

Holy Spirit University of Kaslik (USEK)

Administrative and Technical Personnel Bylaws



(Original French document approved by the General Council of the OLM on 09/10/2013)

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Article 1: Objective

The objective of the present Bylaws is to define the rules and regulations related to administrative and technical staff at the Holy Spirit University of Kaslik (USEK).

The administrative and technical staff comprises the employees (as referred to in this document) of the University performing administrative and/or technical functions in the different units of the University according to the Lebanese Code of Labor.

Article 2: Legal and Regulatory Provisions

The administrative and technical staff is subject to the provisions of the Code of Labor, the National Social Security Fund Code, and the present Bylaws.

Article 3: Administration

The President of the University approves all the decisions related to staffing, assignment, job transfer, promotion, or termination of service of the University's employees in accordance with the USEK Bylaws and the legal provisions of the present Bylaws and after consultation of the Head of Unit.

The Office of Human Resources provides advice on the above and is responsible for the administrative and social management of the University's employees.

Article 4: Classification of Staff

Employees are classified into five grades:

Grade V : Directors

Grade IV : Vice directors and assistant directors

Grade III : Officers, heads of services, labs, and centers

Grade II : Administrative assistants, executive secretaries, administrative secretaries

Grade I : Operators, technicians, workers

Grades are conferred to employees according to their diplomas, their professional experience, and the nature of the position held at USEK.

Grade V staff must hold at least a graduate degree (Bac+5) with a minimum of 8 years of professional experience in the field of their duties at USEK.

Grade IV staff must hold a university degree or a diploma from a prestigious institution with a minimum of 5 years of professional experience in the field of their duties at USEK.

Grade III staff must hold a higher education degree with a minimum of 2 years of professional experience in the field of their duties at USEK.

Grade II staff must hold at least the Lebanese Baccalaureate or its equivalent.

Grade I staff are evaluated based on their professional experience.

Article 5: Remuneration

Salaries are subject to the application of the relevant legal and regulatory provisions and are determined according to a salary grid defined in USEK's annual budget.

Article 6: Cost of Living

The adjustment of salaries to the cost of living is decided by the USEK administration and cannot be lower than the increase decided by the government, and its modalities of application cannot be less favorable.

Article 7: Transportation

Every USEK employee shall receive a transportation allowance in accordance with the rates established by the legislation in force. The total amount of transportation allowances is calculated in accordance with the monthly commuting required by the employee's duties.

Article 8: Medical Care

In addition to the benefits granted by the National Social Security Fund, employees enjoy a complementary medical insurance, the terms of which are defined by the USEK administration.

Article 9: Work Accidents

Any accident incurred by an employee as a result of or in connection with their duties at the University is governed by the provisions of the legislation in force.

Article 10: Assignment

Each employee is assigned to a specific position within the University and performs a function based on well-defined and periodically reviewed responsibilities.

Article 11: Staffing

§ 1 – Employees are recruited based on an application submitted to the Human Resources Office in accordance with the procedures in force.

§ 2 – Foreign national employees are to be provided with an employment contract in accordance with the laws in force.

§ 3 – The Human Resources Office undertakes the general orientation of the new employee to facilitate their integration within USEK.

§ 4 – The recruitment of the new employee will be final only after a legal trial period of 3 months. The new employee will then be hired under a signed contract between the person in question and the University, represented by its President.

Article 12: Job Transfer

The transfer of an employee is decided by the President upon the advice of the Human Resources Office and after consultation with the Heads of Units concerned.

Article 13: Teaching

The President of the University may authorize an employee to teach as a part-time instructor and outside of working hours. The total teaching load may not exceed 45 teaching hours per semester.

Article 14: Performance Appraisal

The performance appraisal is conducted by the Human Resources Office and the Head of Unit. The Head of Unit is required to submit an appraisal report to the Human Resources Office regarding the quality of the employee's performance in accordance with the procedures in force.

The Human Resources Office communicates the overall result of the appraisal to the President for deliberation.

Article 15: Ongoing Training

The Human Resources Office may call upon employees to participate in training sessions or seminars. Attendance at these sessions is mandatory to justify a promotion or to retain a position with new requirements.

Article 16: Working Hours

§1 – *Working hours*: The weekly working hours cannot be less than 44 hours for Grade I staff and 40 hours for all other employees. Special arrangements may be authorized with the approval of the President based on the needs of each unit and in accordance with the provisions of the Code of Labor.

§2 – *Overtime*: To work overtime, the employee must have prior authorization in accordance with the procedure in force at the Human Resources Office and upon a reasoned request from the Head of Unit.

§3 – *Late arrivals and early leaves*:

All employees are expected to show up for work on time. However,

- a) In the case of foreseen late arrival and/or early leave, the employee must notify the Head of Unit and the Human Resources Office in advance.
- b) In the case of unforeseen late arrival and/or early leave, the employee must inform the Head of Unit and the Human Resources Office during the workday and submit supporting documentation as required.

Article 17: Leave

§ 1 – The duration of annual leave is 20 working days. The employee chooses the dates of their annual leave upon approval by the Head of Unit and the Human Resources Office. The employee is entitled to annual leave after 6 months of employment at USEK. In case the employee resigns before completing a full year at USEK, the amount corresponding to the number of leave days will be deducted from their last salary.

§ 2 – Official holidays: Public holidays are those established by the Code of Labor and by the USEK administration.

§ 3 – Sick leave: The employee is entitled to sick leave in accordance with the Lebanese Code of Labor.

§ 4 – The employee is also entitled to the following personal leave:

7 consecutive weeks of maternity leave.

3 working days of paternity leave.

10 working days of marriage leave.

12 working days in the event of the death of a spouse or child.

5 working days in the event of the death of a father, mother, brother, or sister.

3 working days in the event of the death of the spouse's father or mother, or of the employee's grandfather, grandmother, or grandchild.

2 working days in the event of the death of a paternal/maternal aunt or uncle, nephew, or niece, of the spouse's grandfather or grandmother, or of the employee's paternal/maternal cousin.

§ 5 – On an exceptional basis, the Human Resources Office may grant a member of staff one or more additional leave days at their request and with the approval of the Head of Unit.

Article 18: Part-time Work

Full-time work is the general rule at USEK. However, in specific cases, some employees may be hired on a part-time basis with the approval of the President. In this case, their salaries are determined in proportion to their attendance

Article 19: Non-Taxable Benefits

In the event of marriage or birth of a child, or the death of a spouse, child, father, mother, brother, or sister, a lump sum allowance is allocated to USEK employees with more than 3 months of service. The amount of these allowances is set by the USEK administration.

Article 20: Interest-free Loans

§ 1 – In exceptional cases, interest-free loans may be granted to USEK employees with more than 2 years of service.

§ 2 – The maximum amount of any such loan cannot exceed 4 times the employee's monthly salary. The loan must be repaid by salary deduction within 12 months of being granted.

Article 21: Schooling and University Allowances

§ 1 – USEK employees having a minimum of one year of seniority are entitled to the following benefits:

- a) a reduction in university tuition fees for the continuation of their studies at USEK.
- b) a reduction in university tuition fees at USEK for their dependent children.
- c) a schooling allowance for their children according to the Lebanese law and decrees in force.

§ 2 – The terms and conditions of these allowances are determined annually by the USEK administration.

Article 22: Code of Conduct

§1: Deontological ethics

University employees are part of the USEK community. As such, all employees are required, in addition to their ethical commitment, to respect the ethical rules inherent to University life.

§2: Professional secrecy

All employees are bound to discretion and professional secrecy under penalty of being referred to the Disciplinary Council and being subject to legal action.

§3: Political discussion and debate

The professional commitment of staff excludes any discussion, activity, or demonstration of a political nature within the University.

The participation of a member of the administrative or technical staff in an event, the publication of press articles, participation in a public debate, etc. involving the name of the University must be approved in advance by the USEK President.

§4: Health and dress code

In the interest of promoting and maintaining employee health and well-being, smoking is strictly prohibited on the USEK campus and in the Regional University Centers.

In addition, employees must adhere to the University dress code.

§5: Use of telephone lines

University telephone lines are to be used exclusively for work purposes.

§6: Ownership of tangible and intangible assets

Inventions, creations, manuals, work materials, and work product (such as documents, electronic files, plans, projects, and procedures) that a member of the administrative or technical staff has produced or participated in producing as part of their activities are the property of USEK. Similarly, all tangible and intangible assets on the USEK electronic domain (such as email inboxes and electronic files) made available to the employee are the property of the University.

Article 23: Staff Problem Solving

Employees are encouraged to seek the intervention of the Human Resources Office for the resolution of interpersonal conflicts within the University.

Article 24: Disciplinary Provisions

An employee who is guilty of serious misconduct and/or violates any of the above provisions shall be subject to disciplinary action through administrative channels or according to the procedures and rules defined in the University's disciplinary statute and may consequently receive a formal warning regarding their actions.

Article 25: Resignation and/or Termination of Service

§1: Resignation

Any employee of the University may submit their resignation in writing to the President under the same conditions of notice as those stipulated by the legislation in force. Failure to comply with this clause renders the resigning member liable and may, as such, give rise to the payment of damages.

§2: Age limit

The retirement age for employees is set at 64 years. In view of job requirements, a member of staff who has reached the age limit may be kept on duty by special derogation of the President.

Article 26: Entry into Force

The General Council of the Lebanese Maronite Order (OLM) decides on the entry into force of the present Bylaws or on their partial or total amendment.