Annex

to Directive No. 6.18.1-01/2303-11,

dated March 23, 2017

APPROVED

by HSE University Academic Council

Minutes No. 2, dated March 3, 2017

as amended by HSE University’s Academic Council, Minutes No. 11, dated November 24, 2017, and enacted by HSE University Directive No. 6.18.1-01/1812-07, dated December 18, 2017;

by HSE University’s Academic Council, Minutes No. 10, dated September 28, 2018, and enacted by HSE University Directive No. 6.18.1-01/1210-06, dated October 12, 2018;

by HSE University Academic Council, Minutes No. 11, dated October 26, 2018, and enacted by HSE University Directive No. 6.18.1-01/1311-01, dated November 13, 2018;

by HSE University Academic Council, Minutes No. 6, dated April 26, 2019, and enacted by HSE University Directive No. 6.18.1-01/2305-11, dated May 23, 2019;

by HSE University Academic Council, Minutes No. 1, dated January 24, 2020, and enacted by HSE University Directive No. 6.18.1-01/0502-11, dated February 05, 2020;

by HSE University Academic Council, Minutes No. 12, dated August 19, 2020, and enacted by HSE University Directive No. 6.18.1-01/2608-07, dated August 26, 2020

**INTERNAL LABOUR REGULATIONS**

**OF NATIONAL RESEARCH UNIVERSITY**

**HIGHER SCHOOL OF ECONOMICS**

**1. GENERAL PROVISIONS**

* 1. The Internal Labour Regulations (hereafter, the “Regulations”) of National Research University Higher School of Economics (hereafter, the “University”, “HSE University”, or “Employer”) have been developed in accordance with the Labour Code of the Russian Federation, Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012, other laws and regulations of the Russian Federation, and the University’s own bylaws.
  2. These Regulations constitute a University bylaw, which governs the procedures for staff recruitment and dismissal, basic rights, obligations and responsibilities of the Employer and employees, work schedules, and break/rest periods, as well as incentives for and disciplinary actions against employees and any other matters relating to labour relations.

Furthermore, these Regulations are obligatory for all employees of HSE University and its regional campuses.

* 1. In the context of these Regulations, employees shall be understood as individuals employed at HSE University.
  2. Employees shall read these Regulations and any amendments thereto and sign off on them at the University’s Human Resources Office or a similar department at HSE University’s regional campuses (hereafter, the “HR Office”) before signing their employment agreement, when they are hired and, at any later date, during the entire period of their employment.
  3. These Regulations and all changes and amendments thereto are published on HSE University website (portal): www.hse.ru. The University’s administration shall also notify employees about any changes and amendments to the present Regulations through the University’s corporate e-mail system.
  4. These Regulations and any related amendments shall be approved by the University’s Academic Council and come in effect following a directive issued by the HSE University Rector.
  5. Annex 1 describes the specifics of the Internal Labour Regulations of HSE University’s campus in Nizhny Novgorod.

Annex 2 describes the specifics of the Internal Labour Regulations of HSE University’s campus in Perm.

* 1. In regards to any other matters that are not covered in these Regulations, both employees and the Employer shall be guided by provisions of the Labour Code of the Russian Federation, other laws and regulations of the Russian Federation, and the University’s own bylaws.

1. **PROCEDURE FOR STAFF RECRUITMENT AND DISMISSAL**
   1. Labour relations between employees and the University are based on employment agreements, which shall be signed both with full-time employees and part-time employees, with the latter denoting either those affiliated with an external employer or those holding two or more job positions at the University, whereby one of these internal jobs is regularly paid for and performed while such part-time employees are not engaged in their primary job. Labour relations between employees and the University can be based on other grounds, as stipulated by Russian legislation.
   2. When signing an employment agreement, new employees must submit the following documents to the HR Office:

а) a passport or any other identity document;

b) an employment record and (or) information about the employee’s previous employment, except the instances when an employment agreement is entered into for the first time;

c) a confirmation of registration in the system of individual (personal) record-keeping, including respective electronic documents;

d) a military service registration card for persons liable for military service and eligible for the draft.

* 1. When signing an external secondary employment agreement, new employees must submit the following documents to the HR Office:

а) a passport or any other identity document;

b) information on the nature and conditions of work at his/her principal place of employment (if an employee is assigned to work under harmful and/or hazardous working conditions).

* 1. If an employee’s job requires special skills or training, a diploma, or a certificate of his/her education and/or qualification, academic degree and/or academic title, or a certificate of training, shall be submitted to the HR Office.

If an employee has studied and/or received qualification, academic degree and/or academic title abroad, his/her education and qualification must be officially recognized in the Russian Federation. The University shall thereby recognize the employee’s education and qualification in those cases stipulated by Russian legislation, as in accordance with established procedure as per HSE University bylaws.

International certificates of education and/ or qualification, international academic degree and/or international academic title, which are recognized in the Russian Federation, shall be legalized and translated into Russian, in accordance with established procedures pursuant to Russian legislation, unless otherwise stipulated by international treaties signed by the Russian Federation.

* 1. A certificate of good conduct (clean criminal record), and/ or ongoing criminal proceedings or termination thereof on exonerative grounds, shall be submitted by a newly hired employee to the HR Office.
  2. Along with the documents specified in pp. 2.2 - 2.5 hereof, foreign citizens, as well as stateless persons, must submit the following documents to the HR Office, upon starting their employment at HSE University:
     1. a residence permit (except in cases established by federal laws or international treaties signed by the Russian Federation) - if an employment agreement is signed with a foreign citizen or a stateless person, permanently residing in the Russian Federation;
     2. a temporary residence permit (except in cases established by federal laws or international treaties signed by the Russian Federation) - if an employment agreement is signed with a foreign citizen or a stateless person, temporarily residing in the Russian Federation;
     3. a work permit or a patent (except in cases established by federal laws or international treaties signed by the Russian Federation) - if an employment agreement is concluded with a foreign citizen or a stateless person, temporarily residing in the Russian Federation. A work permit can be provided to the employer after an employment agreement is signed if said foreign citizen or a stateless person needs an employment agreement, in order to obtain a work permit;
     4. a private health insurance policy, valid in the territory of the Russian Federation (except in cases when the employer has an agreement signed with a medical organization for the provision of paid medical services to an employee who is a foreign national or a stateless person, as well as in cases stipulated by federal laws or international treaties signed by the Russian Federation) - if an employment agreement is concluded with a foreign citizen or a stateless person, who is temporarily residing in the Russian Federation. Such a private health insurance policy, or an agreement concluded between the employer with a medical organization for the provision of paid medical services, must cover primary health care and specialized medical assistance in case of an emergency affecting an employee who is a foreign citizen or a stateless person.
  3. Upon entering into an employment agreement, foreign citizens or stateless persons are not required to submit military registration records (except in cases stipulated by federal laws or international treaties signed by the Russian Federation, and/or decrees of the President and Government of the Russian Federation).
  4. If a person is entering into an employment agreement for the first time before December 31, 2020, the HR Office shall issue an employment record on the basis of a new hire’s respective written request. In case an employment record is missing because it was lost, damaged, or for any other reason, the HR Office must issue a new employment record to said person hired before December 31, 2020, on the basis of his/her written request (with the reasons for the absence of the employment record provided therein). In addition, in the absence of a registration entry in the individual (personal) record-keeping system, the HR Office shall submit relevant information to the Pension Fund of the Russian Federation for the employee’s registration on the basis of his/her written request. If an employment agreement is signed after December 31, 2020, the employment record shall not be issued, and the information about the employee's employment shall be recorded in accordance with p. 2.19 hereof.
  5. In certain cases specified in the Labour Code of the Russian Federation, other federal laws, decrees of the President of the Russian Federation, or decrees of the Government of the Russian Federation, and as required by the specifics of the job, the HR Office may require that the new employee submit additional documents.
  6. Prior to signing an employment agreement, newly hired persons must undergo a mandatory preliminary medical examination in accordance with established procedure, as pursuant to Russian legislation.
  7. Pursuant to the University’s internal bylaws, prior to signing an employment agreement, the head of the subdivision to which the hired person will be assigned shall familiarize the latter with the obligations specified in his/her formal job description, working conditions, office hours and schedule for breaks / vacations, the salary system and payment methods, as well as his/her rights and obligations.
  8. As part of the formal employment process, new hires (prior to signing an employment agreement) shall be familiarized with the University’s bylaws relating to their job activities, as well as be given an introductory briefing on workplace safety, labour protection and fire safety regulations.
  9. The appointment of new employees shall be enacted by a directive, which must be signed by the University Rector or another authorized HSE University’s official. The content of said directive must be t aligned with the conditions / terms of the signed employment agreement.
  10. An HSE University’s directive on employee appointment shall be announced to the relevant employee, against his/her signature, within 3 (three) days after his/her actual starting date. Upon the employee’s written request, the HR Office must provide him/her with a duly certified copy of the directive following the procedure and within the time period established by Russian legislation and HSE University’s own bylaws.
  11. Employment agreements for a faculty position or a position of a researcher or for an employee’s transfer to such positions, shall be signed after a competitive selection of applicants for such advertised vacancies (except for those cases stipulated by Russian legislation and other employment and labour laws and regulations). Procedures for competitive selections of applicants to faculty or researcher positions are established pursuant to Russian legislation and the University’s own internal bylaws.
  12. In order to confirm an employee’s qualification for a given faculty position (except for employees under fixed-term employment agreements), a performance appraisal shall be conducted every 5 (five) years, in accordance with established procedure, pursuant to Russian legislation and HSE University’s bylaws.

In order to confirm an employee’s qualification for a researcher position (except for researchers under fixed-term employment agreements), a performance appraisal shall be conducted as stipulated by the University’s bylaws, but no more than one time every 2 (two) years, and at least one time every 5 (five) years. Moreover, performance appraisals of researchers shall be conducted in accordance with established procedure, pursuant to Russian legislation and HSE University’s bylaws.

* 1. An employment agreement may specify a probation period of no more than 3 (three) months in order to confirm that the employee is qualified for the job. For the positions of First Vice Rector, Vice Rector, Chief Accountant, Deputy Chief Accountant, and Directors of HSE University’s regional campuses, the probation period may last up to 6 (six) months.

For employment agreements lasting between 2 (two) and 6 (six) months, the probation period may not exceed 2 (two) weeks.

No probation period shall be established for persons who have been hired through a competition held in accordance with the procedures set in Russian labour law and other labour-related regulations, with respect to persons under the age of 18 and persons who have transferred from another employer following mutual agreement between the employers, or in other cases specified in the Labour Code of the Russian Federation and other federal laws.

* 1. The HR Office shall keep an employment record for each full-time employee who has worked at the University for over 5 (five) days, in accordance with the laws of the Russian Federation, as well as other labour and employment laws and/or regulations.

Employment records for other personnel categories shall be maintained in accordance with Russian legislation.

* 1. The HR Office shall prepare the key information about each employee’s labour activities and years of service (employment history) in an electronic form and disclose it in accordance with Russian legislation on the individual (personalized) record-keeping in the [compulsory pension insurance system](https://www.multitran.com/m.exe?s=On+Individual+Record-Keeping+in+the+Compulsory+Pension+Insurance+System&l1=1&l2=2) for the purposes of storing it in the information systems of the Pension Fund of the Russian Federation.
  2. HSE University must provide an employee with his/her employment history for the entire period of his/her employment at the University in the format, as specified in the employee's respective request:
* duly certified information issued in hard copy;
* as an electronic document certified by an enhanced encrypted digital signature;

Information about employment history shall be provided:

* in the period of employment, within 3 (three) working days after the request date;
* upon leaving the University, on the employment agreement termination date.
  1. An employee can submit a request for his/her employment history to the HR Office in hard copy, or electronically via corporate information systems, or by corporate e-mail (as a scanned copy) at: personal@hse.ru. Such a request should be signed by the employee and contain the following details:
* the University’s name;
* full name of the official representative indicated as the addressee of the request;
* request to provide his/her employment information in electronic form;
* the employee’s e-mail;
* date of the request.

The employment history shall not be provided to the employee if his/her employment record is maintained in accordance with Article 66 of the Labour Code of the Russian Federation.

* 1. If no employment history can be handed over to the employee upon the termination of his/her employment agreement due to his/her absence or refusal from collecting it, the University shall send him/her the duly certified employment history by registered mail in hard copy.
  2. An employment agreement may be terminated on grounds specified by Russian legislation.

In turn, the termination of the employment agreement shall be confirmed by the University’s directive signed by the HSE University Rector or another authorized official.

* 1. A faculty member may be dismissed at the employer’s initiative due to the downsizing of the University’s staff only at the end of the academic year and pursuant to relevant provisions of Russian legislation.
  2. On his/her last working day, the employee shall receive his/her employment record or employment history and other official documents, as well as any amounts due and payable shall be paid in full. Upon the employee’s written request, he/she shall be provided with duly certified copies of official employment-related documents.

An entry in the relevant employment record specifying the grounds for the termination of the employment agreement must be made in line with the exact wording set forth in the Labour Code of the Russian Federation or other federal laws, and must also refer to the relevant article, paragraph, and clause of the Labour Code of the Russian Federation or other relevant federal laws.

The date of the employee’s dismissal shall be his/her last working day, except in cases when the employee was on furlough (was not actually working while his/her position was retained for him/her) pursuant to the Labour Code of the Russian Federation or other federal laws. If said employee takes an annual paid leave entitlement before departing from the University, the date of his/her dismissal shall fall on the last day of his/her granted leave. In addition, in the aforementioned situation, the departing employee’s employment record or employment history shall be provided to him/her on a working day preceding the first day of his/her leave.

1. **RIGHTS AND OBLIGATIONS OF EMPLOYEES**
   1. HSE University employees have the right to:

(i) sign, change and terminate the employment agreement according to and on the grounds provided for in the Labour Code of the Russian Federation and other federal laws;

(ii) be provided access to the job specified in the employment agreement;

(iii) a workplace that is in full compliance with national requirements for occupational safety;

(iv) wages paid in full, on time, and in accordance with their qualification, job complexity, and the quantity and quality of the work performed, as well as other benefits and bonuses as per HSE University’s bylaws;

(v) financial support allocated by the University in cases and in accordance with established procedure, pursuant to HSE’s bylaws;

(vi) rest/break after established normal working hours or reduced working hours for some professions and staff categories, weekly non-working days, statutory holidays, and annual paid leaves;

(vii) complete and reliable information about labour conditions and occupational safety requirements at the workplace, including rights granted on the basis of laws for the special assessment of work conditions;

(viii) professional training, retraining and professional development training in accordance with the Labour Code of the Russian Federation, other federal laws and/or the University’s own bylaws, including studies under programmes for continuing professional development and professional retraining, offered at the University;

(ix) necessary conditions for implementing professional activities at the University;

(x) be elected to the University’s government bodies and elect members thereof, pursuant to Russian legislation and HSE University’s bylaws;

(xi) participate in discussions and decision-making with respect to issues relating to the University’s activities, put forward initiatives and criticism with respect to the University’s operations, in accordance with established procedure;

(xii) participate in administering the University in the manner specified in the Labour Code of the Russian Federation and the HSE Charter;

(xiii) defend their labour rights, freedoms, and legal interests by application of all means not prohibited by law;

(xiv) make appeals against HSE University’s orders and directives, as per the procedures established by Russian legislation;

(xv) organize and join trade unions;

(xvi) receive compensation for occupational injury and non-pecuniary damages according to procedures stipulated by the Labour Code of the Russian Federation and other federal laws;

(xvii) receive mandatory social insurance in cases stipulated by federal laws, as well as take part in medical insurance plans offered at the University, in accordance with established procedure;

(xviii) use the University’s libraries, information collections, equipment, office machines, and information resources, provided to employees, including the Internet, e-mail, landline and mobile phone services, as well as the services of social, medical and other units at University that are available to employees, pursuant to HSE University’s bylaws and for the purposes relating to the employee’s job;

(xix) receive social benefits provided to employees by HSE University according to established procedures, pursuant to the University’s bylaws;

(xx) submit relevant information for publication on their personal pages on the HSE University website (portal), provided that such information corresponds to the University’s goals and objectives;

(xxi) list their affiliation with the University with due regard to restrictions imposed by these Regulations;

(xxii) take part in public events hosted by the University, as well as other events, pursuant to HSE University’s bylaws, including cultural, sports and educational outreach campaigns, jointly with their family members;

(xxiii) get advice from HSE University’s staff members with relevant job responsibilities with regard to educational opportunities for themselves, as well as their family members; in situations provided for by relevant HSE University’s bylaws; seek opportunities to study on HE University’s educational programmes on a preferential or free-of-charge basis, including for their family members;

(xxiv) take part in the University’s clubs and social projects, in accordance with established procedure;

(xxv) get advice from the University’s experts on any legal and financial matters relating to personal finance-related issues as part of the University’s ongoing projects;

(xxvi) get advice from their immediate supervisor and HR Office with regard to career opportunities and professional development;

(xxvii) get psychological counselling from the University’s relevant subdivisions providing this service;

(xxviii) other rights stipulated in the labour legislation of the Russian Federation, HSE Charter and bylaws, as well as the employment agreement.

* 1. Furthermore, HSE University’s academic staff members have the right to:

a) engage in research work, which is in line with their academic interests, including participation in the University’s research projects, in accordance with established procedure;

b) use technical teaching facilities and equipment, in accordance with established procedure, pursuant to the University’s bylaws;

c) publish reports, articles, monographs, and textbooks at the expense of the University, or by using HSE University’s information resources in accordance with its bylaws;

d) determine the contents and format for academic courses, in accordance with educational standards and programmes approved by the University; develop and propose courses not included in individual teaching plans to departments, schools, institutes, faculties, and other subdivisions at HSE University implementing educational activities; and deliver such courses, provided that they are approved by the relevant department, school, institute, supervisors of degree programmes, faculty, or a special committee of HSE University;

e) select teaching methods and materials/means that best meet the individual needs of students, as well as ensure the attainment of expected learning outcomes and high quality of the given educational process;

f) propose new topics and contents of research projects, take part in the organization of student project activities, act as academic supervisors of research (R&D), project and practical activities pursued by the University’s learners;

g) determine the methods and means for interacting with students, including talented learners;

h) engage teaching or research assistants, in accordance with established procedure, pursuant to the University’s bylaws;

i) determine areas and methods of research, R&D works, project work, including those funded through grants;

j) discuss topics, methods and results of research, project, R&D works, including those funded by grants, with HSE University’s staff and (doctoral) students;

k) use advanced scientific and technical knowledge and expertise for the most effective implementation of research, project, R&D works, including those are funded by grants;

l) take part in the University’s educational processes; propose new project methodologies, courses, textbooks, and teaching aids, along with forms for control and assessment of student skills and progress, in accordance with established procedure, pursuant to the University’s bylaws;

m) take part in HSE University’s project, expert and analytical work, in accordance with established procedure, pursuant to the University’s bylaws;

n) receive long-term/sabbatical leaves as stipulated by Russian legislation and the University’s internal bylaws;

o) organize and conduct research and teaching seminars, provided the University can ensure the necessary conditions for hosting such events;

p) complete research and teaching assignments at leading higher education institutions and research organizations, including international institutions, in accordance with established procedure, pursuant to the University’s bylaws;

r) use the University’s computing and digital resources, libraries and classrooms for educational purposes;

s) other rights, as stipulated by Russian legislation, the University’s Charter and relevant bylaws, as well as the given employment agreement.

* 1. The University’s employees must:

(i) observe the laws of the Russian Federation, the HSE Charter, these Regulations, and other internal University bylaws;

(ii) be instrumental in solving tasks defined in HSE University’s Strategic Development Programme;

(iii) respect legal, moral and ethical norms; observe teaching, professional, and academic integrity principles; and respect the honour and dignity of the University’s students, staff and other participants of the educational process;

(iv) refrain from actions and/or statements expressing political, ideological, racial, ethnic or religious hatred or antagonism, or hatred or antagonism with respect to any social group, including actions and/or statements that may discriminate on the basis of sex, race, skin colour, ethnicity, language, origin, financial, family, social or professional position, age, place of residence, religion, political views, or membership or non-membership in civil associations;

(v) refrain from engaging in political activities at the University or on behalf of the University;

(vi) observe the following rules when listing their affiliation with the University:

* speak in public or post any materials on behalf of the University (faculty, institute, or any other subdivision of the University), or on behalf of an unspecified group of HSE University’s staff and/or students (faculty, institute, or any other subdivision of the University), including in the media and social networks, only if and when duly authorized to do so or with the consent of the authorized bodies (officials) of the University obtained in accordance with established procedure, pursuant to HSE University’s bylaws;
* speak in public or post any materials, including in the media and social networks, on their own behalf, with their job position at the University and the place of employment indicated, with no need to obtain consent of the authorized bodies (officials) of the University, while also observing requirements of Russian legislation and professional ethics.

At the same time, in public speeches and/or publications, if their content can provoke a negative public reaction and/or lead to reputational damage to the University, the employee should refrain from indicating affiliation with the University or provide a disclaimer that his/her statements represent their personal opinion and do not express the University’s position. However, the employee’s reports and publications on topics relating to his/her professional field and either corresponding to the previously formulated official position of the University, or reflecting outcomes of research or expert-analytical work carried out at the University with the employee’s participation, are an exception.

The employee must determine at his/her own discretion whether his/her report and/or publication, proceeding from their contents, are likely to cause a public outcry and/or result in reputational damage to the University. Keeping this in mind, the employee either decides to refrain from indicating his/her affiliation with the University or to provide a disclaimer. If such measures have not been undertaken by the employee, he/she, at the employer’s request, must make a statement in mass media and social networks to inform the general public without delay that the employee’s report and/or publication represented his/her personal opinion and did not express the University’s position;

* any private statements and (or) actions, undertaken and (or) carried out by an employee without listing affiliation with the University, do not create rights and obligations of the employee to the University, unless otherwise provided for by Russian legislation. The University bears no responsibility for the employee’s private statements and (or) actions;

(vii) scrupulously fulfil their professional obligations as specified in their employment agreement, and observe labour discipline, occupational safety and health, occupational hygiene, and fire safety requirements, as set forth in Russian legislation and HSE University’s bylaws;

(viii) fulfil the orders and directives of the University’s governing/administrative bodies;

(ix) duly follow orders and directives of the head of their subdivision and/or direct supervisor, in accordance with established procedures, pursuant to the University’s bylaws and the employment agreement;

(x)  refrain from impeding the operations of the University, its administrative bodies, subdivisions and officials, including through:

* repeatedly filing queries with the University, its administrative bodies and officials regarding the same issues, which do not include new facts and circumstances, while detailed answers to the questions set out in such queries have already been provided to the applicant;
* creating obstacles[[1]](#footnote-1) for work, study and movement of other employees and students of the University, as well as for access of other employees and students of the University to the premises, University buildings, surrounding territories and (or) other territories;

(xi) observe working hours, including opening and closing hours, as established by these Regulations, shift schedules, other bylaws, and the employment agreement;

(xii) keep the workplace and equipment clean and in working condition, as well as observe established procedures for storing documents and valuables;

(xiii) treat with due care the property of the University (including the property of third parties that is in the possession of the employer, if the latter is liable for the safety of said property) and other employees, reimburse the University for any inflicted damage at the appropriate rate and according to procedures established by Russian legislation, as well as refrain from damaging the property and intentionally defacing the University’s buildings and rooms;

(xiv) make sure that all documents submitted to the University are authentic;

(xv) notify the HR Office, upon any change of last name, first name, patronymic/middle name, address of registration and/or actual residence address, mailing address, or upon replacing a passport, and/or changing other personal data, that must be provided to the employer pursuant to Russian legislation, or has been provided to the University by the employee in writing within 3 (three) days of such changes, in order to ensure the protection of rights of employees as personal data subjects, as well as to guarantee the processing of complete and reliable (i.e., accurate, sufficient and relevant) personal data, in order to maintain staff records at HSE University and ensure proper updates of staff and military records, so as to ensure accurate and timely settlements with employees, as well as comply with the requirements of current legislation, including the principles for personal data processing;

(xvi) upon receipt of notifications from the HR Office (e.g., by mail, corporate e-mail, SMS, etc.), visit the HR Office, in the time specified in the notification, so as to familiarize oneself with any relevant documents;

(xvii) refrain from disclosing any information protected by law (e.g., state, commercial, work-related and other secrets), of which they have become aware on a need-to-know basis in the course of performing their duties; refrain from disclosing any personal data of other employees and students; protect the personal data of other employees that were received in the course of performing their duties, from unauthorized use or loss;

(xviii) carry on themselves an identity document and an electronic ID badge (if issued) when entering the University and/or being on University premises and treat the ID badge (if issued) with due care;

(xix) refrain from any actions which may harm the University’s business reputation, as well as that of staff and students, refrain from disseminating any information that may damage the reputation of the University, staff and students, among other things, in mass media and social networks;

(xx) avoid using the University’s name, insignia, trademarks and other designations without explicit permission of HSE University’s authorized bodies (officers), among other things, for commercial and/or political purposes;

(xxi) refrain from disturbing the public order, as well as using foul language, obscene and offensive words, expressions and images in public places and/or published, among other things, on social networks, in correspondence via corporate e-mail addresses and in communications with HSE University’s staff, students and third parties in any form when an employee is identified as a person affiliated with HSE University;

(xxii) avoid any influence of personal, property (financial) or other interests in the course of performing one’s duties;

(xxiii) inform the employer whenever they are approached by a person persuading them to commit corrupt offences in the course of their duties;

(xxiv) take reasonable measures, depending on the given situation, in order to curb and/or eliminate consequences of any accidents involving HSE University’s students and staff, as well as any violations of HSE University’s bylaws committed by students (in case of any direct communications with students, a staff member’s last name, first name and position should be specified);

(xxv) show tolerance and respect for the customs and traditions of ethnic groups in Russia and other countries, as well as take into account cultural and other particularities of different ethnic and social groups and religions and promote ethnic and religious harmony;

(xxvi)  refrain from doing any harm to students by committing actions which come down to physical and (or) psychological violence against the student's person; refrain from addressing HSE University’s students and staff in a derogatory manner, allow no familiarity or rudeness;

(xxvii) consider students’ feedback; at the students’ request, provide them with comments (feedback) with respect to matters relating to the organization of the educational process in relevant subjects, courses, disciplines and other elements of educational programmes mastered by the students. If a student regularly was absent from classes in the relevant subjects, courses, disciplines and other elements of educational programmes, his/her opinion with respect to matters relating to the organization of the educational process in such discipline can be disregarded, and no comments (feedback) will be provided (except in cases when a student’s comment contains information about any illegal actions committed a participant of the educational process)[[2]](#footnote-2);

(xxviii) (during their period of employment) undergo regular medical examination and other mandatory medical examinations, as well as extraordinary medical examinations upon the employer’s recommendation, as per the cases stipulated by the Labour Code of the Russian Federation and other federal laws;

(xxix) comply with requirements set forth by the legislation of the Russian Federation, including sanitary / epidemiological standards and HSE University’s bylaws, which are applicable throughout the emergency period or during the period of the risk of the spread of a disease posing a danger to others, as well as during a regime of high alert or in the period of imposing restrictive measures (quarantine) in a given territory, non-observance of which threatens to inflict harm on HSE University, HSE University’s staff and students;

(xxx) perform other obligations as stipulated by Russian legislation, the University’s Charter and bylaws, and the given employment agreement.

* 1. Academic staff members must:

а) perform teaching and planning duties according to an approved individual teaching plan, comply with hours for contact work and consultations as defined in the class timetable, and mandatory office hours as established in the University’s bylaws;

b) develop teaching and learning materials for a course(s) taught in accordance with an individual teaching plan so as to enhance the educational process and improve the quality of teaching (e.g., developing course syllabi and promptly submitting them for approval in the established format, pursuant to the University’s bylaws);

c) engage in research and development projects, pursuant to the University’s bylaws; take part in the preparation of reports based on the research and development results, keep up with modern research and methodological achievements in their field of research and teaching;

d) perform teaching, planning, research, administrative, and other activities, as specified in the employment agreement, in good faith;

e) supervise research conducted by the University’s undergraduate and graduate students according to approved individual teaching plans; incorporate their research results into the educational process; and discuss and publish the results; when using research outcomes obtained by the University’s undergraduate and graduate students under their academic (project) supervision in his/her research and methodological publications, indicate this information in the publication specifying the contribution made by students, and observe their intellectual property rights;

f) satisfy the criteria for assessing the publication activities of HSE University’s researchers and comply with the requirements for publications (for researchers);

g) participate in the University’s projects as an expert analyst, in accordance with established procedure, pursuant to HSE bylaws;

h) as per established procedure, established by the University’s relevant bylaws, perform organizational work (e.g., participate in the work/activities of the University’s collegiate governing/administrative bodies) and other types of organizational work, recognized as such by the University’s subdivisions and fulfilled in the interests of the University, as well as engage in efforts aimed at raising public awareness about current events in the social life;

i) submit reports on teaching, research and administrative performance to their subdivision head, in accordance with established procedure, pursuant to the University’s bylaws;

j) promptly submit accurate information for publication on HSE University website (portal), regularly update their personal webpages on the corporate website (portal), and post syllabuses of taught courses in full pursuant to HSE University’s bylaws, as well as make sure that all relevant information is promptly communicated to students with respect to the organization and contents of the educational process in relevant subjects, disciplines, modules, and other elements of the educational programme;

k) provide consultations to HSE University’s students, researchers and teachers, as well as managerial staff, who may contact them about with queries relating to their areas of expertise;

l) be objective and arduous when assessing the knowledge, skills and abilities of students, as well as uncover and prevent plagiarism in student papers in the course of ongoing, interim and final assessments;

m) ensure excellence in teaching and educational activities, develop universal and professional qualification in students while also instilling in them a civic-minded attitude;

n) continually improve their professional and teaching expertise and participate in advanced training programmes in accordance with the employment agreement and the University’s bylaws;

o) participate in research, curriculum development and professional orientation events at the University and also at events relating to student admissions and raising awareness about HSE University;

p) refrain from violating intellectual rights (e.g., copyright and related rights, inventors’ rights, patents, etc.), including plagiarism, as well as uncover and prevent violations of intellectual rights (e.g., copyright and related rights, inventors’ rights, patents, etc.), including plagiarism by the University’s students and employees;

r) act to enhance the University’s reputation, including with regard to sub-paragraph of p. (vi) of 3.3 hereof:

* mentioning the employee’s affiliation with HSE University (i.e., give acknowledgement to HSE University) during public presentations (written or oral) at international events related to his/her research activities.

In exceptional cases, as per the employer’s decision, academic staff members hired on terms of external secondary employment may be released from obligation to list their affiliation with the University, which must be duly specified in the employment agreement with such employees;

* list their affiliation with the University in publications of monographs, articles and other professional research papers, in accordance with the employment agreement and HSE University’s bylaws and the employment agreement;

s) refrain from applying corrective measures involving physical and/or psychological violence against students (even on a single occasion) and other unacceptable behaviour that is not compatible with the furtherance of research and teaching work;

t) respect ethical norms and observe principles of teaching, professional and academic integrity;

u) respect the honour and dignity of University’s students and employees, as well as other participants in the educational process; refrain from any unlawful actions against sexual immunity and sexual freedom of the person;

v) refrain from using the educational process for the purposes of political propaganda, thereby compelling students to endorse or abandon political, religious or other views, encouraging social, racial, ethnic or religious strife, upholding the exclusivity, superiority or inferiority of citizens on the basis of social, racial, ethnic, religious or linguistic identity or religious views (i.e., by giving students unreliable information about the historical, ethnic, religious and cultural traditions of ethnic groups), and provoking students to commit actions that would be in violation of the Constitution of the Russian Federation;

w) carry out other obligations as specified in the Labour Code of the Russian Federation, the University’s Charter and its internal bylaws.

* 1. A list of professional duties that must be performed by each employee in his/her position, field, and profession shall be stipulated by a formal job description, which is compiled in accordance with the Unified Wage and Qualifications Handbook for the Jobs and Professions of Workers, the Unified Qualifications Handbook for the Positions of Managers, Specialists and Employees, the given employment agreement and the University’s own bylaws.
  2. Upon termination of an employment agreement, the employee shall return any materials, equipment, electronic ID badge, access codes to the electronic signature, and seal, as well as any other property and documentation remaining in his/her possession and belonging to the University.

1. **RIGHTS AND OBLIGATIONS OF THE EMPLOYER**
   1. The employer is entitled to:

а) enter into, modify and terminate employment agreements as per the conditions and according to the procedures established by the Labour Code of the Russian Federation and other federal laws;

b) reward employees for diligent and efficient work;

c) require that employees diligently perform their professional duties and maintain HSE University’s property (including the property of third parties if the University is liable for the safety of such property), as well as the property of other employees with due care, and observe these Regulations;

d) take disciplinary actions against employees and hold employees financially liable, according to the procedures established by the Labour Code of the Russian Federation and other federal laws;

e) develop and approve bylaws, in accordance with established procedure, pursuant to Russian legislation and HSE University’s bylaws.

* 1. The employer shall:

а) observe labour legislation, other labour-related regulations, and the University’s bylaws, as well as the terms and conditions of employment agreements concluded with HSE University’s employees;

b) provide employees with the work stipulated in their employment agreements;

c) ensure workplace safety and make sure that labour conditions meet national occupational safety requirements;

d) provide employees with office equipment, accessories, machines, tools, technical documentation and other necessary items for performing their professional duties;

e) continually improve the wage and incentive system, provide material incentives to employees for their contributions to their overall work results, and assure that existing wage conditions are maintained;

f) pay wages to employees in full and in due time, as per established procedure, pursuant to these Regulations;

g) promote and improve labour discipline, reduce loss of working time, ensure the rational use of human resources, and strive to develop a stable team of employees;

h) promptly consider employees’ recommendations and proposals for improving the University’s operations;

i) create the conditions necessary for improving specialist training in order to account for the demands of modern industry, science and technology, as well as organize the development and implementation of progressive training methods;

j) respect occupational safety requirements, improve working conditions, provide appropriate equipment for all workplaces, and create working conditions that meet occupational safety requirements (e.g., safety and health requirements, sanitary norms, etc.);

k) continually monitor employees’ awareness and observance of instructions on occupational safety and health, labour hygiene, and fire safety;

l) provide regular professional development training to employees so as to enhance their expertise, as pursuant to Russian legislation and HSE University’s bylaws;

m) ensure the protection of the personal data of employees;

n) take necessary measures with the aim of preventing accidents at work, occupational and other illnesses of employees in those cases covered by legislation, as well as provide adequate benefits and compensations in connection with harmful and/or hazardous working conditions (e.g., reduced working day, additional leaves, healthy and dietary therapeutic nutrition, etc.), pursuant to Russian legislation;

o) pay attention to needs and requirements of employees, seek to improve their housing conditions and welfare to the possible extent, take care of repairs and maintenance of educational buildings, clubs, recreational and sports facilities, and public catering facilities;

p) perform other obligations as stipulated by Russian legislation, the University’s Charter, and its internal bylaws, as well as employment agreements.

1. **WORK SCHEDULE, WORKING TIME AND TIME OFF**
   1. The University is open from 8.00am to 11.00pm. Working hours of individual subdivisions can be determined by HSE University’s bylaws.
   2. HSE University’s employees shall normally work 40 hours per week during 5 (five) workdays and shall have 2 (two) days off on the weekend (Saturday and Sunday).

The workday lasts 8 hours 00 minutes.

The workday is from 9.30am to 6.00pm.

The duration of an employee’s break for rest and a meal is 30 minutes, from 1.30pm to 2.00pm.

Working hours for certain subdivisions and groups of employees (by occupations and specializations) shall be established pursuant to Annex 3 hereto, with due consideration of specific tasks and functions performed by their staff.

In case an employee’s working hours differ from the University’s general rules, his/her work schedule shall be established by the relevant employment agreement.

* 1. The following working hours are established for car drivers:

40 hours per week during 5 (five) workdays and 2 (two) days off on the weekend (Saturday and Sunday).

The workday normally lasts 8 hours 00 minutes.

The workday is normally from 9.30am to 6.00pm.

The duration of a break for rest and meal is 30 minutes, from 1.30pm to 2.00pm.

Furthermore, the scope and duration of preparatory and closing work/activities performed by car drivers before departure and upon arrival are established as per Annex 9 hereto. This period shall be included in the car driver’s working hours.

The duration of the medical examinations of car drivers before departure and upon arrival, as well as time on the way to the place of the medical examination and back to the driver’s workplace, is established as per Annex 9 hereto. This period shall be included in the car driver’s working hours.

* 1. HSE University’s faculty members shall have shorter working hours:

a) thirty-six hours per week during 6 (six) workdays with 1 (one) day off (Sunday).

The start and end of the workday, as well as breaks for rest and a meal provided to faculty members, are established in the relevant HSE University’s bylaws, pursuant to the class timetable.

The duration of a break for rest and a meal is 30 minutes.

* 1. Working and rest hours for faculty members shall be established, taking into consideration the following:

- the duration of working hours or standard teaching hours for a respective wage rate established for faculty members, as per Russian legislation;

- the time required for performing other job duties stipulated for academic staff members in respective qualification requirements, including educational work, individual work with students, scientific, research and creative activities, as well as other types of educational activities set forth in job descriptions and/or individual teaching plans (e.g., methodological, preparatory and organizational work, diagnostics, monitoring, etc.), as well as plans for raising awareness, promoting sports, fitness and healthy life styles and enhancing creativity among students;

- the time required for performing supplementary duties for an additional fee by faculty members and other employees in line with respective arrangements between the parties to the employment agreement.

Faculty members must engage in teaching, scientific, organizational and methodological activities, as stipulated in their employment agreements and individual plans for academic and methodological activities for up to 36 hours per working week.

* 1. Faculty members shall engage in teaching activities in accordance with class timetables. Furthermore, they shall be assigned office/consultation days and/or hours in accordance with the University’s internal bylaws.

Employees may perform their scientific, research, organizational and methodological assignments both inside and outside of HSE University’s premises, as prescribed by the University’s internal bylaws, as well as directives from the heads of respective subdivisions.

* 1. The heads of HSE University’s subdivisions are responsible for monitoring whether faculty members are in compliance with class timetables, schedules for office/consultation days and/or hours, as well as their individual plans for academic and methodological activities.
  2. Work and rest time for faculty members employed at the HSE Lyceum shall be established by the University’s bylaws in line with labour regulations and labour legislation.
  3. Faculty members working at the HSE Lyceum are responsible for keeping class registers and grade books, as well as making records about home assignments, student attendance and academic progress. All these documents shall be completed electronically on the same day when classes are held as per the approved timetable. Maintaining class registers and grade books shall be regarded as additional (not governed by the teaching rate requirements) teaching apportionment, which is determined as per the established job duties for respective apportionments taken by them.

All other matters with respect to maintaining class registers and grade books for students of the HSE Lyceum shall be set forth in the University’s internal bylaws.

* 1. All faculty members working at the HSE Lyceum must provide methodological and diagnostic support to students’ parents (legal guardians) at least once a month as requested by their parents (legal guardians).

Additionally, teachers of HSE Lyceum shall offer advisory support to students’ parents (legal guardians) via parent-teacher conferences held at least twice a year.

* 1. For all other matters related to the preparation and administration of methodological, diagnostic and advisory support provided to students’ parents (legal guardians), employees and faculty members of the HSE Lyceum shall refer to the University’s internal bylaws.
  2. Should certain labour conditions make it impossible to comply with the daily/weekly working hours established for a given category of employees, all actual working hours within a given reporting period may be aggregated so as to ensure that employees do not have any working hours in excess of their standard working load during that period. Aggregate hours calculated for a given reporting period may be used throughout HSE University or by individual subdivisions and/or applied to specific categories of employees/work activities.

The aggregate hours system shall be enacted by a directive signed by the HSE University Rector or another authorized official. Employees shall be familiarized with such a directive and shall put their signature to acknowledge their consent thereto.

The work schedule for a given period (e.g., one year, one month, etc.) shall be approved by the employer and forwarded to the staff concerned at least 2 (two) weeks before the schedule becomes effective. Furthermore, employees must sign an acknowledgement form thereof. Such work schedules shall be drawn up with due consideration of the fact that weekly rest time may not be less than 42 hours in a row.

* 1. Working hours for a day/shift preceding a public holiday must be reduced by 1 (one) hour. For specific works, where the working hours for a day/shift preceding a public holiday may not be altered, overtime hours shall be compensated through assigning additional rest time or through financial reimbursement payable in line with the standard payment rates established for overtime.
  2. Individual employees may be subject to irregular working hours. Irregular working hours refer to a special working schedule, whereby employees may occasionally be called to perform their job duties and functions beyond normal working hours upon the employer’s request.

A list of staff positions with irregular working hours, as well as the duration of additional annual paid leave entitlement for such employees, shall be fixed in Annex 4 hereto.

* 1. Upon agreement between the employee and the University, as well as in cases stipulated by Russian legislation, the former may work reduced working days (shifts) or reduced working weeks, or have flexible working hours.
  2. Employees may be asked to work overtime on workdays, weekends and public holidays according to procedures specified in Russian legislation.
  3. HSE University’s employees shall be entitled to annual paid leave coming to 28 (twenty-eight) calendar days.
  4. Employees recognized as persons with disabilities in accordance with established procedure, pursuant to Russian legislation, shall be entitled to extra 2 (two) days off per year in accordance with established procedure, pursuant to HSE University’s bylaws.
  5. Certain categories of HSE University’s employees may be entitled to annual paid leave in excess of 28 calendar days (prolonged paid leave) pursuant to the Labour Code of the Russian Federation, as well as other federal laws, labour-related legal regulations, and HSE University’s bylaws.
  6. HSE University’s teachers and other employees are eligible for a 56-day extended annual paid leave entitlement in accordance with Russian legislation and the University’s internal bylaws.
  7. Faculty members may also take an extended leave of absence for up to 1 (one) year following every 10 (ten) years of uninterrupted instruction. The conditions and procedures for granting such sabbatical leaves are established as per the procedures proposed by the given federal executive authority in charge of educational policy-making and legal regulation.
  8. Employees may be entitled to other leave entitlements, pursuant to Russian legislation and/or the University’s internal bylaws.
  9. Annual paid leaves shall be granted to employees each year according to the schedule of annual paid leaves, as approved by HSE University.
  10. The schedule of annual paid leaves is approved by HSE University Rector or another authorized official no later than 2 (two) weeks before the start of the calendar year.
  11. Due to family circumstances and/or other valid reasons, and upon filing a written request, employees may be granted unpaid leave of absence. The duration of such leave must be agreed upon between the employee and the employer.
  12. Employees shall be entitled to 1 (one) working day once in 3 (three) years for their medical checkup in accordance with established procedure, pursuant to Russian legislation in the field of public healthcare, while guaranteeing for them the retention of their job and average salary.
  13. Employees below the age when they are eligible for a pension entitlement due to their old age, including early retirement, within 5 (five) years before such age, as well as employees who receive an old-age retirement pension or a pension for length of service, shall be entitled to 2 (two) working days per year for their medical checkup in accordance with established procedure, pursuant to Russian legislation in the field of public healthcare, while guaranteeing for them the retention of their job and average salary.

An employee shall be released from work to have a medical checkup at his/her written request, subject to the employer’s approval of the claimed day(s) for the check-up.

* 1. Any other matters relating to working hours, breaks and leaves, which are not covered in these Regulations, shall be governed by Russian legislation. Should an employee’s working hours and rest time be different from the standard hours established herein, this must be specified in his/her employment agreement.

1. **PERFORMANCE-BASED INCENTIVES. ASSIGNMENT OF STATUSES**

6.1. HSE University’s employees are eligible for the following awards and rewards for outstanding performance, professional achievements, long-term excellence, commitment to innovations and other accomplishments:

a) HSE Letters of Commendation and Honorary Certificates:

- HSE Rector’s Letter of Appreciation;

- HSE's Letter of Commendation;

- HSE Honorary Certificates.

b) Letters of Commendation and Honorary Certificates from faculties, educational (research) subdivisions, and regional campuses:

* Letter of Commendation from a department, school, or institute as part of the faculty;
* Letter of Commendation from a faculty, educational (research) subdivision, and regional campus;
* Honorary Certificate from a faculty, educational (research) subdivision, and regional campus;
* Letter of Appreciation from HSE University First Vice Rector/Vice Rector responsible for the coordination of activities at a relevant faculty or educational (research) subdivision;

Letter of Commendation from HSE University First Vice Rector/Vice Rector responsible for the coordination of activities at a relevant faculty or educational (research) subdivision.

c) Letters of Commendation and Honorary Certificates from scientific/research subdivisions:

* Letter of Commendation from a scientific/research subdivision;
* Letter of Commendation from HSE University First Vice Rector/Vice Rector responsible for the coordination of activities in a relevant scientific/research subdivision;
* Letter of Commendation from HSE University First Vice Rector/Vice Rector responsible for the coordination of activities in a relevant scientific/research subdivision;
* Honorary Certificate from HSE Research Advisory Committee;

d) Letters of Commendation from administrative and managerial, operations and maintenance, as well as auxiliary academic, subdivisions:

* Letter of Commendation from the subdivision head;
* Letter of Commendation from the subdivision manager (senior director, director in the respective field, academic secretary, or head of administrative office), responsible for the coordination of activities in a relevant subdivision;
* Letter of Commendation from HSE University First Vice Rector/Vice Rector responsible for the coordination of activities in a relevant subdivision;
* Letter of Commendation from HSE University First Vice Rector/Vice Rector responsible for the coordination of activities in a relevant subdivision;

e) Medals for outstanding performance:

* Medal “Recognition – 10 Years of Outstanding Performance”;
* Medal “Recognition – 15 Years of Outstanding Performance”;
* Medal “Recognition – 20 Years of Outstanding Performance”;
* Medal “Recognition – 25 Years of Outstanding Performance”;

f) Medals for outstanding achievements:

* Medal “For Input to the University’s Development”;
* Medal “For Input to Science and Education”.

g) HSE Honour Awards:

* HSE Honour Award 2nd Class;
* HSE Honour Award 1st Class;
* HSE Golden Honour Award;
* HSE Honour Award “For Input to the University’s Development”.

h) HSE Diplomas:

* Diploma “HSE Honorary Professor”;
* Diploma “HSE Honorary Trustee”.

i) bonuses and other incentive payments.

j) other types of rewards as per the University’s bylaws.

6.2. Several incentives may be provided simultaneously.

6.3. The procedures and conditions for granting awards are determined as per the University’s bylaws.

6.4. HSE University’s employees may be nominated for national, government and industry awards (orders, medals, diplomas of merit, lapel badges, honorary titles, etc.) for outstanding service to society and the state.

6.5. With the aim of recognizing an employee’s merits, streamlining the University’s operations and promoting effective HR policies, staff members can be assigned statuses. The procedure and grounds for the assignment of statuses shall be established by HSE University’s bylaws. A status can be revoked by the employer’s decision enacted by a relevant directive, among other things, as a result of violating these Regulations. Additional procedures and grounds for withdrawing statuses can be established in HSE University’s bylaws.

1. **APPLICABLE DISCIPLINARY ACTIONS AND PENALTIES**

7.1. HSE University’s employees shall be liable for any disciplinary offences (e.g., non-fulfilment or improper fulfilment of their obligations through their own fault) as prescribed in Russian legislation.

7.2. The employer shall bear the right to impose the following disciplinary sanctions:

a) admonition;

b) reprimand;

c) dismissal, based on relevant grounds stipulated by the Labour Code of the Russian Federation.

7.3. Only 1 (one) disciplinary sanction can be imposed for each disciplinary offence. However, should a disciplinary offence involve property damages incurred by the employer, the employee may be subject to financial liabilities in line with Russian legislation and HSE University’s bylaws.

7.4. Before a disciplinary action is applied, the employee who has committed a violation shall be requested to provide written explanations. A request for written explanations must be drawn up by his/her direct supervisor on the basis of a template presented in Annex 5 hereto. The employee’s failure to submit written explanations shall not be regarded as a disciplinary offence, but it shall not prevent the employer from taking required disciplinary actions. Should the employee fail to submit written explanations within 2 (two) working days, or should he/she refuse to do so, the employer shall draw up a statement to that effect on the basis of the templates presented in Annexes 6 and 7 to these Regulations.

7.5. The employee’s direct supervisor who uncovered the violation committed by the employee shall prepare an official memorandum on the basis of written explanations presented by the employee (statement on failure/refusal to submit written explanations), which shall subsequently be forwarded to the University’s official in charge of coordination of the respective subdivision as per the official allocation of duties, as established at HSE University.

The official memorandum shall include:

* details of the disciplinary offence committed by the employee (including its date, time, place, context, nature, job duties that were not performed/unduly performed as a result thereof);
* the gravity of the disciplinary offence committed by the employee, whether it was intentional or committed through negligence;
* consequences of the disciplinary offence committed by the employee, connections between the offence and its consequences;
* proposed disciplinary sanctions.

The official memorandum shall be accompanied by supporting documents confirming the occurrence of a disciplinary offence.

If an employee of a subdivision engaged in the implementation of degree programmes is subject to a disciplinary measure in the form of admonition, a memorandum can be submitted to the attention of the relevant faculty dean/subdivision head. If the faculty dean/subdivision head is the employee’s direct supervisor who has identified the incidence of a disciplinary offence, memorandum shall not be drafted.

7.6. The disciplinary action shall be enacted by a directive signed by the Rector or another authorized official. A disciplinary measure in the form of admonition can be imposed on the employee of a subdivision implementing degree programmes on the basis of a directive issued by the relevant faculty dean/subdivision head. The directive on applying disciplinary sanctions shall be presented to the employee within 3 (three) working days from its date of issue, excluding the time when the employee is away from work. The employee must sign the directive to acknowledge that he/she is aware of disciplinary measures to be applied. If the employee refuses to sign such document, a corresponding statement shall be drawn up (based on the template presented in Annex 8 to hereto).

7.7. Disciplinary measures may be imposed no later than within 1 (one) month from the date when the disciplinary offence was uncovered, excluding the time spent by the employee on his/her sick leave/leave of absence. The date when the disciplinary offence was identified is the date when the employee’s direct supervisor became aware of such violation.

7.8. Disciplinary actions may not be taken upon expiration of 6 (six) months from the date when the disciplinary offence was committed or 2 (two) years following an audit/inspection of financial and business operations. These timeframes do not include the period for criminal proceedings.

7.9. If within a year after the application of the disciplinary measure, the employee is not subject to other disciplinary measures, the employee shall be considered as not being subject to any disciplinary measures.

7.10. Upon the initiative of the HSE University Rector or another authorized official, an employee’s request, or the petition of his/her direct supervisor, the disciplinary measure may be lifted before the expiration of a one-year period.

7.11. During the effective period of the imposed disciplinary measures, the employee shall not be entitled to rewards specified in Section 6 hereof. In certain cases he/she shall also not be eligible for financial incentives and bonuses as per the University’s internal bylaws.

1. **RESPONSIBILITIES OF EMPLOYEES AND THE EMPLOYER**

8.1. If any damage is caused by either party to the employment agreement (i.e., the employer or the employee) to the other thereof, such party shall reimburse the other for said damage, in accordance with the Labour Code of the Russian Federation and other relevant federal laws.

8.2. The financial liability of the parties to the employment agreement may be specified in the employment agreement and/or other written addendums attached thereto.

8.3. If the employment agreement is terminated after any damage is inflicted, the parties to the employment agreement shall not be released from their financial liability, as stipulated by the Labour Code of the Russian Federation or other federal laws.

8.4. The employer or employee shall bear financial liability for any damage caused to the other party hereof as a result of their unlawful conduct (i.e., any action or omission thereof), unless otherwise provided for by the Labour Code of the Russian Federation or other federal laws. Each party to the employment agreement shall be required to prove the size and extent of the damage incurred by it.

8.5. HSE University and its employees shall bear responsibility for non-fulfilment or improper fulfilment of their obligations, as well as any breach of the provisions of the Labour Code of the Russian Federation and other labour legislation, pursuant to the Labour Code of the Russian Federation and other federal laws.

1. **WAGES**

9.1. The wages of University employees are stipulated in their employment agreements in accordance with Russian labour legislation, other labour-related regulations, as well as HSE University’s bylaws.

9.2. Wages shall be paid to employees twice a month:

- the first portion shall be payable on the 25th day of the current month;

and

- the balance payment for the previous month - on the 10th day of the following month.

9.3. Wages are transferred to the employee’s account in a bank, which has signed an agreement with the University, or to the employee’s bank account, which the employee has specified in his/her respective request for transfer of funds.

1. **ORDER IN UNIVERSITY BUILDINGS**

10.1. The University shall ensure security in its buildings and keep them in good technical condition in order to enable the normal operation of all HSE University’s divisions and guarantee the safety of equipment and other property used in educational, research, and economic activities.

10.2. The administrative directors of HSE University’s buildings (or deputy directors of HSE University’s regional campuses) shall be responsible for anti-terrorist security, fire safety and good sanitary conditions of the University’s buildings, as well as the safety of the property.

10.3. Administrative directors of each building (or deputy directors of HSE University’s regional campuses) shall be responsible for maintaining comfort and the working order of amenities (e.g., furniture and educational equipment in good condition, normal temperature and lighting, etc.) in the University’s classroom facilities.

Administrative directors of each building are responsible for equipment that is permanently installed in the University’s classrooms. Furthermore, the heads of respective departments and laboratories shall be responsible for keeping the equipment of the University’s classroom facilities in good condition. Employees authorized by the deans of faculties and heads of schools and departments, as well as by managers of territorial centralized control desks, are responsible for the maintenance and good condition of portable equipment provided for conducting educational or scientific events, as well as monitoring the integrity of equipment used in PC classes.

10.4. While on HSE University’s premises, students must comply with the generally accepted rules of conduct in public places.

10.5. Employees may not:

a) stay indoors in outerwear and headwear;

b) leave clothes and personal belongings outside the cloakroom and other places allocated for their storage;

c) smoke outside areas designated for smoking;

d) enter or stay in buildings in a state of alcohol, drug or substance intoxication;

e) take property, objects or materials belonging to the University out of buildings or bring bulky items into buildings without the prior permission of the University’s administration;

f) post ads outside specially allocated areas without the prior permission of the University’s administration;

g) use any equipment, software, valuables and information telecommunication networks, as well as other means of communication, allocated by the University to employees for work purposes, for personal ends;

h) illegally consume, purchase, store, transport, manufacture, distribute and process drugs and psychotropic substances, as well as their antecedents or analogues.

10.6. When entering the University and on the University premises, employees must use individual respiratory protection devices (i.e., masks and respirators) and antiseptics when visiting common facilities, with regard to recommendations of the Chief Public Health Officer of the Russian Federation, as well as observe other requirements established as per Russian legislation, including sanitary / epidemiological standards and HSE University’s bylaws applicable throughout the emergency period or during the period of the risk of further spread of a disease posing a danger to others, as well as during a high-alert regime or in the period of the application of restrictive measures (quarantine) at a given territory.

10.7. All events held on HSE University’s premises should not feature materials qualified as information prohibited for children, and/or imply its dissemination, as per Russian legislation on the protection of children from information which may cause damage to their health and development.

The HSE University Rector, or his/her authorized person responsible for the coordination of a relevant area of the University’s activities, or a corresponding subdivision, may, by their own directive, authorize an event, which may feature information that is prohibited for children, and designate a person charged with overseeing the compliance with Russian legislation on child protection from harmful information during the event’s preparation and course.

10.8. The Rector, First Vice Rectors, Vice Presidents, Vice Rectors and regional directors of HSE University shall establish visiting hours so as to consider the personal queries employees.

Faculty deans, department heads, their deputies, and faculty programme offices shall establish visiting hours for academic staff members in accordance with the given faculty/subdivision’s working hours.

The heads of HSE University’s subdivisions shall establish visiting hours for employees in accordance with their subdivision’s working hours.

**Annex 1**

to Internal Labour Regulations of National Research University Higher School of Economics

**Special Aspects in Working Hours and Time Off**

**at HSE University in Nizhny Novgorod**

1. The HSE University-Nizhny Novgorod campus hours: from 7.30am to 9.30pm.

2. Employees of the HSE University-Nizhny Novgorod campus, except academic staff members[[3]](#footnote-3), shall normally work 40 hours per week during 5 (five) workdays and have 2 (two) days off on the weekend (Saturday and Sunday).

The workday is from 8.30am to 5.00pm.

The break for rest and a meal is from 12.30pm to 1.00pm.

**Annex 2**

to Internal Labour Regulations of National Research University Higher School of Economics

**Special Aspects in Working Hours and Time Off**

**at HSE University in Perm**

1. HSE University in Perm is open from 8.00am to 10.00pm.
2. Employees of the HSE University-Perm campus, except for academic staff members[[4]](#footnote-4), shall normally work 40 hours per week during 5 (five) workdays and shall have 2 (two) days off on the weekend (Saturday and Sunday).
   1. The workday is from 9.30am to 6.00pm.
   2. The duration of a break for rest and a meal is from 12.00pm to 12.30pm.
3. Work hours of caretakers (janitors) at the HSE University-Perm campus shall be established pursuant to their work (shift) schedules, as per the campus director’s order. The base period for this category of employees is equal to a one-year calendar period. Employees shall be familiarized with their respective work (shift) schedules and must give their signature in order to acknowledge their consent thereto no later than a month before the respective schedules come in effect. Salaries of caretakers (janitors) are based on an hourly tariff rate, which is fixed as per the campus director’s order. Caretakers (janitors) shall be entitled to a 20% increase of the hourly tariff rate for each hour of work at night (from 10.00pm to 6.00am).

**Annex 3**

to Internal Labour Regulations of National Research University Higher School of Economics

**Working Regimes Established for Individual Subdivisions and**

**Employee Groups by Job Positions (Professions and Occupations). Work Schedules.**

| **No.** | **Subdivision** | **Position** | **Work mode** | **Daily working hours** | **Opening hours** | **Closing hours** | **Total duration of a break for rest and meals** | **Break for rest and meals** | **Note** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Library. Service Desk and Book Depository | Unit Head;  Senior Librarian;  Chief Librarian;  Category 2 Librarian;  Category 1 Librarian;  Librarian  Administrator | Regime No.1 | Monday - Friday – 6 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 10.00am;  Saturday – 10.00am. | Monday-Friday –4:42pm; Saturday –3:30pm. | 30 minutes | 1.00pm-1.30pm |  |
| Regime No.2 | Monday - Friday – 6 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 14.18;  Saturday – 12.30pm. | Monday - Friday – 9.00pm;  Saturday – 6.00pm. | 30 minutes | 4.00pm-4.30pm |  |
| Regime No.3 | Monday - Friday – 6 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 9.00am;  Saturday – 9.00am. | Monday - Friday – 3.42pm;  Saturday – 2.30pm. | 30 minutes | 1.00pm-1.30pm |  |
| Regime No.4 | Monday - Friday – 6 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 12.00pm;  Saturday – 10.00am. | Monday-Friday -6:42pm; Saturday –3:30pm. | 30 minutes | 4.00pm-4.30pm |  |
| Regime No.5 | Monday - Friday – 7 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 9.30am;  Saturday – 9.30am. | Monday - Friday – 5.00pm;  Saturday – 3.00pm. | 30 minutes | 1.00pm-1.30pm |  |
| Regime No.6 | Monday - Friday – 7 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 12.30pm;  Saturday – 12.30pm. | Monday - Friday – 8.00pm;  Saturday – 6.00pm. | 30 minutes | 4.00pm-4.30pm |  |
| Regime No.7 | Monday - Friday – 6 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 8.30am;  Saturday – 8.30am. | Monday - Friday – 3.12pm;  Saturday – 2.00pm. | 30 minutes | 1.00pm-1.30pm |  |
| Regime No.8 | Monday - Friday – 6 hours 12 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 10.18am;  Saturday – 10.18am. | Monday - Friday – 5.00pm;  Saturday – 3.00pm. | 30 minutes | 1.00pm-1.30pm |  |
| 2 | Security Office. Security and Operations Office. Access Control Desk. | Administrator at Access Control Desk | Regime No.9 | Monday - Friday – 7 hours 00 minutes;  Saturday – 5 hours 00 minutes. | 9.00am | Monday - Friday – 5.00pm;  Saturday – 3.00pm; | 60 minutes | 1.00pm-2.00pm |  |
| 3 | Security Office. Fire Safety Office. Unit for Fire Preventive Operations. | Fire Safety Instructor | Regime No.10 | As per the established schedule | 8.00am | 8.00pm | 120 minutes | 12.00pm- 1.00pm; 12.00am- 1.00am | Total working hours\*.  Base period - 1 year. |
| 4 | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.3 | Dormitory Administrator | Regime No.11 | As per the established schedule | 8.00am | 8.00pm | 60 minutes | 1.30pm-2.00pm; 8.00pm-8.30pm | Total working hours\*.  Base period - 1 year. |
| 5 | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.2 | Dormitory Administrator |
| 6 | Office for Dormitories Operations and Maintenance. Administrative and Educational Building Operation and Maintenance Office “Myasnitsky”. Maintenance Support Unit | Building General Maintenance Worker |
| 7 | Office for Dormitory, Guesthouse and Recreation Centre Management. Faculty Guest House | Cleaner | Regime No.12 | As per the established schedule | 8.30am | 8.30pm | 60 minutes | 1.30pm-2.00pm; 8.00pm-8.30pm | Total working hours\*.  Base period - 1 year. |
| 8 | Office for Dormitory, Guesthouse and Recreation Centre Management. Faculty Guest House | Administrator |
| 9. | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dubky Dormitory Complex | Dormitory Administrator |
| 10 | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.4 | Dormitory Administrator | Regime No.13 | As per the established schedule | 9.00am | 9.00pm | 60 minutes | 1.30pm-2.00pm; 8.00pm-8.30pm | Total working hours\*.  Base period - 1 year.  . |
| 11 | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.6 | Dormitory Administrator |
| 12. | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.8 | Dormitory Administrator |
| 13 | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.10 | Dormitory Administrator |
| 14. | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.1 | Senior Dormitory Administrator |
| 15. | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.5 | Dormitory Administrator |
| 16 | Office for Dormitory, Guesthouse and Recreation Centre Management. Office for Dormitory Operations Support. Dormitory No.1 | Dormitory Administrator |
| 17 | Office for Dormitory, Guesthouse and Recreation Centre Management. Voronovo Training Centre | Administrator |
| 18 | Office for Dormitory Operation and Maintenance. Dormitory No.2. Operation and Maintenance Unit | Plumber |
| 19 | Office for Dormitory, Guesthouse and Recreation Centre Management. Faculty Guest House | Cleaner | Regime No.14 | 11 hours 30 minutes | 9.00am | 9.00pm | 30 minutes | 1.30pm-2.00pm | Total working hours\*.  Base period - 1 year. |
| 20 | Office for Building Maintenance and Ongoing Renovation. Administrative and Educational Building Operation and Maintenance Office No.4. Maintenance Support Unit | Building General Maintenance Worker | Regime No.15 | Monday - Friday – 7 hours 00 minutes;  Saturday – 5 hours 00 minutes. | Monday - Friday – 9.00am;  Saturday – 9.00am;  Monday - Friday – 9.00am;  Saturday – 09.00am.  . | Monday - Friday – 5.00pm;  Saturday – 3.00pm. | 60 minutes | Monday - Friday:  1.00pm-2.00pm;  Saturday:  12.00pm-1.00pm.  . |  |
| 21 | Office for Building Maintenance and Ongoing Renovation. Administrative and Educational Building Operation and Maintenance Office “Ordynka”  Maintenance Support Unit | Building General Maintenance Worker |
| 22 | Institute of Education. International Laboratory for Education Policy Analysis | Leading Researcher |
| 23 | Department for Economic and Social Studies | Leading Researcher |
| 24. | Expert Institute International Research and Teaching Laboratory for Socio-Cultural Research | Chief Researcher |
| 25 | Transport Services Office | Car Driver | Regime No.16 | 10 hours 00 minutes | 8.00am | 8.00pm | 120 minutes | 1.00pm-2.00pm;  5.00pm-6.00pm. | Total working hours\*.  Base period - 1 year. |

Working schedules for a given period shall be approved by the employer and forwarded to all employees concerned at least 2 (two) weeks before the schedule becomes effective. The employees must sign an acknowledgement form thereof.

**Annex 4**

to Internal Labour Regulations of National Research University Higher School of Economics

**List of job positions with irregular working hours. Duration of accrued paid annual leave granted for such employees**

In addition to regular annual paid leave entitlement (including prolonged paid leaves in excess of 28, 42 or 56 calendar days, respectively), HSE University’s employees with irregular working hours shall be entitled to additional paid annual leave days (hereafter, “annual leave”) equal to 3 - 28 calendar days[[5]](#footnote-5) , in accordance with the categories of job positions listed in this Annex.

The duration of a given leave entitlement shall be specified by the Rector’s or another authorized official’s directive, depending on the staff position category and the employee’s job description as per the relevant employment agreement. If an employee is hired at a position listed in this Annex, which does not foresee irregular working hours, said employee shall work regular hours, as specified in his/her employment agreement.

| No. | Job category | Additional leave days |
| --- | --- | --- |
|  | HSE Academic Supervisor, HSE President, Vice President, First Vice Rectors, and Vice Rectors | Up to 28 calendar days |
|  | HSE Deputy Academic Supervisor, Senior Directors, Directors in charge of a particular area of the University’s operations, HSE Chief Accountant, Head of Executive Office, Advisors to the Rector, and Assistants to Rector | Up to 28 calendar days |
|  | HSE Campus President, HSE Campus Academic Supervisor, and Academic Supervisors of a subdivision | Up to 28 calendar days |
|  | Deputy First Vice Rector, Deputy Vice Rector, Deputy Director in charge of a particular area of the University’s operations, Deputy Chief Accountant, head of an independent University’s subdivision[[6]](#footnote-6), HSE Campus Deputy Director, HSE Campus Chief Accountant, and Deputy Head of Executive Office | Up to 14 calendar days |
|  | Independent subdivision deputy head | Up to 7 calendar days |
|  | Managers working on positions that are indicated in Subsection 1 and 2 of Section II of the List of Faculty Positions in educational organisations, including the positions of heads of educational organizations, provided that their work is related to managing educational, research and (or) creative, academic and methodological activities, who are entitled to a prolonged paid leave of 56 calendar days, pursuant to Russian labour legislation. | 3 calendar days |
|  | Car driver | 3 calendar days |

**Annex 5**

to Internal Labour Regulations

of National Research University

Higher School of Economics

**Request for Written Explanations (template)**

National Research University Higher School of Economics

|  |
| --- |
|  |
| (HSE subdivision) |

|  |  |
| --- | --- |
| Attn.: |  |
| (full name of employee) | |
|  | |
| (position (profession, specialization), rank, class (category) of the employee’s qualifications) | |
|  | |
|  | |
|  | |
| (subdivision) | |

REQUEST No. \_\_\_

for Written Explanations

|  |  |
| --- | --- |
| Moscow |  |
|  |  |

date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| With respect to | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |

(date, nature and context of uncovered violation)

I hereby request that you provide written explanations for the violation committed by you (including reasons and the context thereof), within 2 (two) working days from the receipt of this request.

Please be advised that should you fail to provide written explanations within 2 (two) working days, a statement thereof shall be drawn up, pursuant to Russian legislation. In addition, your failure to provide explanations shall not prevent the University from taking necessary disciplinary sanctions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (print last name and initials) |

I have read and understood this request:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | (employee’s position) |  | (signature) |  | (print full name and initials) |

**Annex 6**

to Internal Labour Regulations

of National Research University Higher School of Economics

**Statement on Failure to Provide Written Explanations (template)**

National Research University Higher School of Economics

|  |
| --- |
|  |
| (HSE subdivision) |

STATEMENT No. \_\_\_

on Failure to Provide Written Explanations

|  |  |
| --- | --- |
| Moscow |  |
|  |  |

(date)

|  |  |
| --- | --- |
| This statement has been drawn up to confirm that on |  |

(date)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |  | |
| (full name) | | | | | | | | | | |
|  | | | | | | | | | | |
| (position (profession, specialization), rank, class (category) of the employee’s qualifications) | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| (HSE subdivision) | | | | | | | | | | |
| was requested that he/she provide written explanations with respect to the following events: | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  | |

(date, nature and context of uncovered violation)

However, as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(date)

the employee has not provided any explanations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Attachments: Request for Written Explanations, dated \_\_\_\_\_\_\_\_\_\_, No. \_\_\_\_\_ | | | | | |
| (details of attachments) | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (print last name and initials) |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (print last name and initials) |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (print last name and initials) |

**Annex 7**

to Internal Labour Regulations of National Research University Higher School of Economics

**Statement on Refusal to Provide Written Explanations (template)**

National Research University Higher School of Economics

|  |
| --- |
|  |
| (HSE subdivision) |

STATEMENT No. \_\_\_

on Refusal to Provide Written Explanations

|  |  |
| --- | --- |
| Moscow |  |
|  |  |

(date)

|  |  |
| --- | --- |
| This statement has been drawn up to confirm the following: |  |

(date)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |  | |
| (full name) | | | | | | | | | | |
|  | | | | | | | | | | |
| (position (profession, specialization), rank, class (category) of employee’s qualifications) | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| (HSE subdivision) | | | | | | | | | | |
| was requested that he/she provide written explanations with respect to the following events | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  | |

(date, nature and context of uncovered violation)

However, as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

the employee has refused to provide written explanations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Attachments: Request for Written Explanations, dated \_\_\_\_\_\_\_\_\_\_, No. \_\_\_\_\_ | | | | | |
| (details of attachments) | | | | | |
|  | | | | | |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (print last name and initials) |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (print last name and initials) |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (print last name and initials) |

**Annex 8**

to Internal Labour Regulations of National Research University Higher School of Economics

**Template Statement on the Employee’s Refusal to Provide Written Acknowledgement of the Directive on a Disciplinary Action**

National Research University Higher School of Economics

|  |
| --- |
|  |
| (Name of a subdivision) |

STATEMENT No. \_\_\_

on the Employee’s Refusal to Provide Written Acknowledgement of the Directive on a Disciplinary Action

|  |  |
| --- | --- |
| Moscow |  |
|  |  |

(date)

This statement has been drawn up to report that:

|  |  |  |
| --- | --- | --- |
|  |  | |
| (full name) | | |
|  | | |
| (position (occupation, profession), qualification category or class) | | |
|  | | |
|  | | |
|  | | |
| (subdivision) | | |
| has refused to acknowledge in writing Directive on a disciplinary action No.\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_ . | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (printed signature) |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (printed signature) |
|  |  |  |  |  |  |
|  | (position) |  | (signature) |  | (printed signature) |

**Annex 9**

to Internal Labour Regulations of National Research University Higher School of Economics

**Scope and duration of preparatory and closing works performed by car drivers. Duration of medical examinations of drivers**

1. Scope and duration of preparatory and closing works performed by car drivers before departure and upon arrival:

|  |  |
| --- | --- |
| Scope | Duration (min.) |
| Preparatory works: | |
| Trip ticket | 5 |
| Motor vehicle inspection | 10 |
| Closing work stage: | |
| Motor vehicle inspection | 10 |
| Trip ticket submission | 5 |
| Total | 30 |

1. The duration of medical examinations of car drivers before departure and upon arrival, as well as the time on the way to the place of a medical examination and back to the driver’s workplace:

|  |  |
| --- | --- |
| Title | Duration (min.) |
| Medical examination of car driver before departure | 15 |
| Medical examination of car driver upon arrival | 15 |
| Time on the way to the place of the medical examination of car driver before departure and back to the driver’s workplace | 5 |
| Time on the way to the place of the medical examination of car driver upon arrival and back to the driver’s workplace | 5 |
| Total | 40 |

1. Obstacles mean impediments that are not justified by the goals of ensuring safety of other employees and students of the University or aimed at satisfying the University’s economic and general needs. Impediments, arising as a result of inappropriate organization of staff members’ work by the university administration, are not regarded as obstacles [↑](#footnote-ref-1)
2. This sub-paragraph does not apply to the teaching quality assessment, which is carried out in accordance with the Procedures for Regular Mandatory Teaching Quality Assessments at National Research University Higher School of Economics Performed by HSE Students to Assess the Organization of the Study Process and the Instructional Quality on Their Courses. [↑](#footnote-ref-2)
3. Office hours for academic staff shall be established pursuant to p. 5.3 hereof [↑](#footnote-ref-3)
4. Office hours for academic staff shall be established pursuant to p. 5.3 hereof [↑](#footnote-ref-4)
5. The total duration of regular annual paid leave (including prolonged paid leave) and additional annual paid leave granted for irregular working hours may not exceed 59 calendar days [↑](#footnote-ref-5)
6. An independent subdivision refers to a subdivision within the University that is not part of other subdivisions, except for HSE University’s regional campuses [↑](#footnote-ref-6)