



# INTERNAL REGULATION

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## PREAMBLE

The current Internal Regulation establishes the general framework for the organisation of activities and work discipline at the „George Emil Palade” University of Medicine, Pharmacy, Science and Technology Târgu Mureș, as an obvious necessity for carrying out the internal activity of the University under the best conditions.

The „George Emil Palade” University of Medicine, Pharmacy, Science and Technology of Târgu Mureș, hereinafter referred to as „George Emil Palade” UMPHST, is an accredited higher education institution with legal personality, having as activity the state education, with financing provided both from the state budget and from the University funds, based on the principle of university autonomy that addresses the areas of management, structure and functioning of the university, didactic and scientific research, as well as management and funding.

The University operates under the legislation in force and of the Charter adopted by the University Senate, elaborated according to the provisions of the National Education Act 1/ 2011.

Within „George Emil Palade” UMPHST, teaching and scientific research activities are carried out by the teaching staff and by those who study in this higher education institution -which constitutes the university community- as well as economic and administrative activities and activities of management of its heritage performed by the technical, economic, specialised, administrative staff.

The organisational structure of the institution, which is in the positions chart, is drawn up annually, according to the legal provisions in force, according to the organisational chart established by the chief credit authorising officer.

The current Internal Regulation was drawn up on the basis of the following normative acts:

- Law No. 53/2003 on the Labour Code, as subsequently amended and supplemented, republished
- National Education Act 1/2011
- Law no. 62/2011 of the social dialogue
- Law no.319 / 2006 on safety and health at work
- Law no. 544/2001 on free access to public information, with subsequent amendments and completions





- Law no.202 / 2002 on equal opportunities and treatment of women and men, as subsequently amended and supplemented, republished;
- Law no.153 / 2017 on the unitary remuneration of the staff paid from public funds, as subsequently amended and supplemented
- Charter adopted by the University Senate
- Government Decision No 250/1992 on the Holidays and other types of holidays of the employees of the public administration; of the autonomous regions with special specificity and of the budgetary units;
- Code of university ethics
- Other normative acts providing mandatory rules in the field of labour protection of employees; rights and obligations for employees and employers.

The current Internal Regulation contains information of public interest and can be made available to any interested person in or outside the University.

## CHAPTER I. GENERAL PROVISIONS

**Art. 1.** (1) The internal regulation, drawn up pursuant to art. 241 of the amended Labour Code, is the legal instrument under which the following categories of provisions are regulated by the „George Emil Palade” University of Medicine, Pharmacy, Science and Technology of Târgu Mureș:

- rules on protection, hygiene and safety at work within the unit
- rules on respect for the principle of non-discrimination and the removal of any form of infringement of dignity
- the rights and obligations of the employer and of the employees
- the procedure for solving individual claims or complaints of employees
- concrete rules on labour discipline within the institution
- disciplinary misconduct and applicable sanctions
- rules on the disciplinary procedure
- arrangements for implementing other specific legal or contractual provisions
- criteria and procedures for the professional assessment of employees





(2) The provisions of the current Internal Regulation will apply to the own staff -teaching and research staff, non-teaching staff, administrative staff - employees of „George Emil Palade” UMPHST, irrespective of the type and duration of the employment contract signed or of the job they perform-, as well as to partner teaching staff, external collaborators, economic agents who have contractual relations with the University and who regularly or occasionally perform activities within „George Emil Palade” UMPHST.

**Art. 2.** University employees delegated to other institutions are obliged to comply with the provisions of their own Internal Regulation, as well as with those stipulated in the Regulation of the institution to which they are delegated.

**Art. 3.** The delegated employees of another institution are obliged to comply with the rules of work discipline and behaviour contained in the Regulation of the respective institution, as well as to those specific to the place of work where they carry out their activity during the delegation, as stipulated in the Internal Regulation of the „George Emil Palade” UMPHST.

**Art. 4.** Students activating within the faculties of the „George Emil Palade” „George Emil Palade” UMPHST have the obligation to be aware and to respect the provisions contained in the regulations regarding the professional activity of the students, specific to the study programme that they follow, as well as those of the work discipline and behaviour as stipulated in the current Regulation.

**Art. 5.** (1) The newly employed employee can only start work after he has accepted the rules of safety and hygiene of work, the norms related to the prevention and extinguishing of fires, rules specific to his work place and after becoming aware of his/her obligations according to the job description, of the provisions of the specific organisation and operation regulations and of the „George Emil Palade” „George Emil Palade” UMPHST Internal Regulations

(2) These provisions also apply to the temporary transfer of an employee to another workplace within the University.

**Art. 6.** (1) The provisions of the current Regulation may be supplemented by internal general or specific working rules, to the extent that they are considered necessary.

(2) The special employment conditions for certain special posts may be subject to internal norms, rules, plans or decisions.

**Art. 7.** Within „George Emil Palade” UMPHST any form of discrimination regarding access to all levels of education and training, further training and continuing education is prohibited.





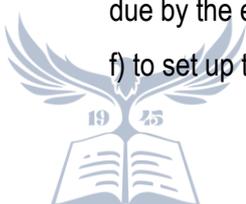
## CHAPTER II. PRINCIPAL RIGHTS AND OBLIGATIONS OF THE EMPLOYER

**Art. 8.** The rights of „George Emil Palade” UMPHST, as an employer, are mainly the following:

- a) to establish the organisation and functioning of the University
- b) to establish the attributions corresponding to each employee, under the law
- c) to make binding provisions for the employee, subject to their legality
- d) to exercise control over the performance of the work duties
- e) to establish the commission of the disciplinary deviations and to apply the appropriate sanctions, under the law, to the applicable collective labour agreement and to the Internal Regulation
- f) to grant, under the law, unpaid leave, at the request of the employees, provided that they do not affect the proper functioning of the department /work-place/compartment the employee is a part of
- g) to establish individual performance targets, performance evaluation criteria, and differentiated performance-based payroll
- h) to determine, in accordance with the legal provisions, the conditions for occupying different categories of positions

**Art. 9.** The obligations of „George Emil Palade” UMPHST, as an employer, are mainly the following:

- a) to inform the employees about the working conditions and the elements regarding the development of the working relations;
- b) to permanently ensure the technical and organisational conditions envisaged in the elaboration of the working norms and the appropriate working conditions;
- c) to give employees all the rights deriving from the law, from the applicable collective labour contract and from the individual labour contracts;
- d) to consult with the trade union or representatives of employees regarding decisions likely to substantially affect their rights and interests;
- e) to pay all the contributions and taxes in its charge, to withhold and pay the contributions and taxes due by the employees, under the law;
- f) to set up the general register of employees and to operate the records provided by the law;





- g) to issue, upon request, all documents evidencing the applicant's employment status;
- h) to ensure the confidentiality of the employees' personal data;
- i) to provide the legal framework for the employment of teaching, non-teaching and administrative staff, in accordance with the legal provisions in force, by ending the employment contract in writing; the engagement is considered final after the passing of the probation term/ probation period provided by the legal provisions in force;
- j) to ensure the continuous improvement of curricula, syllabus and teaching methods;
- k) to ensure the development and modernisation of the educational and research material base of the experimental laboratories, in order to increase the formative and creative effectiveness in the educational process;
- l) to be concerned with the development, diversification and valorisation of professional skills, paying particular attention to the peak values;
- m) to take measures regarding the organisation and stimulation of scientific research activities;
- n) to ensure the protection of the intellectual property rights of members of the academic community;
- o) to take measures to improve the professional training of the teaching staff, through doctorates and research internships, within national and international cooperation programmes;
- p) to take measures pertaining to training through courses organised by competent institutions for non-teaching and administrative staff who hold positions where the rate of change of knowledge is very high;
- q) to acknowledge the employees the advantages and rights established by the laws in force after signing the employment contracts;
- r) to exercise permanent guidance and control over the timely and complete fulfilment of the professional duties by each employee of „George Emil Palade” „George Emil Palade” UMPHST;
- s) to take the necessary measures for the application of the normative acts in the field of labour protection at each workplace by equipping the workers with protective equipment and workplaces with means of protection of the installations, with the equipment and the materials necessary for this purpose, as well as with the specialised documentation necessary for the appropriate training;
- ș) to carefully examine and consider all critical remarks, suggestions and proposals made by University staff, in order to improve their work in all departments/compartments, as well as to inform them on how to address the expressed requirements;





- t) to annually analyse the professional activity of the teaching and non-teaching staff employed for the purpose of granting certificates;
- t) to issue the completed work-permit, upon termination of the activity, on request made by the former employee and on the basis of filing of the documents regarding the termination of the employee's obligations towards the employer;
- u) to establish workplaces where access or circulation is prohibited or permitted under certain conditions, where there is an individual or collective risk of exposure to pathogens or various contaminants, chemicals or noxious substances, and where smoking or the introduction of cigarettes, matches, lighters, materials or products that could cause fires or explosions are forbidden;
- v) to ensure the execution of the guard and order service under the conditions stipulated by the law, with the organisation of the security system, fire prevention and security of the buildings „George Emil Palade” UMPHST, by establishing specific regulations in accordance with the regulations in force, specific rules on entering and leaving the institution, by prohibiting the access to the unit during working hours of persons under the influence of alcohol, etc.;
- (z) to ensure the rigorous compliance with and enforcement of all safety regulations in the operation of equipment, machinery, devices and gadgets and to take the necessary measures to prevent damage, explosions and the elimination of any technical defects in the working process without delay;
- x) to periodically communicate to employees the economic and financial situation of the unit, with the exception of sensitive or secret information which, by disclosure, is likely to prejudice the activity of the unit;
- y) to take any other measures, within the limits of the competence established by law.

### CHAPTER III. THE RIGHTS AND OBLIGATIONS OF THE EMPLOYEES

**Art. 10.** The University employee has the following rights:

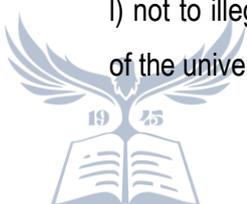
- a) the right to pay for the work submitted;
- b) the right to rest daily and weekly;
- c) the right to annual holiday;
- d) the right to equal opportunities and treatment;
- e) the right to dignity in work;





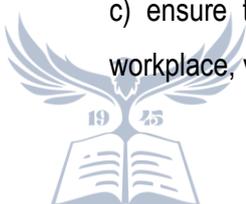
**Art. 11.** (1) The obligations of the Employee of the University, are mainly the following:

- a) to know and fully comply with the provisions of the individual labour contract, the applicable collective labour contract, the job description, the University Charter, the organisation and functioning regulations of „George Emil Palade” UMPHST and those of the Internal Regulation; to perform the workload or, as the case may be, to fulfil the duties assigned to him by the job description;
- b) to be faithful and loyal to the University and the academic community and to defend its prestige and public image;
- c) to sign the employment contract, to submit in due time the documents requested by the University;
- d) to comply with the working schedule established by the management of „George Emil Palade” UMPHST and to make full and maximum use of the working time for the proper performance of their duties;
- e) to participate and become involved, at the appeal of the University management, in all the events or academic activities in which the contribution is requested;
- f) to respect order and discipline at the workplace by a decent outfit, a dignified behaviour, to show their preoccupation, adherence to principles, to solve the requests / requirements / complaints in accordance with the internal procedures of „George Emil Palade” UMPHST and at the deadlines set in accordance with the regulations in force;
- g) to be present at work, capable of carrying out their tasks and their work;
- h) to show judgment in the use, supervision, management and preservation of appliances, gadgets, equipment, other materials and values entrusted and to use raw materials / consumables avoiding waste;
- (i) to comply with the rules on the retention of professional secrecy and those relating to documents, data or information which are not of public interest;
- j) to respect confidentiality regarding the activity, discussions or decisions of the different governing bodies or committees to which they belong;
- k) to notify the hierarchical chief once they have become aware of the existence of irregularities, deviations, difficulties or shortcomings in relation to their workplace, and propose remedial solutions;
- l) not to illegitimately use the quality of a University employee, without the approval/ empowerment of the university management;





- m) to respect the order and discipline at the workplace, the rules and instructions regarding the conduct of the activity;
  - n) to carry out the tasks arising from the functions/positions held and to be responsible for their fulfilment under the terms and conditions established;
  - o) to observe the technological and working process set up for the compartment/workplace where they operate, not to leave machines/appliances/installations unattended in operation and to protect the goods belonging to „George Emil Palade” UMPHST;
  - p) to become aware and comply with the safety and health norms of labour, as well as those related to the use of protective and working equipment, fire prevention or situations that could endanger the buildings, the facilities within the University or life, body integrity and health of the people in the University;
  - q) to behave in a civilised manner, to maintain a collegial atmosphere;
  - r) to be concerned about the improvement of their professional knowledge;
  - s) not to leave the workplace without the approval of the hierarchical superior;
  - ș) to maintain order and cleanliness at the workplace and to comply with the rules on access to the workplaces where entry is permitted only under certain conditions;
  - t) to constantly improve their professional qualification, the level of organisational, technical - scientific and general knowledge;
  - ț) to have a correct attitude within working relationships, to promote mutual assistance with all members of the team and to combat any inappropriate manifestations;
  - u) to apply the legal provisions on financial discipline in the course of business.
- (2) Heads of departments or workplaces/compartments will ensure and be responsible for taking all measures to certify that the installations, gadgets and equipment, own facilities and those belonging to the institution are operated safely, for the purpose of which they have the following obligations:
- a) organise the activity of the department/workplace/compartment and assigns the work tasks to all subordinate personnel;
  - (b) take measures to ensure that each job is provided with specific technical instructions for the normal operation of the equipment, machinery and gadgets; determine the measures to be taken in case of disturbances, interruptions or damages;
  - c) ensure that every employee is made aware of his / her duties and responsibilities at the workplace, verifies how these have been appropriated and fulfilled by all the staff employed;





- d) controls and responds to the use of the specific protective equipment, from the beginning to the end of the work schedule, in the places where explosion and fire hazards occur;
  - e) periodically control the technical condition of the equipment, machinery and gadgets, compliance with the operating rules and the established working regime;
  - f) ensure the execution of the mandatory technical revisions and planned repairs of the equipment, machinery and gadgets, according to the technical documentation; they are responsible for the preparation of the installation for the execution of the repairs and control the assurance of all its security measures;
  - g) organise regular training of workers on the operation, running and maintenance of safe equipment, machinery and gadgets, awareness and application of enforcement of labour protection norms, fire prevention and extinction and intervention rules to prevent disturbances, interruptions, damage, technical accidents and premature wear;
- 3) The heads of the working groups are responsible for organising and carrying out the activity in complete safety and for the full achievement of the measures regarding the proper functioning, operation and maintenance of the machines, installations and equipment entrusted. For this purpose, they are required to take action to:
- a) rigorous adherence to technologies and instructions for the maintenance of installations, machinery and equipment;
  - b) the operation of machines, installations and equipment in complete safety and efficiency;
  - c) organisation of each workplace and preparation of working conditions, assignment of work to each team and workers of the working group, supervision and guidance of each worker in order to acquire the knowledge and skills necessary for the good execution of the production tasks, supervision of the execution of operations throughout the course of work;
  - d) assimilation by the members of the working group of the regulations regarding the order and the discipline of the technology and labour, of the requirements for the operation and maintenance of the of machines, installations and equipment;
  - e) regular training of the workers of the working group and supervision of the strict application of the regulations regarding labour protection, fire prevention and extinguishing;
  - f) provision of work safety devices and the use of the production and work equipment provided by the rules specific to each job;
  - g) performing maintenance on time; participation in technical revisions and planned repairs;





h) prohibiting the participation of those who are not able to perform their duties, the notification of the hierarchical superior for replacing the missing ones; tracking the medical check-ups for subordinate staff;

i) taking over the working group tasks from the previous shift and handing over the tasks to the next shift, specifying the objectives to be pursued.

(4) The staff in management positions within the University must perform their duties in an exemplary manner, take all necessary measures to establish the order and firm discipline of all the staff employed, develop the sense of duty and responsibility among them, sanction any violation or non-compliance with the service duties. Also, the staff in management positions has the obligation, within their competence, to make clear and precise provisions for their execution and to systematically control how they are carried out by the subordinate staff.

(5) Workers and personnel operating in the thermal station or using high-risk installations are directly responsible for the operation of the installations, machinery and equipment in safe conditions and according to the approved working regime of the machines and of the devices they have in reception. To this end they, have the following obligations:

a) to be familiar with the constructive and functional characteristics of the installations of the machinery, devices and appliances they are working on, to apply the rules of their operation, work protection and fire prevention;

b) to ensure, according to the technical prescriptions, permanent supervision of the installations, machinery and equipment and other means entrusted, to check the proper functioning of the safety, measuring and control devices;

c) to use and maintain, in accordance with established rules, protective equipment and safety devices;

d) to come to work able to perform at full capacity in order to be able to accomplish their duties in good conditions;

e) to immediately notify the manager of the workplace of any irregularity, malfunction, anomaly or other situation that could constitute a danger he / she sees at the workplace, as well as any violation of the norms of labour protection or fire prevention;

f) to take urgent measures for the settlement of possible failures and accidents, according to the programmes drawn up for this purpose, to be at the disposal of the unit or present themselves as soon as possible in case of damage or other urgent needs;





- g) to comply with the rules of access in the unit in which they work and not to receive foreign people in the premises of the unit, unless in accordance with the provisions in force;
- h) to strictly respect the provisions on organised handing over – taking over of the shift; at the end of the programme, they cannot leave the workplace until the substitute comes and the termination of activity is done only after handing over the installation, machinery or equipment of which they are responsible, to the worker of the next shift, in the presence of the head of the shift take-over working group;
- i) to ensure strict adherence to the specific technical prescriptions of the installation, equipment, machinery which they operate;
- (j) to thoroughly perform all working duties, to prevent any deeds which could endanger the safety of personnel and the integrity of the installations, machinery, equipment and other goods, to effectively remove any situation which could constitute a source of danger.

(6) The members of the teaching staff have the obligation to make available to the management of „George Emil Palade” UMPHST a valid email address through which they will receive the official mail. If a member of the teaching staff does not have/does not want to use his/her own e-mail address for correspondence, the University will assign him/her an official e-mail address. All members of the teaching staff are required to check the messages arrived at the communicated address and to respond to them, where appropriate, this form of communication being considered a possible substitute for the printed communication.

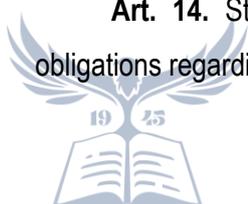
**Art. 12.** The removal, without legal forms, the evasion, destruction, damage or loss of materials, documentation, means of transport or other property/values belonging to the University will be the responsibility of the culprit.

**Art. 13.** (1) The introduction or consumption of alcoholic beverages in the premises belonging to the University is prohibited, except for the events approved by the University management.

(2) Persons coming to the work programme under the influence of alcoholic beverages will be denied access to the institution and will be subject to appropriate sanctions, which may reach the disciplinary termination of the employment contract.

(3) If a person is identified as being intoxicated during the work hours, the management of the institution will be notified, and the deed will entail the dissolution of the employment contract.

**Art. 14.** Storekeepers or persons with duties of storekeeper also have the following specific obligations regarding the reception of fixed assets and inventory objects:





- a) to personally notify the reception committee, in an operational manner (12 hours after the receipt of the goods) and to sign in its presence the documents for entry into the administration;
- b) to personally go to the Accounting Compartment for assigning the inventory numbers for the fixed assets stipulated in the minutes of reception;
- c) to highlight the inventory numbers on the received fixed means, so that none of them is moved to/from the place of use without the inventory number inscribed on it;
- d) to require the management of the University to appoint a specialist for the verification/reception of those goods whose characteristics they do not know;
- e) to enter the name of the inventory items, the technical characteristics, the unit price, the quantities according to the invoice from the supplier, in the entry-receipt notes (ERN), so that a correct identification is possible in the case of inventory management or movement of the respective goods;
- f) to transfer the inventory/fixed assets among the administrations of the institution only on the basis of the transfer/movement bills;
- g) to have stock records for all the goods they have in administration;
- h) to have completed the sheet of the inventory items, respectively the fixed assets, in the places of use, for the goods given on the sub-inventory;
- i) to be presented monthly to the Accounting Compartment in order to check the scores, for consistency between the technical-operative records (stock records) and the accounting records;
- j) to prepare the cassation proposals, in case the managed goods are considered worn out during the normal use process and to notify the Accounting Compartment for the necessary measures to be taken.

**Art. 15.** Storekeepers will be administratively, materially or criminally liable in the event of violation of their obligations under the law and the internal rules of the University.

## CHAPTER IV. THE ORGANISATION OF THE WORKING HOURS

**Art. 16.** (1) The working hours of the teaching staff will be established by the Administrative Board of „George Emil Palade” UMPHST and by the faculty councils, according to the teaching loads stipulated in the – national Education Act 1/ 2011, the positions charts, the annual curricula and the approved timetables.





(2) The working hours of the non-teaching staff and of the administrative staff will be established by the Administrative Board, in consultation with the trade union organisations of the University, according to the needs regarding the execution of the work programmes of all the workplaces in terms of efficiency.

**Art. 17.** The working hours schedule is unitary for the entire staff, but in the case of the employees with specific tasks (gatekeepers, stokers, librarians, etc.) the schedule may be different depending on the needs of carrying out activities with continuous flow.

**Art. 18.** The normal working time is 8 (eight) hours per day, 40 (forty) hours per week, performed during the 5 (five) week working week.

**Art. 19.** (1) The working hours schedule for the non-teaching and administrative staff starts at 7.00 and ends at 15.00.

(2) The working hours schedule and work with the public are displayed in a visible place.

**Art. 20.** (1) The management of the University may change the working hours schedule, depending on needs and specific work tasks.

(2) Employees may, if necessary, carry out activities after the working hours schedule, on the basis of a service order signed by the hierarchical chief and approved by the management of the University, in order to be acknowledged as time to be recovered.

**Art. 21.** (1) Weekly rest days will be provided for all persons employed on Saturdays and Sundays.

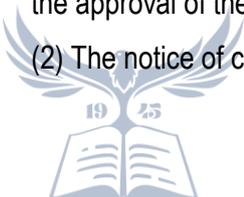
(2) For the categories of employees who, due to the specific nature of their work, need to work on Saturdays and Sundays, they will be granted other weekly rest periods without prejudice to the proper conduct of their work.

(3) Compensation for work performed on Saturdays and Sundays, as well as on legal/religious holidays, will be made by granting free days corresponding to the work performed on those days within the next 30 days. It will be possible to compensate in cash the work done in those days only to the extent that the special legal provisions in force provide for such a possibility.

**Art. 22.** The maximum legal length of working time may not exceed 48 hours per week, including overtime.

**Art. 23.** (1) The record of the supplementary work will be kept on the basis of attendance register and notice of calling, which must be signed upon arrival and departure, indicating the overtime worked and the approval of the chief of the workplace.

(2) The notice of calling for overtime is approved by the management of the University.





(3) The hours provided under the conditions mentioned in paragraphs (1) and (2) will be compensated for the corresponding free time or paid according to the law.

**Art. 24.** (1) For persons whose working hours are carried out during the night, the duration of the working time is less by one hour than the working time during the day without diminishing the basic salary and the seniority.

(2) "Work performed during the night" will be the work performed during the hours 22.00-6.00, with the possibility of deviating, in justified cases, one hour or more in excess of these limits.

**Art. 25.** (1) Employees who, for various reasons, cannot present themselves at work, have the obligation to inform the hierarchical chief as soon as possible, by telephone or by any other means of communication, but not later than 24 hours from the event.

(2) In the event of non-compliance of this obligation, the employee will appear in the collective attendance sheet as absent.

(3) The University has the right to disciplinarily terminate the employee's employment contract if he/she is absent from work 3 (three) consecutive days, 5 (five) days accumulated within one month or 9 (nine) days accumulated within a year.

**Art. 26.** The employees are entitled to paid free days in case of special family events or in other situations, as follows:

- a) the employee's marriage - 5 days;
- b) the birth or marriage of a child - 5 days;
- c) the death of the spouse or of a relative up to the second degree of the employee (child, parents, grandparents, brothers/sisters) - 3 days.

**Art. 27.** (1) Unpaid leave for teaching and research staff is obtained on the basis of a written request signed by the employee, acknowledged positively or negatively by the Director of the department (depending on the motivation of the request and the concrete possibility of replacing the employee) and the Dean of the faculty, to be later on approved by the management of the „George Emil Palade” „George Emil Palade” UMPHST. After approval, a copy of the request is sent to the Human Resources Compartment.

(2) The duration of unpaid leave of the teaching and research staff is the one stipulated in National Education Act 1 / 2011.

(3) Unpaid leave for solving personal situations or for professional specialisation, in the case of non-teaching and administrative staff, can be obtained based on a written request signed by the employee,





acknowledged positively or negatively by the head of the department/ compartment (depending on the motivation of the request and the concrete possibility of replacing the employee concerned) and by the General Administrative Director, to be later approved by the Rector. After approval, a copy of the request is sent to the Human Resources Compartment.

(4) In order to solve personal situations, employees are entitled to 30 working days of unpaid leave granted by the manager of the institution.

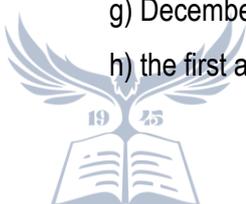
(5) Employees who are studying, completing, concluding their studies, as well as those who take part in the competition for occupation of a job or position in education is entitled to unpaid leave for the preparation of the examinations or the competition, the total duration of which will not exceed 90 of working days per calendar year; these holidays represent seniority in work/education.

**Art. 28.** (1) If the employee is temporarily incapacitated, he/she is obliged to notify the hierarchical superior within 24 hours from the occurrence of the incapacity, and to submit the supporting documents (the sick-leave certificate) to the Human Resources Compartment, until the 3<sup>rd</sup> of the month following that for which legal money is granted or until the first working day, if the 3<sup>rd</sup> of the month is a non-working day.

(2) Failure to comply with the obligation stipulated in paragraph (1) makes it impossible to grant payment to the person concerned in due time, and in even more serious cases, even the impossibility of closing the monthly situation and making transfers to the state budget, penalties that may be undertaken by the person who determined this outcome.

**Art. 29.** (1) The following are considered non-working days for weekly rest and for legal/religious holidays:

- a) January 1 and 2 - New Year
- b) January 24 - Celebration of the Union of Romanian Principalities
- b) the first and second Easter days;
- c) May 1;
- d) the first and second day of Pentecost;
- e) June 1 - Child's Day
- e) August 15 -Assumption of the Virgin Mary;
- f) November 30 (St. Andrew)
- g) December 1 - National Day of Romania
- h) the first and the second day of Christmas;





i) two days for each of the three (3) annual religious holidays declared as such by religious denominations other than Christian religious denominations for the persons belonging to them.

(2) These days may be replenished as a result of changes to the legislation in force.

**Art. 30.**

(1) The right to paid annual leave is guaranteed to all employees. The right to paid annual leave cannot form the object of any transfer, refusal or limitation.

(2) The effective duration of the paid annual leave is the one stipulated in the National Education Act 1/2011, for the teaching staff. The periods in which they can be carried out are determined by the Senate of the University.

(3) For non-teaching staff, the periods during which the employee benefits from the paid annual leave will be established at the beginning of each year with the approval of the hierarchical superior. The number of days of paid annual leave is determined by the overall seniority of the employee's work, as follows:

- a) overall seniority from 0 to 5 years - 21 working days;
- b) overall seniority from 5 to 15 years - 24 working days;
- c) overall seniority of more than 15 years - 28 working days.

**Art. 31.** The presence of the employees at work and the daily working hours are attested by the mandatory signing, both on arrival and at departure, of the attendance register, available at each department/compartment/workplace or through other forms of electronic recording of presence.

**Art. 32.** The heads of the department/compartment/workplace, or the people designated by them, are obliged to daily check the presence of employees in the respective department/compartment/workplace and to daily communicate to the Human Resources Department the delays and the leaves of absence, and on the following day the cases of absenteeism.

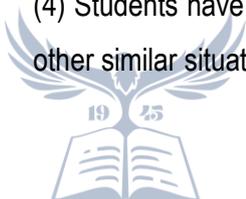
**Art. 33.** Rules for access into the University:

(1) At the entrance to the University, the security and order body may request the service card and the employee has the obligation to present it.

(2) For persons outside the University, entry is allowed only after the presentation of the identity document.

(3) In the register-book at each gate will be entered: the name and surname of the visitor; his/her domicile; date and time of entry into the University; the compartment where he/she wishes to go; time of leaving the University; the signature of the person who took the record.

(4) Students have free access to the university buildings according to the schedule of each faculty, unless other similar situations are specified by the university management





- (5) The persons performing construction works have access to the workplaces only on the routes established in agreement with the Technical Compartment and the management of the institution performing the respective construction-assembly works;
- (6) Visitor groups will be accompanied by a designated person or university managers and will only travel on the routes established for that purpose.

## CHAPTER V. EVALUATION OF PROFESSIONAL PERFORMANCE

**Art. 34.** (1) The specific performance objectives are established periodically depending on the specificity of the activity, in accordance with the strategic and operational plan of UMF.

(2) The purpose of the evaluation is to improve the quality of work in the University by motivating employees by means of recompensing and rewarding performance.

(3) The assessment provides information on the level of performance of each employee, the evolution of employee performance over time, the hierarchy of employees, the identification of promotion opportunities, the identification of training needs, the main obstacles faced by employees in the course of their work and their career aspirations.

**Art. 35.** (1) The evaluation of the professional performances of the employees of the University is carried out in accordance with the legal provisions in force and with the own procedures.

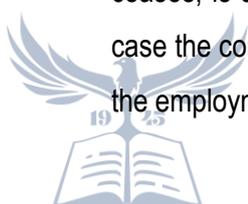
(2) How to apply the criteria and the methodology provided in paragraph (1) will be established by decision of the Senate, according to specific evaluation grids.

**Art. 36.** (1) The assessment of individual professional performance is based on the systematic and objective assessment of the performance and quality of work, behavior, initiative, efficiency and creativity for each employee.

(2) During 1st – 31st January of each year, the programme for assessing the individual professional performance of the staff is carried out for the year before the evaluation.

(3) Exceptionally, the assessment of individual professional performance is also carried out during the assessed period in the following cases:

- a) when, during the assessed period, the employment relationship of the assessed contract staff ceases, is suspended for a period of at least 3 months or is modified, according to the law; in this case the contract staff will be assessed for the period until termination, suspension or modification of the employment relationship;





- b) when, during the assessed period, the evaluator's employment relationship ceases, is suspended for a period of at least three months or is modified, according to the law; in this case the evaluator has the obligation, within a maximum of 15 calendar days, to carry out the assessment of the professional performance for the subordinate staff;
  - c) when, during the assessed period, the evaluated person acquires a higher education diploma and is to be promoted, according to the law, in a position corresponding to the studies completed;
  - d) when during the assessed period the person is promoted to a higher professional level.
- (4) The mark established as a result of the assessment in the cases mentioned in paragraph (3), will be taken into consideration in the annual assessment of the professional performance.

**Art. 37.** (1) The process of assessing the individual professional performance is based on the following criteria:

- a) knowledge and experience;
  - b) complexity, creativity and diversity of activities;
  - c) contacts and communication;
  - d) working conditions;
  - e) incompatibilities and special treatment.
- (2) Additional criteria for management positions are as follows:
- a) judgment and impact of decisions;
  - b) influence, coordination and supervision.

(3) Depending on the specific activity and attributions of some departments, the University Senate may establish additional evaluation criteria.

**Art. 38.** Evaluation procedures for the individual performance are established by the decision of the Senate of the University and include:

- a) establishing and communicating, for each category of employees, the assessment criteria, their importance for the final mark and the mark ranges corresponding to each mark;
- b) establishing the senior hierarchical managers who carry out the assessment for each category of employee;
- c) establishing the assessment period accurately;
- d) the actual conduct of the assessment;
- e) informing the assessed person of the records made by the evaluator in the assessment sheet; if there are differences of opinion between the assessed person and the evaluator on the records





made, the comments of the assessed person will be recorded in the assessment sheet; the evaluator may change the assessment sheet if they can agree upon a common viewpoint;

- f) signing of the evaluation sheet by the evaluator and the assessed person;
- g) submitting the evaluation sheet to the hierarchical superior of the evaluator, unless the evaluator is the Rector;
- h) the hierarchical superior of the evaluator co-signs the assessment sheet and may decide to amend it if the recorded data do not correspond to reality or in order to resolve the stated differences of opinion, and make these changes known to the assessed person;
- i) submitting complaints to the Rectorate within 5 working days of being informed of the final assessment sheet;
- j) the resolution of complaints by the Rector, within 10 working days from the expiry of the deadline for submitting complaints;
- k) informing the dissatisfied employees about the Rector's decision and those assessed by the Rector himself, who disagree with the records in the assessment sheet, of the right to appeal to the competent court;
- l) establishing the final results of the assessment and its consequences.

**Art. 39.**

(1) The final assessment is based on the final mark, as follows:

- a) very good;
- b) good;
- c) satisfying;
- d) nonsatisfying.

(2) If an employee receives the assessment 'nonsatisfying', it is considered that he/she does not meet the requirements of the job and implementation will be done in accordance with the provisions of the labor law in force.

**Art. 40.** Initiating, centralizing the results and drafting the evaluation report of the professional performance of the teaching staff is a task for which the Vicerector's Office for the Academic Evaluation and Quality Assurance is responsible, and for the non-teaching and administrative staff the Human Resources Department.





## CHAPTER VI. SALARY AND REWARDS

### Art. 41.

- (1) For the work done on the basis of the individual employment agreement, each employee is entitled to a salary in cash for his/her work.
- (2) Payment of salary rights in „GEORGE EMIL PALADE” UMPHST is done on the 14<sup>th</sup> of each month.

### Art. 42.

- (1) For the special contribution made to the efficiency and performance of the institution's activity, employees can be proposed to be awarded - following the legal provisions in force - the following compensations:
  - a) granting gratification, prizes and other material rewards; granting gratification, prizes and other material rewards;
  - b) degrees, medals, titles of honor, distinctions, diplomas of honor;
  - c) merit gradation or additional salary rights on the basis of professional performance.

## CHAPTER VII. MISCONDUCT AND DISCIPLINARY SANCTIONS

- Art. 43.** (1) Failure to comply with the work obligations established by the labor code, the collective labour agreement at national, branch and institutional level, the individual contract or the internal regulation, the norms of behavior or the infringement of legal orders and provisions of the hierarchical leaders, constitute disciplinary misconduct penalised as such, regardless of the position of the person who committed it.
- (2) If the deeds are committed under such conditions that according to the criminal law they are considered to be criminal offenses, the management of the University will notify the criminal prosecution authorities.
  - (3) Criminal, civil or contraventional liability does not exclude disciplinary liability for the offense committed if work obligations have also been violated.

**Art. 44.** The following deeds - without being limitative - are considered to belong to disciplinary misconduct:

- a) making mistakes in organizing, administrating or ordering the execution of operations / works that have led or could lead to discontinuation of works, deterioration of their quality, material damage or accidents at work;





- b) non-compliance with the obligations arising from the relations of authority (violation of legal provisions given by the hierarchical leaders);
- c) violation of the rules regarding the preserving of the professional secrecy, namely disclosure of information (such as salaries, income earned by a person employed in the institution, data in the employees' personal file) of a confidential nature, considered to be professional secrecy, since such information can only be disclosed to persons or institutions that are authorised to receive such information;
- d) violation of the confidentiality assumed in the election of the management structures or of the committees of the University;
- e) execution of poor-quality works due to non-compliance with the technological discipline;
- f) non-compliance with the working hours by failure to appear at work at the right time in order to start work so that the accumulation of 5 (five) delays in one month will be sanctioned with a written warning, and the accumulation of 10 (ten) delays in one year will be sanctioned with the disciplinary dissolution of the individual employment agreement;
- g) failure to be present at work, leaving the workplace during working hours or before the end of the programme or the arrival of the next shift without the approval of the Rector, the General Administrative Manager or the hierarchical superiors will be sanctioned upon notification of the hierarchical superior of the employee with the suspension of the individual employment agreement for that day and the non-granting of the remuneration rights;
- h) not taking measures for proper use and maintenance of the institution's assets;
- i) carrying out works that are unrelated to the work obligations, during working hours or the use of the institution's means of transport or equipment without any right;
- j) inaccurate or lack of filling out of the records, as well as communication of inaccurate / invalid data / information;
- k) violation of rules of conduct in work relationships (insults, assault, threats, harassment, etc.), failure to fulfill the work obligations contained in the specific Organization and Operation Regulation, in the job description or in the work instructions;
- l) violation of the provisions of this Regulation as well as of any other internal rules of the institution;
- m) preventing, in any way, other employees from performing their work duties;





n) infringement of the dignity of other employees through direct discrimination (difference of treatment of a person to the detriment of another, due to his or her belonging to a certain gender or due to pregnancy, birth, maternity or paternity leave), indirect discrimination (applying apparently neutral criteria / practices that, due to their consequences, affect individuals of a certain gender) or sexual harassment (any form of sex-related behavior about which the guilty person knows that it affects the dignity of the person if that behavior is refused and is the motivation for a decision affecting that person).

o) the entry, without any right, into the premises belonging to the University where access is restricted or the presence in these spaces is not justified.

**Art. 45.** Disciplinary misconduct is also represented by the following deeds that are committed by the heads of academic structures or services / departments, administrators, etc., in so far as they are subject to obligations under the regulations in force:

- a) non-fulfillment of the organizational, management and control duties, as well as the non-fulfillment of the legal provisions given by the hierarchical superior;
- b) non-fulfillment of the obligations regarding the counselling of the subordinate personnel regarding their duties;
- c) failing to take firm measures to fulfill the obligations on time and in good terms;
- d) abuse of authority towards subordinate personnel;
- e) harming the dignity of subordinate personnel through aggressive language/attitude, insults or offense;
- f) applying unfair sanctions;
- g) unjustified attribution of rewards in violation of legal provisions;
- h) promoting personal interests in relations with other employees.

**Art. 46.** Serious misconduct, which may lead to disciplinary termination of the employment agreement, refers to:

- a) presentation at work or its performance under the influence of alcoholic beverages;
- b) consuming alcoholic beverages at work or in the institution; exceptions are the events approved by the management of the involved structure;
- c) unexcused absence from work more than 3 (three) successive days, or 5 (five) days cumulated during a month, or 10 (ten) days cumulated in a year;





- d) unexcused absence from the events and activities of the University, for which the staff were nominated in writing by the hierarchical chiefs and for which they signed for confirmation of knowledge;
- e) stealing or attempting to steal in any form, goods or values belonging to the institution, employees or other persons in the institution;
- f) misuse of university premises for commercial purposes, in the personal interest;
- g) the use of false documents for hiring or for hierarchical promotion;
- h) committing acts of violence or serious insults against the colleagues or the managers of the institution;
- i) criminal convictions for acts committed inside or outside the university area;
- j) the disclosure of some secrets of the institution by which it has been damaged;
- k) prejudice to the public image of the University or the academic community;
- l) falsification of rights-generating acts;
- m) plagiarism;
- n) threatening, preventing or requiring an employee or group of employees to participate in the strike or work during the strike.

**Art. 47.** (1) The disciplinary sanctions applicable to the teaching and research staff, to the non-teaching and research staff, to the administrative staff, as well as to the management, counselling and control staff of the University are the following:

- a) written warning;
- b) reduction of the basic salary, cumulated, if applicable, with the management, counselling and control indemnity (according to the Labor Code);
- c) the suspension for a period of up to three years of the right to enroll in a competition for a higher teaching position or a management, counselling and control position, as a member of doctoral, master or bachelor board;
- d) disciplinary termination of the employment agreement;
- e) dismissal from the management, counselling and control position.

(2) The disciplinary sanctions applicable to the administrative staff are as follows:

- a) written warning;
- b) relegation from office, with the payment of the salary corresponding to the position that the person has been demoted from, for a duration not exceeding 60 days;





- c) reduction of basic salary for a period of 1-3 months by 5-10%;
- d) reduction of the basic salary and / or, as the case may be, of the management indemnity for a period of 1-3 months by 5-10%;
- e) disciplinary dissolution of the individual employment agreement.

(3) If, by professional status approved by special laws, another system of penalties is established, it will be applied.

(4) The disciplinary sanction will be canceled by law within 12 months from the application, unless a new disciplinary sanction is applied to the employee within this period.

(5) The cancellation of the disciplinary sanctions is established by the decision of the employer issued in written form.

(6) For the same disciplinary offense, only one sanction may be applied.

**Art. 48.** The procedure for applying disciplinary sanctions for the teaching and the research staff, including in the case of management, counselling and control positions in the University is the following:

(1) Any person may notify the management of the department, of the faculty or of the University in connection with certain acts that constitute misconduct as far as the the discipline of work in the University is concerned, according to the current Regulation.

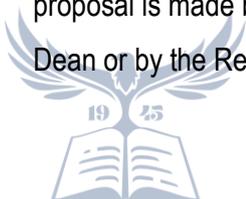
(2) The management structures and the persons in the management positions in the University will act following a notification received in accordance with paragraph (1) or will report in the case of misconduct established directly.

(3) The investigation of the misconduct is done by a disciplinary investigation board appointed by the Rector, with the approval of the University's Administrative Board.

(4) The investigation of the disciplinary misconduct implies the establishment of the facts and their consequences, the circumstances in which they were committed, the existence or non-existence of the guilt, as well as any other conclusive data.

(5) The hearing of the investigated person is mandatory. His/her refusal to attend the hearing, although he/she was notified in writing at least 48 hours in advance, as well as the refusal to give written statements, is stated in the minutes and does not prevent the completion of the research. The person under investigation has the right to know all the research papers and to produce evidence in defense.

(6) Based on the results communicated by the disciplinary investigation board, the disciplinary sanction proposal is made by the Director of the department or of the research, design, micro-production unit, by the Dean or by the Rector or at least 2/3 of the total number of the members of the department, of the Faculty





Council or of the University Senate, as the case may be, in the case of employees having the status of teaching or research staff.

(7) The disciplinary sanctions provided for in Article 47 paragraph (1) letter. a) and b) are established by the decision of the Faculty Council, and the disciplinary sanctions provided for in art. 47 paragraph (1) letter c) -e) are established by the decision of the University Senate.

(8) The sanction decision will be implemented by the Dean or the Rector, as the case may be.

(9) Rehabilitation takes place if the sanctioned person has not committed disciplinary violations within a year since the sanction was applied, improving his activity and behavior; the authority that applied the sanction provided for in art. 47 paragraph (1) letter a) -c) may order the removal and cancellation of the sanction, making the corresponding mention in the individual work chart of the person concerned; the rehabilitation has effect only for the future, in the sense that the sanction will no longer be taken into account, in order to grant rewards of merit, bonuses, etc.

(10) The current procedure is supplemented by the special provisions contained in the Law of National Education no.1/2011, regarding the sanctioning of the persons in management positions by the Ministry of Education.

**Art. 49.** The procedure for applying disciplinary sanctions for the non-teaching and administrative staff is the following:

(1) Any person may notify the management of the department and the compartment or the University connection with certain acts that constitute misconduct as far as the the discipline of work in the University is concerned, according to the current Regulation and the legal provisions in force.

(2) The management structures and the persons in management positions in the University will act following a notification received in accordance with paragraph (1) or they will report in the case of misconduct directly ascertained.

(3) The investigation of the misconduct is done by a disciplinary investigation board appointed by the Rector, with the approval of the University's Administrative Board.

(4) The disciplinary investigation board of the non-teaching and administrative staff is composed of: one president, two members and one secretary. The Board may convene in the debates the managers or other employees of the services / departments in which the person whose activity was notified carries out his/her activity or employees from other departments.





(5) The investigation of the disciplinary misconduct implies the establishment of the facts and their consequences, the circumstances in which they were committed, the existence or the absence of the guilt, any other conclusive data.

(6) In order to carry out the preliminary disciplinary investigation, the employee will be summoned in writing by the disciplinary investigation board, specifying the subject, date, time and place of the meeting.

(7) Failure of the employee to be present at the convocation made under the conditions provided in par. (6), without an objective reason, gives the employer the right to order the sanction, without carrying out prior disciplinary investigation.

(8) During the preliminary disciplinary investigation the employee has the right to convey and support all the defenses in his favor and to offer to the Board all the evidence and motivations that he/she considers necessary, as well as the right to be assisted, at his/her request, by a representative of the union whose member he/she is.

(9) For the injuries and material damages caused to the employer due to their fault and in connection with their work, the employees are liable patrimonially according to the norms and principles of the contractual civil liability.

(10) The disciplinary sanctions provided for in Article 47 paragraph (2) letter. c), d) and e) involve making the appropriate changes, of a temporary nature, in the payrolls.

(11) The disciplinary sanctions will be applied only after the completion of the disciplinary investigation and the issuance of the Rector's decision in this regard.

(12) The rehabilitation occurs by right if for one year since the sanction was applied, the person concerned has not committed any misconduct. The rehabilitation has effect only for the future, in the sense that the sanction will no longer be taken into account, in order to grant rewards of merit, bonuses, etc.

**Art. 50.** (1) Any disciplinary sanction can be established and must be communicated in writing no later than 30 days from the date when the entitled person to apply it became aware of the misconduct; however, the sanction may not be applied later than 6 months from the date of the misconduct.

(2) The sanction decision, regardless of the person it is applied to, must include, as essential elements:

a) the name of the offender;

b) a description of the fact that constitutes a disciplinary offense;

c) specifying the provisions of the staff status, the internal regulations, the individual employment agreement or the applicable collective labor agreement that were violated by the employee;





- d) the reasons for which the defenses conveyed by the employee were removed during the preliminary disciplinary investigation or the reasons for which, under the conditions provided in art. 49 paragraph (6), the research was not carried out;
  - e) the legal basis on which the disciplinary sanction is applied;
  - f) the term within which the sanction can be challenged;
  - g) the competent court to which the sanction can be challenged.
  - h) date of issue;
  - i) signature of the issuing body, respectively of the Rector.
- (3) Any decision in relation to a notified disciplinary misconduct, regardless of the results of the investigation carried out by the disciplinary investigation board, must be communicated in writing within 30 days from the date when the person entitled to apply a sanction became aware of the misconduct; however, the sanction may not be applied later than 6 months from the date of the misconduct.
- (4) The written notification of the sanction decision will be made within 5 calendar days from the date of issue and will take effect from the date of communication.
- (5) The notification is provided to the employee personally, with a signature of receipt, or, in case of refusal of receipt, by registered letter, at the address or residence communicated by him/her.
- (6) The sanctioned person is guaranteed the right to address the courts, the sanctioning decision can be challenged by the employee at the competent courts within 30 calendar days from the date of the notification.
- (7) The exercise of the appeal does not suspend the execution.

## CHAPTER VIII. APPLICATION OF THE PRINCIPLE OF NON-DISCRIMINATION

**Art. 51.** (1) The activity within the University is carried out in compliance with the principle of equal opportunities and treatment towards all employees and is based on the principle of non-discrimination, consensuality and good faith.

(2) The University ensures the entire organizational framework for avoiding all forms of direct or indirect discrimination against any employee, on the grounds that he/she belongs to a race, nationality, ethnicity, religion, social or disadvantaged category or due to beliefs, age, sex or sexual orientation, manifested in the following fields:





- a) the completion, suspension, modification or termination of the employment relationship;
- b) establishing the tasks related to work, job or salary;
- c) granting social rights, other than those representing the salary;
- d) training, improvement, reconversion and professional promotion;
- e) the application of disciplinary measures;
- f) the right to join the union and access to the facilities granted by it.

(3) Within the working relationships in the U.M.F. any active or passive behavior which by its effects generates dissimilarities, exclusions, restrictions or preferences, based on race, nationality, ethnicity, language, religion, beliefs, sex or sexual orientation, social category or affiliation to a disadvantaged category is prohibited and sanctioned disciplinary.

(4) The management of the University undertakes to ensure equal opportunities and treatment between women and men in working relationships; for this purpose, any form of discrimination is prohibited by the use of practices that disadvantage persons of a certain sex, in relation to labor relations.

**Art. 52.** The procedure for analyzing and resolving complaints, notices and complaints regarding equal opportunities between women and men is the following:

(1) Employees or persons participating in a competition organized by the University have the right, if they consider to be discriminated according to a certain standard, to make notices, reports or complaints to the University or against it, if the University is directly involved, and to asks for the support of the trade union organization or of the employees' representatives in the University to solve the situation.

(2) If the person who files the discrimination is an employee of the University, the notification will be transmitted to the union representative in the University, being signed by the person concerned and by the head of the respective department/service/compartiment.

(3) The analysis commission consists of a minimum of 5 members, including: the union representative; persons appointed by the University management to solve the case, a person from the Human Resources Service and a witness, if possible.

(4) If this complaint/report has not been resolved at University level through mediation, the person concerned, who justifies an infringement of his/her rights in the field of work based on the provisions of Law no. 202/2002, has the right to file a complaint to the competent court, to the specialized sections or units for labor disputes and labor litigation, in whose territorial area of competence the University operates or, as the case may be, the administrative court.





(5) By the complaint introduced under the conditions provided in paragraph (4), the person who considers himself/herself to be discriminated has the right to request material and/or moral compensation, as well as/or the removal of the consequences of the discriminatory acts from the person who committed them.

(6) It is mandatory to follow the whole administrative stage, at the institutional level, before using the way of justice.

## CHAPTER IX. PROTECTION, HYGIENE, SAFETY AND HEALTH AT WORK. PREVENTION AND FIREFIGHTING

### IX.1 Rules on protection, hygiene, safety and health at work

**Art. 53.** (1) For the purpose of application and compliance within the U.M.F. of the rules regarding the protection, hygiene and safety and health at work according to the specific conditions in which the activity is carried out, the University ensures the training of all employed persons, with the help of their own employees with attributions in the field of labor protection, which consists of the general introductory training, the training at the workplace and additional training, if applicable.

(2) The general introductory training is done by the Department of Safety and Health at Work to the following persons:

- a) new employees, employed with employment agreements regardless of their form;
- b) those transferred to the University from another unit;
- c) those who came to the University as temporary employees/ non-tenure track;
- d) students for professional practice;
- e) the persons in the University during the probationary period for employment;
- f) persons delegated in their official capacity.

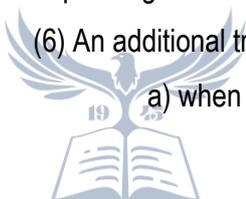
(3) The training at the workplace is done after the general introductory training, by the direct manager of the workplace and aims to present the risks and the prevention measures specific to the workplace, for the categories of staff mentioned above, as well as for the staff transferred from one workplace to another within the University.

(4) The periodic training will be done by the manager of the respective workplace.

(5) The interval between two periodic trainings for employees will be determined by the own instructions, depending on the conditions of the workplace, but will not exceed 6 months.

(6) An additional training to the scheduled one is done in the following cases:

- a) when an employee was absent for more than 30 working days;





- b) when the technological process was modified, the equipment was changed or modifications were made to the existing equipment;
- c) when changes of the norms of labor protection or of the own instructions of safety and health at work have occurred;
- d) when restarting the activity after an accident at work;
- e) when performing special works.

(7) In order to ensure the conditions of work protection and to prevent accidents at work, the University provides the necessary framework regarding:

- a) elaboration of the solutions in accordance with the labor protection norms, by whose application the risks are eliminated;
- b) establishing the duties and responsibilities the employees have in the field of labor protection, corresponding to the functions that are carried out and inserting these duties and responsibilities in the job description sheet;
- c) elaboration of the own rules for the application of labor protection norms, according to the conditions in which the activity is carried out at the workplace;
- d) ensuring and controlling the knowledge and application, by all employees and participants in the work process, of the technical, sanitary and organizational measures in the field of labor protection;
- e) providing the necessary materials for informing and educating employees and participants in the work process: posters, leaflets and suchlike regarding the protection of work;
- f) informing each person, prior to their employment, about the risks to which they are exposed at the workplace, and about the necessary preventive measures;
- g) employment of persons who, following the medical examination of occupational medicine and the verification of professional skills, correspond to the work task to be performed;
- h) drawing up a record of the jobs with special conditions: harmful, difficult, dangerous, as well as of work accidents, occupational diseases, technical accidents and damages;
- i) ensuring the permanent and correct functioning of the systems and protective devices, of the measuring and control equipment, as well as of the installations for abstraction, retention and neutralization of the harmful substances released during the technological processes;
- j) ensuring the accomplishment of the measures established by the labor protection inspectors on the occasion of the controls or of carrying out the investigations of accidents at work;



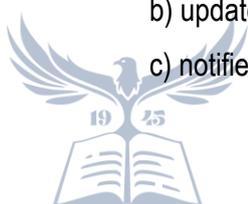


- k) ensuring access to the medical service of occupational medicine and the conditions for rendering the first aid in case of accidents at work;
  - l) ensuring, at the expense of the „George Emil Palade” „GEORGE EMIL PALADE” UMPHST, the need for individual protective equipment for the employed staff;
  - m) free provision of hygienic-sanitary materials for the persons who carry out the activity in workplaces whose specific requires a special personal hygiene.
- (8) The application of the norms of protection and hygiene at work as well as of the organizational measures undertaken by the University must be ensured by each person employed, during the whole period of the employment agreement, by:
- a) acquiring and respecting the labor protection norms and the measures of their application established by the University;
  - b) conducting the activity in such a way that it does not expose to dangers of accident or of occupational illness, regarding both the own person and the other persons participating in the work process;
  - c) immediately informing the manager of the workplace about the occurrence of any technical failure or of another situation that constitutes a danger of accident or of occupational illness;
  - d) immediately informing the manager of the workplace about the accidents suffered by the own person and by other persons participating in the work process;
  - e) stopping work at the occurrence of any event, regardless of the degree of danger, which could be causing accidents or illness and immediately informing the manager of the workplace;
  - f) the use of the individual protective equipment provided, corresponding to the purpose for which it was granted;
  - g) providing the relations requested by the control and research bodies in the field of labor protection.

## IX.2. Rules on fire prevention and extinguishing

**Art. 54.** (1) For the purpose of applying and complying with the rules on fire prevention and extinguishing, the University has the following obligations and responsibilities:

- a) establishes, by written provisions, the responsibilities and the way of organization regarding the fire protection within the institution;
- b) updates the given provisions, whenever there are changes that may worsen the fire safety;
- c) notifies the employees, users and any person involved, the updated provisions;





- d) justify to the authorized authorities that the measures of fire protection are correlated with the nature and the level of the fire risks, according to the technical norms and regulations;
- e) ensures the preparation of the technical documentation necessary for requesting and obtaining the notices and authorizations for fire prevention and extinguishing, provided by law;
- f) ensures the elaboration of the plans of fire protection and validates, with the help of designated specialists, the way of dealing with them and the capacity of their implementation;
- g) ensures the training of its own employees and of the external collaborators, verifying, with the help of the designated persons, the way of knowing and complying with the rules and measures for preventing and extinguishing fires specific to the activities that they carry out.

(2) In order to ensure compliance with the rules and measures for fire prevention and extinguishing, each employee, regardless of the nature of the employment, has, in the work process, the following main obligations:

- a) to know and respect the general norms of fire prevention and extinguishing in the space in which they carry out their activity and the tasks of preventing and extinguishing the fires specific to the workplace;
- b) to comply with the rules of fire protection, made known, in any form, by the employer or by the persons designated by him/her;
- c) to fulfill on time all the measures established for preventing and extinguishing fires;
- d) to use, according to the instructions given by the employer or the persons designated by him/her, the dangerous substances, the installations, the machines, the equipment and the work equipment;
- e) not to carry out maneuvers and unauthorized modifications of the technical means of protection or intervention to extinguish fires;
- f) at the end of the programme, to check and take all necessary measures to remove the sources that may cause fires;
- g) not to affect in any way the functionality of the access and evacuation routes in the buildings;
- h) to communicate immediately to the hierarchical chiefs and to the staff responsible for the fire prevention and extinction, any situation that he/she is entitled to consider a fire danger, as well as any malfunction detected in the fire protection or intervention systems;
- i) to provide assistance, as rationally as possible, to any employee in a situation of danger.





(3) In order to improve the activity of fire prevention and extinguishing, each employee is obliged to, in addition to the duties mentioned in par. (2), to perform precisely the tasks set out for this purpose by the superior hierarchical chief.

## CHAPTER X. PROCEDURE FOR SOLVING THE INDIVIDUAL REQUESTS OR COMPLAINTS OF THE EMPLOYEES

**Art. 55.** Employees can address the University, in their own name, individual requests or complaints regarding the violation of their rights stipulated in the Individual Employment Agreement.

**Art. 56.** In order to thoroughly and legally solve the individual requests or complaints of the employees, the University has competent people to check them, and they will verify and analyze all the aspects notified in detail.

**Art. 57.** Within 30 calendar days from the registration of the individual request or complaint of the employee at the University Registry, based on the verifications made, the University communicates the answer to the petitioner in writing.

(1) the answer will indicate, in a mandatory manner, the legal basis of the adopted solution.

(2) anonymous petitions or those in which the identification data of the employee are not specified are not taken into account.

## CHAPTER XI. FINAL PROVISIONS

**Art. 58.** The current Regulation is approved and modified by the decision of the University Senate, whenever the organizational needs and discipline of the work in the University so request.

**Art. 59.** (1) The internal regulation will come into force on the date of its adoption by the University Senate.

(2) At the date of entry into force of the current Regulation, the old Internal Regulation of the University ceases to apply.

**Art. 60.** (1) The Human Resources Department has the obligation to disseminate this Regulation to all departments/services/work compartments within the University in order to bring it to the knowledge of all employees. At the same time, it will be posted on the notice board and on the University website.





(2) The managers of the workplaces are obliged to inform the subordinates of the current regulation and to ensure the compliance with the provisions of the current Regulation.

**Art.61.**(1) If a faculty member carries out his/her clinical activity in another clinical department other than the majority of the faculty members of the department, he/she has the obligation to carry out his/her teaching activities with the students in his/her teaching load, as well as the other obligations, in accordance with art. 287, para. 2 of the Law of National Education 1/2011.

(2) The manner of conducting the clinical teaching activities and their type (activity at the patient's bed, case presentations, demonstrations, joint meetings of the members of the department / clinic, the on call reports, etc.) must be made known to all the teaching staff by the procedure established by the head of the discipline, the obligation to participate in these activities being decided by him/her. The total time allocated to these activities cannot exceed the teaching load that each teacher has within the department, and their timetable distribution cannot be different from the schedule established by the university.

(3) The head of the department has the duty to provide each member of the department with the necessary framework for the accomplishment of the teaching activity with the students, as it is stipulated in the teaching load.

The Senate of the „George Emil Palade” University of Medicine, Pharmacy, Science and Technology of Târgu Mureș approved the current regulation on September 9, 2019 which enters into force on September 10, 2019.

