TEMPULLI

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TEMPULLI COLLEGE EMPLOYMENT MANUAL

Foreword

The Tempulli College Employment Manual provides general procedural guidelines for the employment, remuneration, payroll administration and services available to staff covered by this Manual. The Personnel Handbook does not constitute an employment contract or promise of any kind, and the College may change these instructions unilaterally.

The College also reserves the right to determine the applicability of any policy in a particular situation and to rely on practices outside of the Handbook on a case-by-case basis. The staff members included in this manual are employed on an at-will basis, which means that the employee or the College may terminate their employment at any time, for any or no reason.

Employment Policy and Personnel Manual

Tempulli College provides equal opportunities for employers through a number of actions. In accordance with the applicable laws of the Republic of Kosovo, *the College does not discriminate in the terms and conditions of employment of employees or applicants based on race, color, sex, gender identity, sexual orientation, religion, age, national origin, etc., disability not related to job requirements, genetic information or any other basis prohibited by law.*

The governance and its procedures in this manual generally apply to administrative and technical personnel.

The main function of the manual is to serve as a reference for human resource professionals, coordinators and supervisors interested in the administration of personnel policies, and employees holding classified positions.

Tempulli employees can find the Employment Handbook at www.tempulli.org or in hard copy at the College.

With sincere commitment, objective and affirmative action, the Tempulli works to ensure a diverse workforce, where managers and supervisors share responsibility for achieving the objectives of the Tempulli's policy and affirmative action program. All are engaged in conducting the job performance evaluation and appraisal process for those employees who have management and hiring responsibilities, with efforts to the standard of good faith in all aspects of affirmative action, including efforts to achieve the employment goal. .

If any employee feels they have been discriminated against, they are encouraged to seek help through the informal or formal dispute resolution process.

Discrimination

Discrimination on the basis of race, color, sex, gender identity, sexual orientation, creed, religion, national origin, age, ancestry, disability unrelated to job requirements, genetic information, military service, pregnancy, or any other basis protected by law it is illegal and intolerable in the Tempulli.

Any employee who believes they are the victim of discrimination is encouraged to seek assistance through the informal internal resolution of the problem or the formal grievance processes described below. It should be noted that these processes may not be appropriate in all circumstances. Therefore, processes should be considered flexible and modified to suit the situation.

1. Scope of the policy

This policy applies to all terms and conditions of employment.

2. Time limits

Designated College officials may establish reasonable time limits to allow all parties to complete the informal problem-solving process and/or the formal grievance process in a timely manner. Time limits for all stages of each process apply equally to all parties.

3. Informal problem solving

Any employee who feels they are a victim of discrimination is encouraged to discuss the matter with their supervisor or human resources manager. Through such discussions, it may come to the choice of the problem. The supervisor or human resources officer will seek to complete the informal problem resolution process on a regular basis within two to three weeks of receiving the request. If an award is reached, it will be documented in writing and will include the underlying claims as well as the settlement reached.

4. Formal complaints process

In cases where informal resolution of the problem does not provide a satisfactory solution or in cases where the employee does not wish to use an informal problem resolution process, employees should first use any discrimination complaint process at the College.

POLICIES AND GUIDELINES

a. Regulation on equal treatment and non-discrimination mechanisms

The mission of the Tempulli College aims to create conditions in which all students and staff are treated with respect and are not subjected to unfair discrimination in any aspect of the activity of the Tempulli College.

Academia Tempulli does not accept discrimination on the basis of gender, race, color, disability, ethnic or socio-economic, family circumstances, religion, political beliefs, or any other insignificant difference, and is committed to working with diversity in a totally positive way.

All staff and students, existing or potential, are assured of equal and fair treatment at the Tempulli College, **wherever they make a request or application, as well as when they will work as members of the Tempulli College.**

The Human Resources Leader will seek to complete the formal Appeals process within 30 calendar days of receipt of the grievance, absent special circumstances, such as a request for additional fact-finding or an appeal, as described in further detail below.

b. Fact Finding

The human resources officer or designee for carrying out this formal process will collect information from the conduct of the employee (the "complainant"), the person against whom the complaint is made (the "respondent"), and others, if appropriate.

Both parties are given an equal opportunity to: *present the names of witnesses and any relevant information for consideration; and review information on which the human resources officer or designee may rely in making their findings and recommendations.* At the conclusion of the investigation, the human resources officer or designee will make preliminary findings of fact, applying a preponderance of the evidence, and a determination based on those findings whether there has been a violation of this policy. Generally within 30 calendar days of receipt of the complaint, the human resources officer or designee will provide the complainant and the respondent with a written draft of the preliminary findings of fact and analysis and provide both parties with one week to submit a written response to the draft. The human resources officer will generally issue the preliminary report within 45 calendar days of the complaint.

c. Consideration of Findings and Determination

The coordinator requires additional conditions for finding the facts, and will make a request to the human resources officer within 14 days from the day of receiving the preliminary report, if required. The human resources officer will submit a revised report incorporating these additional findings generally within 21 calendar days of the request for additional fact-finding.

The coordinator will issue a decision determining the resolution of this issue within 30 calendar days from receiving the final report.

If a policy violation is found, the decision will include recommended corrective measures (eg, training, coaching, or other measures, as appropriate) to be taken by the unit to eliminate any discrimination, prevent its recurrence, and address its effects.

The imposition of disciplinary measures is addressed separately by the written decision, in consultation with Human Resources and the individual's supervisors.

d. Special circumstances:

The request for informal problem resolution following a formal complaint is filed after a formal complaint has been filed and before findings and determinations have been made to the parties. One party may request

informal problem resolution as an alternative to formal grievance resolution, but that provision requires the agreement of the parties and the approval of the coordinator.

If such a request is approved, the timelines will stand and the coordinator will take such steps as it deems appropriate to help reach a resolution. If the Parties cannot reach an informal resolution within two weeks of receiving the request, then the Formal Appeals Process will begin again.

e. Complaint

If the Decision resulting from this formal appeals process is not satisfactory, the appellant or the other party may either submit to the General Secretary a written request to appeal the decision to the College within 7 calendar days of the decision being made. This request must detail the employee's reason for disputing the decision and may include the following grounds for appeal:

i) A procedural error has occurred, which may change the outcome of the decision or

ii) The complainant has substantial and relevant new information that was not available at the time of the investigation and this may change the outcome of the decision.

The general secretary will send copies of the appeal request to the human resources officer, the coordinator and the other party.

The Secretary will review the appeal request for timeliness and compliance with the procedures set forth in this policy.

5. Conflict of Interest

In situations where the employee raising a case names the College officials who are designated as facilitators or supervisors at any stage in the informal and formal resolution, they have the right to request the replacement of the member for the resolution of his case.

Drugs and Alcohol

In the College, smoking of tobacco and other narcotic substances is prohibited in any space of the Tempulli College, except in the spaces designated by the Management of the Tempulli College. Failure to comply with this regulation (after prior warning) will result in a fine of €10.00 for each violation. For the violation of this measure, within the Code of Ethics, the measures and the decision-making procedure are defined, as well as complaints in case of dissatisfaction with the decision.

Labor relations in the College

Employment of family members

The family includes husband and wife; son and daughter (including grandchildren); grandchildren; bride and groom; parents (including step-parents); grandparents; mother-in-law and mother-in-law; brother and sister (including stepsisters and stepmothers); and sister-in-law and sister-in-law.

The College accepts that members of a family or the same family may work in the same department. However, in the interest of fairness and to avoid issues of favoritism or any potential conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit to a family member employee's close relative, domestic partner or member of the same household. Direct benefits include, but are not limited to, employment, wage and hour adjustments, promotion, and job duties.

In some cases, the College's policy to maintain the confidentiality of records or other materials may make it inappropriate for a member of an employee's family or immediate family to have access to or perform tasks related to confidential records in College. For example, it is usually inappropriate for someone to have access to records related to the work of a family member or their immediate family.

While the overall responsibility for ensuring compliance with this policy must rest with those responsible for appointments and duties, a particular responsibility for sensitivity to potential conflicts rests with those employees who work or expect they may work with family or members of the same family.

If employees have questions about the application of this policy, they should contact their local human resources office.

Conflict of interest

Employees at the College have significant fiduciary responsibilities in the work they perform. In support of these important obligations, it is essential that employees perform their duties in such a way as to ensure no conflict, or any appearance of conflict, between their personal interests and those of the College.

Commitment Conflict

This policy is not intended to limit reasonable participation in professional and community activities that benefit and reflect positively on Tempulli, by mutual agreement of the employee and his/her supervisor. Outsourced activities that primarily benefit or benefit the employee must be performed on the employee's personal time. In some circumstances, accrued vacation or personal time may be used to cover such absences.

Paid personal counseling activities or other outside pursuits will not occur on College time. You are not permitted to use College resources during external consultations or other pursuits. These resources may include but are not limited to office equipment, supplies, or support personnel. Such activities must not distract an employee from his or her duties at the College or consume so much time or creative energy that they interfere, or appear to interfere, with an employee's responsibilities to the College.

Relations with third parties

Employees must pay particular attention to ensuring that they maintain proper relationships between themselves and third parties with whom they come into contact while performing their duties for the Tempulli. These parties may include, but are not limited to, selling goods and services to prospective students. Personal gain arising from the relationship with a third party should be avoided. Such activity serves no useful business purpose and may create conflicts of interest.

Disclosure

It is the responsibility of each employee to discuss with his/her supervisor, human resources officer or department head any activity that may result in a conflict of interest or conflict of commitment before participating in that activity. The employee will refrain from participating in the activity until it is determined whether a conflict of interest or commitment exists and the matter is fully resolved. Failure to address a potential conflict of interest or commitment or refusal to refrain from activities that have been determined to conflict with the College's best interests may be grounds for disciplinary action and may lead to termination of employment.

Information security and privacy policy

Information resources are essential assets of the College. All employees who use or provide information have a responsibility to protect these assets. Employees are expected to use these shared resources with ethical consideration and care for others and to be informed and responsible for the protection of information resources for which they are responsible.

A. Tempulli College Information

Tempulli information can be broadly classified into one of three categories:

1. Information that is publicly generated or intended to be made public;

2. Information that is collected or generated for internal Tempulli use;

3. Confidential information relating to individual Tempulli students, College and staff.

The information that employees generate or store in the course of their duties does not belong to them individually, but to the Tempulli, which entrusts it to their custody. The stewardship of information in the Tempulli is the responsibility of both the custodian and his supervisor.

Managers must adopt, publicize and implement safeguards and procedures to protect the confidentiality of this information. All must protect the confidentiality of Tempulli information that is not intended to be made public. Tempulli staff may not use non-public Tempulli information for personal purposes, nor prevent its use for proper Tempulli purposes.

Special care should be taken by supervisors and guardians with confidential personally identifiable information, such as student financial aid, grades, and academic evaluations; employee salaries and

performance evaluations; and family records and medical records. Such information should be provided with the strictest safeguards so that access is granted only to those whose duties require it.

B. Privacy, Access, Confidentiality and System Security

Access to and use of Tempulli computer systems, telecommunications, and network connectivity is provided to members of the Tempulli community to help fulfill Tempulli's missions of education, research, and service. Tempulli's technology resources include e-mail, telephone, voice mail, computer hardware and software, Internet access, and the campus computer network. All technology resources purchased by Tempulli and their components or peripherals are the property of Tempulli College. Access to such resources is restricted to authorized users and is for approved purposes only. Users may not install peripherals or software they purchase with their own money on Tempulli-owned computers or use their computers on Tempulli networks without the specific permission of their supervisor. All users have a responsibility to use those resources in an efficient, ethical and legal manner. This policy is not intended to limit the use of technology for scholarship, research, instruction or other academic pursuit, in accordance with relevant rules and regulations and applicable laws.

C. Privacy / Management Right to Access Information

Employees should have no expectation or right of privacy in anything they create, store, send, or receive on Tempulli computers, networks, or telecommunications systems. Although many employees have individual computer accounts or computer accounts, and while employees may make occasional personal use of the College's information technology systems, ultimately the Tempulli has ownership of, and the right to access, systems and content. . Occasional personal use is permitted as long as it does not interfere with work performance, consume significant time or resources, interfere with the activities of other employees, or otherwise violate this policy, the rules of an employee's local unit, or other Tempulli policies. Electronic files , e-mail, data files, images, software and voice mail may be accessed at any time by management or other authorized personnel for any business purpose. Access through the system user may be requested and arranged, however, this is not required.

D. Confidentiality of the College

Universal records or information that employees create, store, access or store while performing their jobs may include confidential or proprietary content. Given the sensitivity of such information, care, judgment and respect are required to preserve individual privacy and protect the interests of the Tempulli. Each employee is responsible for organizing and controlling access to information and data created or maintained by their office. Information may be shared or accessed on a limited, need-to-know basis with ethical consideration and care for others. In addition to these Tempulli requirements to keep information private, there are a number of laws and government regulations that require specific types of information to be kept confidential. Nothing in Tempulli's confidential information policy is intended to limit or limit in any way the rights of employees to inquire about, disclose or discuss the terms and conditions of their employment, including wages and benefits.

E. Violations of this Policy

In the event of a first confirmed violation of these rules, the staff member will be required to sign a statement of acknowledgment regarding the policy and its consequences, unless it is determined that the staff member

is not at fault. In the event of a second, and therefore repeat, violation, the staff member's computer and network access will be terminated, unless it is determined that the staff member is not at fault. The result of this action is likely to result in business interruption in cases where network use is necessary for an employee to effectively perform the duties of the position.

Appropriate use of employee time

Employees are employed to perform work directly related to the teaching, research, and administrative functions of the Tempulli. Therefore, it is against Tempulli policy to require an employee to perform personal work or services unrelated to the employee's basic duties and responsibilities.

Critical positions

Tempulli College may have occasions due to an emergency or force majeure event that Tempulli may decide to curtail operations or close. To the extent possible, managers should identify in advance, through the business continuity planning process, positions that are responsible for performing critical functions and designate them as critical positions.

Policy definitions

Emergency Closure: An unplanned suspension or curtailment of Tempulli operations due to inclement weather, a natural or man-made disaster, pandemic disease outbreak, or other unforeseen circumstances. A decision to close or delay the opening of administrative offices and functions due to an emergency will be made by the Director of the Tempulli College.

Critical Functions: A function necessary to maintain or protect the health, safety or physical well-being of Tempulli personnel (students, staff), critical administrative functions, academic mission, facilities or assets (including research projects). Managers should refer to their unit's business continuity plans for lists of critical functions along with their associated criticality levels.

Critical Position:

A position that is designated as critical because its responsibilities include undefined services that must be performed despite emergency closures or restrictions. Positions may be designated as critical on a seasonal or situational basis (eg, in the event of a snow emergency or in the event of a public health crisis). Additionally, any position can be designated as critical at any point during an emergency, even if it was not designated as critical prior to the emergency.

Critical remote access position:

The employee is required to perform non-essential work during emergency closures or outages, but is not necessarily required to do so in his normal work space. Conversely, a remote access employee may perform his/her non-essential work remotely from home or another off-campus location.

Standby position:

A position that is not defined as critical and as such his duty is not necessary to work during an emergency shutdown or landing. (Note: as noted above, any position can be designated as critical at any point during an emergency, even if not designated as critical prior to the emergency.)

Refund
Employees who occupy non-exempt, critical positions and who perform work during an emergency closure or restriction may receive compensatory time for actual hours worked in addition to regular pay (or overtime pay for hours over 40). Employees occupying exempt critical positions and working during an emergency shutdown.

Labor Standard

Workers who work outside the hours defined in the Law on Labor and Higher Education in Kosovo (executive, administrative and professional employees) are expected to work to fulfill the tasks assigned to them.

Due to the nature and complexity of the College's activity, it determines normal working hours.
The regular working week is normally 35 to 40 hours per week.

Periods of rest time

Regular and part-time employees

Overtime employees (executive, administrative and professional employees) are expected to work to complete the tasks assigned to them. This employee will work more than six hours, the employee must have the opportunity to take a time break of around 30 minutes.

Where it is at the discretion of each department to establish its own policy governing time off.
Short rest periods (20 minutes or less) count as time worked and are not cumulative.

Flexible work schedules
The College allows flexible work arrangements at the discretion of their appointees.

In all cases, either the employee or the supervisor may initiate a request for a flexible work schedule; however, final approval is at the director's discretion.

Banning Hatred and Revenge

Policy description
Members of the Tempulli community are encouraged to report suspected violations of law or College policy to their supervisor, the finance officer, a local official. The College will protect against retaliation members of the Tempulli community who make good faith reports of suspected violations of law or College policy.

The College expressly prohibits any person from taking any form of retaliatory action against any member of the Tempulli community who in good faith raises concerns, seeks advice, files a complaint or, requests the assistance of Human Resources, testifies or participates in investigations. , compliance reviews, procedures or hearings, or contests actual or perceived violations of Tempulli College policy or illegal actions.

The reason for the policy

The Tempulli has an interest in encouraging the reporting of wrongdoing, and members of the community must be free from fear of reprisal to support that interest. Additionally, Tempulli has a responsibility to protect its employees from unlawful retaliation, and this policy clearly states that retaliation will not be tolerated.

Entities affected by this policy

- All Tempulli units;
- All members of the College community;
- College;
- Students;
- Employees;
- Contractors;
- Official visitors.

Who should read this policy?

All members of the Tempulli community

Performance Correction Process

A progressive performance correction process is appropriate to address most types of job performance problems, including unprofessional or unacceptable behavior. The performance remediation process is intended to be prompt and timely and to assist employees in identifying and overcoming work-related difficulties, performance deficiencies, or behavior that violates College policies, procedures, or practices.

The performance correction process should usually be progressive, although in some cases the nature of the job performance problems or other behavior may warrant formal warning or immediate termination outside of the progressive approach.

In general, the formal process of performance correction should follow active coaching and active management.

The formal performance remedial process should usually include a verbal warning and, when appropriate, one or more written warnings before any termination.

An unpaid suspension may be appropriate in some circumstances. However, any deduction in an exempt employee's salary must be consistent with the wage base requirements.

Before taking such action, supervisors should consult with their human resources officer, who should also consult with the Secretary-General. The performance remediation process, as well as any departure from the performance remediation process, should be done under the guidance and advice of human resources.

Employees holding certain positions

The progressive process of performance correction may not be appropriate in circumstances involving individuals holding senior management positions that require them to regularly and reliably exercise a high level of judgment.

In these rare situations, the affected employee should be given a clear understanding and full discussion of how his/her performance is not meeting job standards, and he/she should be given an opportunity to present his/her understanding of the situation. If an acceptable solution to the situation cannot be found, Tempulli reserves the right to terminate the employee's contract.

Media

Academia Tempulli recognizes the importance and benefits of communication through social media. Social media is a powerful vehicle through which the Tempulli can share news relevant to the Tempulli community, hear voices and perceptions about the Tempulli, and connect with our audience online.

Social media brings with it changing norms of behavior. These norms include publishing speed, 24/7 connectivity, and a desire for two-way conversations rather than one-way promotion. Navigating the world of social media can also be confusing with constant changes in platforms, technologies and communities. This can pose a challenge for traditionally organized departments in higher education.

These guidelines are intended to give individuals the tools to speak effectively through social media on behalf of the College and its schools and units. However, existing legal responsibilities and College policies remain in effect when Tempulli employees use social media, and these guidelines do not enforce or limit any applicable policies.

Individuals covered by these guidelines

Individuals authorized to speak on behalf of the Tempulli.

Note that although these guidelines include the appropriate use of social media by individuals authorized to speak for the Tempulli, the use of social media by other employees remains subject to Tempulli policies governing employee conduct.

Reasons for these guidelines

To provide members of the Tempulli community with up-to-date guidance on using social media to communicate about the College. To clarify work-related and personal uses of social media. To clarify the relationship between existing College policies and contemporary uses of social media, please contact the Tempulli IT office.

Legal requirements - Employment relationship

In addition to the specific requirements posted for each position, the following are the legal requirements for employment at Tempulli

A. law

- Working hours mean the time period during which the employee performs work or services for the benefit of the employer.
- The full work schedule lasts forty (40) hours per week, unless otherwise determined by this law.
- Part-time working hours are shorter working hours than full-time working hours.
- Part-time employment relationship: The employee who works part-time, enjoys all the rights and obligations deriving from the employment relationship as the full-time employee, in proportion to the working hours that the employee worked.
- Reduced working hours: Reduced working hours are set for jobs and work tasks for which, despite the application of protective measures, the worker cannot be protected from harmful effects on his health.
- The working hours are shortened in proportion to the risk to the worker's health and working ability.
- Reduced working hours may be reduced to a maximum of twenty (20) hours per week for high-risk jobs.

Working in hazardous occupations, including but not limited to work involving exposure to radioactive materials or oiling or cleaning dangerous moving machinery.

Preliminary examination of skills for work

The following background screening procedures may be performed at any time prior to a job offer:

Assessment of work skills

Some administrative positions may require the applicant to demonstrate proficiency in certain skills, for example, proficiency in various software applications.

To ensure compliance with applicable employment laws, all aptitude tests of applicants for open positions will be reviewed by the local human resources office and Tempulli Recruiting Services. Testing should be done on a consistent and non-discriminatory basis. If an applicant has been tested, then all applicants under serious consideration for that job must usually be tested.

Competition

Tempulli's placement and hiring policies include three equally important goals:

1) Identify and attract qualified applicants, including recruitment and outreach to minorities, women, persons with disabilities.

2) Encourage strong consideration to be given to a hiring decision of a qualified current employee, especially one with longer service, who faces or has faced within the previous two years the loss of their position due to a reduction of staff; AND

3) Encourage career growth of current employees.

Definition of submitter

An applicant is any person who has applied directly to a specific and discrete open position or has been identified by Tempulli for consideration (usually by the human resources office) for a specific position posted at Tempulli.

Posting a position
All regular non-teaching positions must be listed in Tempulli Human Resources as soon as the vacancy is determined to exist.

dates
For administrative and professional staff and support staff Competitions, offers of employment cannot be made during the first 10 working days after posting. Start dates may not precede the offer date.

Personnel files and reference requests

a) Requests from employees

Personnel files for employees are maintained by the human resources or department office and by personnel. Employee verification in the Tempulli Human Resources benefits office.

Employees may inspect or obtain a copy of their file by submitting a written request to the human resources office or they may obtain a copy of their Tempulli minutes by submitting a written request to the Finance Office.

Employers must honor an employee's written request to view or receive copies of personnel files within 5 business days of receiving the request.

b) External research

The information that will be released from an employee's personnel file in response to an external investigation will usually be limited to job title and dates of employment. Further information may be released if required by law or by the control provisions of an applicable contract or grant. An employee may authorize the release of additional information (for example, for bank, credit or employment references) by submitting a written request to the human resources office.

Employees may place letters of recommendation or other material that may be useful as employment references in their personnel files at their local human resources office.

The volunteers

Individuals 18 years of age or older may volunteer their services and donate their time to College activities in accordance with the requirements of the Labor Law. Such individuals are not considered employed for any purpose. Volunteers are not eligible for Tempulli benefits or Workers' Compensation. Supervisors and managers should consult with human resources offices before making arrangements for volunteer services to ensure that individuals are classified as volunteers.

Additional information on volunteers can be found in the frequently asked questions from the Tempulli Career Office

Termination of Employment

A. Resignation

Employees who voluntarily resign are expected to give a minimum of two weeks notice to their supervisor and, depending on the circumstances, a longer notice period may be appropriate. An employee must submit a letter of resignation indicating his last day of work as soon as possible. Once an employee submits their resignation, the department can begin the process of posting and filling the position.

B. Expirations of Appointments

Some Tempulli employees are employed only for a specific period of time (eg, term appointments, duration of a project, etc.). An employee whose employment has a fixed termination date and who will not be reappointed must receive as much advance notice as possible. Such decisions are not subject to review, except in cases where an employee feels that the decision not to renew an appointment was discriminatory.

C. Unsatisfactory job performance

Employment may be terminated due to unsatisfactory work performance. Generally, any such termination should follow a performance remediation process.

D. Misconduct

Employment may be terminated for misconduct, which may include, but is not limited to, tardiness and excessive absenteeism, violation of Tempulli policies and procedures, insubordination, falsification or falsification of information, or dishonesty.

However, some serious offenses may result in immediate termination of employment without prior notice. Such examples may include, but are not limited to: theft, drunkenness or other violations of Tempulli's Workplace Drug and Alcohol policy, assault and/or battery, physical violence or threats of violence, intentionally causing injury of another employee, bringing weapons onto Tempulli property, disrespecting, falsifying or improperly altering records, breaching confidentiality, or intentionally destroying or stealing Tempulli property. The local human resources office should be consulted before employment is terminated under such circumstances. An employee so terminated is entitled to a termination review.

E. Loss or Delay of Professional Licensing or Certification
Employment may be terminated due to inability to meet or maintain necessary professional certification or licensing requirements. Depending on the specific circumstances, the employee may be given notice or pay in lieu of notice or may be placed in another job for which they are capable of meeting the job requirements.

There is no need to initiate a disciplinary process, but it must fully document that the employee has not met the necessary professional certification or licensing requirements. The document must be given to the employee with a copy placed in the personnel file.

F. Abandonment of Work
Any employee who fails to report to work for two or more consecutive work days without notification to their supervisor may be subject to termination.

G. Death of an Employee
Benefits must be notified immediately of an employee's death. The final payment to the employee's survivor or estate will include the pay due for the last day worked, and all unused accrued vacation.

Orientation and Review Period

A. Time frame and purpose
Generally speaking, the first 90 days of a new employee's employment is an orientation and review period (sometimes referred to as a probationary period). During this time, both the employee and the supervisor should consider and evaluate the appropriateness of the placement. Supervisors are encouraged to use this period to review and discuss with the employee his or her progress in meeting the requirements of the position and in adjusting to the work environment as a whole.

In certain cases, a longer orientation and review period of up to 180 days may be specified at the beginning of the position.

B. Communication during the orientation and review period
Supervisors are encouraged to use the orientation and review period to review and discuss with the employee his/her progress in meeting the requirements of the position and adjustment to the work environment as a whole. If it appears that the placement is not suitable for any reason, either party may terminate the relationship. However, the employee must be told before the end of the orientation and review period that his/her employment will be terminated. Disciplinary process is not required for termination.

In the case of termination during the orientation and review period, the employee's last day of work shall normally not occur later than the last day of the specified orientation and review period. All conclusions of the orientation and review period must be discussed in advance with the human resources office or the office of the General Secretary, if there is no human resources office.

F. Transfers from Temporary (Unearned) Positions

If a person is employed in a temporary or less than half-time position and is later transferred to regular gainful employment without a break in service, the orientation and review period shall not include advance credit for temporary or longer little more than half-time service in that position. The new employee will be required to successfully complete the applicable orientation and review period beginning on the effective date of hire in the regular position.

Compensation Administration

Tempulli's compensation system for factors that enable salary ranges more to provide services to competitive labor markets, trade economies, and the College's budgetary circumstances. In recognition of the award of factors, employees will not be paid less than the minimum wage scale of the job.

The salary range of each scale allows managers to set salaries for assigning your position to the simplest available scale and recognizing the level of expertise and performance utilization.

Tempulli is a dynamic organization that must constantly change to remain a leading center for education and research. The addition of new programs and the elimination or restructuring of others, as well as changes in national and regional economies and external financing policies, are among the factors that lead to changes. Such changes are essential to the vitality of any institution, but they can create anxiety for employees, especially when they lead to the elimination of jobs. Suspension is never appropriate as a substitute for management efforts to address performance issues.

Holiday

Staff members are granted annual, daily, monthly, weekly, personal days, medical leave , work-related injuries and workers' compensation, in full compliance with the Labor Law. Family and Medical Leave , Military Leave of Absence , Other Paid Absence , Domestic Violence Leave .

Code of conduct

Behavior that Tempulli considers inappropriate includes, but is not limited to, the following:

a) Violation of the laws of the Republic of Kosovo.

b) Violation of Tempulli policies, procedures and practices.

c) Physical violence, threats of violence or verbal abuse.

d) Deliberate damage to College property or co-workers, including misuse or theft of resources.

e) Failure to respect the confidentiality of College information.

f) Falsification of records.

g) Excessive absence.

h) Bringing weapons to the property of the College.

Reporting to work under the influence of controlled substances or alcohol, possession or use of such substances on the job, or other violations of Tempulli's Workplace Drug and Alcohol policy.

Employees are encouraged to obtain guidance or support from a supervisor, human resources officer, or general secretary for actions, outcomes, or alternatives as needed to support the employee conduct policy.