

Based on Article 116 and Article 123 of the Law on Labour Relations (Official Gazette of R. of Macedonia, number 158/10) and Article 14, paragraph 1 of the Statute of South East European University, the University Board, at its meeting held on 07.06.2011, approved the following:

## **RULE ON WORKING TIME AND ALLOCATION OF WORKING TIME**

### *Article 1*

The purpose of this Rule is to ensure that staff:

- are accountable and make efficient, productive use of their working time;
- work effectively and flexibly according to the needs of the position, students, department, University and stakeholders;
- are managed fairly and consistently, especially in the application of sanctions;
- are able to demonstrate their punctuality, attendance and effective use of time as part of other performance processes such as Staff Evaluation, promotion and sabbatical leave and that this aspect of work is given due but not excessive weight.

### *Article 2*

The University's hours of operation are Monday to Saturday, 8am until 8pm. All full-time staff must work 40 hours per week to fulfil their contractual and professional responsibilities, and are expected to be productive during this time. All full-time employees have the right to take a lunch break of half an hour, normally from 12.00 until 12.30 although this may vary according to the needs of the position or unit. Attendance and working time is monitored by managers and by internal audit authorized by the Rector.

### *Article 3*

Academic staff are required to register their attendance electronically at the start and end of every taught class.

For non-teaching periods at the University, the attendance of academic staff is evidenced with the electronic system located at the entrance of each Faculty/administrative building, at the beginning, breaks and end of day over a minimum of three days per week, which should include consultation hours.

In addition to teaching, academic staff have a significant number of obligations which require their presence on campus, such as student consultation/mentoring/support, assessment, Faculty/Centre 32 out of the 40 hours when staff should be on campus, distributed over no less than 4 days. Teaching hours are spread across the week sensibly. Student consultations should be

4 hours spread out over at least two days per week over the whole year and must be scheduled and implemented/evidenced with the same commitment as teaching.

In agreement with the Dean/Director and in accordance with the needs of the individual position and Faculty/Centre, academic staff could then work off-campus for the remaining time. This could be for activities such as marking or research which have clear outcomes. It is also a flexible use of time if staff have to work during evenings and Saturdays.

Two or more teaching hours in SEEU Skopje Centre are calculated as one working day. Participation in external activities such as scientific conferences or representing the University in different forums, authorized in advance by the Rector/Dean/Director, are calculated as presence at work for the duration of the event.

#### *Article 4*

Administrative staff are required to register their attendance electronically at the start, lunch time, and end of every working day. They have a normal working time of 08.00 – 16.00 but within the overall framework of 08.00 – 20.00, this may vary according to the needs of the position or department. Some specific services may have other working schedules as agreed within the organization of the department and specified in Job Descriptions.

There is the possibility of a more flexible start and finish time, agreed between the employee and manager. The flexibility can be within 08.00 to 09.00 in the morning and 16.00 to 17.00 in the afternoon, not less than 8 hours per day.

Lunch time is 30 minutes, normally from 12pm, with some flexibility. Staff can take 20 minutes during the day for short breaks.

Administrative staff are obliged to fulfil the minimum monthly working hours of 176; the supervisor may allow absence up to 8 hours per month.

All administrative staff are obliged to participate in regular meetings, training and other relevant forums, organized by the University.

Participation in external activities such as work-related conferences or representing the University in different forums, authorized in advance by the Secretary General/Director/Head, are calculated as presence at work for the duration of the event.

#### *Article 5*

Electronic records are monitored by “managers” on a monthly basis. They analyse the data,

check with staff on the reasons for any unauthorized absence or related issue, and make a report to the Human Resource Office by the 15<sup>th</sup> of the month for the previous month's attendance. The Human Resource Office then takes action using the manager's evidence in accordance with the Rule. Managers also check their faculty/centre/departmental records on a monthly basis and follow up on any issues with staff.

#### *Article 6*

In cases where the Rule is not respected, the following sanctions apply sequentially:

- Written warning, kept in individual staff dossier;
- For absence or lack of punctuality which is unexplained, 15% financial penalty from monthly base salary;
- For persistent, unjustified absence from work during the same academic year, the case is forwarded to the University Disciplinary Commission.

An employee who is absent without notifying their manager and without justification for more than 3 consecutive working days or 5 days in total during one year may have their employment terminated in accordance with the Law on Work Relations.

#### *Article 7*

This Rule comes into force from 01.09.2011.

