must meet in order to perform the duties.

20.3. Special conditions for establishing the employment relationship for jobs that the College considers that depending on the type and scope of work the employees must meet, are regulated based on the Regulation on organizational chart.

20.4. By job description, as special condition may be set out the following:
- professional preparation,
- years of service,
- specific skills needed for successful completion of duties,
- working experience, etc.

## VIII. Terms of payment for academic and non-academic staff

### Article 21

21.1. Terms of payment for academic and non-academic are set out based on working hours and position.
21.2. Prior signing the employment contract, the employee agrees with the terms and conditions provided by the College, otherwise will be no agreement on establishment of working relations at the College "Pjeter Budi".

### Article 22

22.1. Payments are made through bank account at the end of the calendar month, latest by the 5th of the following month.
22.2. Employer and employee may agree for any other form or manner of payment.

## IX. Final provisions

### Article 23

This Regulation shall enter into force upon signature by the President of the Managing Board of the College "Pjeter Budi".

**Chairman of the Managing Board:**
**Besim AJETI**