



**EMPLOYEE HANDBOOK**  
**2011/2012**

## **Introduction**

Girne American University does not discriminate on the basis of race, color, sex, national origin, religion, age, sexual orientation, disability or veteran status.

The University is proud of its tradition of a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices or harassment based on race, color, creed, religion, national origin, ethnicity, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation or citizenship status. Consistent with this philosophy and policy, acts of discrimination or harassment based on any of these characteristics will not be allowed, tolerated or condoned by the University. Furthermore, the University will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex or national origin and that employees are treated during employment without regard to their race, color, religion, sex or national origin.

## TABLE OF CONTENTS

Section A.....	4
<b>Welcome to Girne American University</b> .....	4
<b>University Mission and Core Values</b> .....	4
<b>History</b> .....	4
Section B.....	6
<b>Organisational Structure</b> .....	6
<b>Board of Trustees</b> .....	6
<b>Chancellor’s Office</b> .....	6
<b>Rector</b> .....	6
<b>Vice Rector for Academic Affairs</b> .....	6
<b>Vice Rector for Administrative Affairs</b> .....	6
<b>Director of Planning &amp; Development</b> .....	6
<b>Director of Personnel &amp; Human Resource Management</b> .....	7
<b>Director of Student Admissions &amp; Registrar</b> .....	7
<b>Director of Health &amp; Sports</b> .....	7
<b>Director of Culture and Event Services</b> .....	7
<b>Director of Computer Centre and Services</b> .....	7
<b>Director of Student Services and Development</b> .....	7
<b>Director of Library</b> .....	8
<b>Inventory Manager</b> .....	8
<b>Campus Manager</b> .....	8
Section C. Special Services and Facilities .....	9
<b>Banking Services</b> .....	9
<b>Cafe’s &amp; Coffee Shops</b> .....	9
<b>Employee Assistance Program (EAP)</b> .....	9
<b>Lost and Found</b> .....	9
<b>Mail Services</b> .....	9
<b>Parking</b> .....	10
<b>The GAU ID Card</b> .....	10
<b>Transportation Services</b> .....	10
Section D. Employment Policies .....	11
<b>Affirmative Action/Equal Employment Opportunity</b> .....	11
<b>Employment of Relatives</b> .....	11
<b>New Employee Orientation Program</b> .....	11
<b>Probation Period</b> .....	11
<b>Outside Employment and Activities</b> .....	12
<b>Performance Reviews</b> .....	12
<b>Personnel Records</b> .....	12
<b>Professional Associations</b> .....	13
<b>Professional Development Programs</b> .....	13
<b>Reductions in Workforce</b> .....	13
<b>Release of Information</b> .....	13
<b>Resignations</b> .....	13
<b>Service Date</b> .....	14
<b>Terms of Employment</b> .....	14
Section E. Employee Conduct .....	15
<b>Absenteeism and Tardiness</b> .....	15
<b>Code of Ethics</b> .....	15

<b>Confidentiality</b> .....	<b>15</b>
<b>Informal Counselling</b> .....	<b>16</b>
<b>Suspension Subject to Possible Corrective Action</b> .....	<b>16</b>
<b>Coaching and Improving Performance</b> .....	<b>17</b>
<b>Dress Code and Personal Appearance</b> .....	<b>17</b>
<b>Drug and Alcohol Abuse Prevention Policy</b> .....	<b>18</b>
<b>Grievance Procedure</b> .....	<b>18</b>
<b>Safety</b> .....	<b>18</b>
<b>Sexual Harassment Policy</b> .....	<b>19</b>
<b>Solicitation and Distribution</b> .....	<b>19</b>
<b>At-Will Employment</b> .....	<b>19</b>
<b>Employment Termination</b> .....	<b>20</b>
Section F. Benefits .....	21
<b>Leave Benefits</b> .....	<b>21</b>
<b>Holiday Policy</b> .....	<b>21</b>
<b>Sick Leave Benefits</b> .....	<b>22</b>
<b>Bereavement Leave</b> .....	<b>22</b>
<b>Military Leave Policy</b> .....	<b>22</b>
<b>Administrative Leave</b> .....	<b>23</b>
<b>Maternity Leave</b> .....	<b>23</b>
<b>Paydays</b> .....	<b>23</b>
<b>Overtime</b> .....	<b>23</b>
<b>Severance Pay</b> .....	<b>23</b>
<b>Pay Advances</b> .....	<b>23</b>
<b>Administrative Pay Corrections</b> .....	<b>23</b>
<b>Pay Deductions</b> .....	<b>24</b>
<b>Use of Phone and Mail Systems</b> .....	<b>24</b>
<b>Use of E-Mail and Internet</b> .....	<b>24</b>
Section G. Personal Advise.....	26
<b>Dealing with media</b> .....	<b>26</b>
<b>Fire Flood, Theft, Accident</b> .....	<b>26</b>
<b>Dealing with students</b> .....	<b>26</b>
<b>Inappropriate Behaviour</b> .....	<b>26</b>
<b>Political Party Involvement</b> .....	<b>26</b>
Section H. General Information.....	27
<b>Change of Address and Other Personal Information</b> .....	<b>27</b>
<b>Work Schedules</b> .....	<b>27</b>
<b>Medical Treatment</b> .....	<b>27</b>
<b>Emergencies</b> .....	<b>27</b>
<b>Inspections</b> .....	<b>27</b>
<b>Notification of Death</b> .....	<b>28</b>
<b>Smoking</b> .....	<b>28</b>
<b>Work Permit</b> .....	<b>28</b>
Section I. Conclusion .....	29

## **Section A**

### **Welcome to Girne American University**

An exciting, challenging experience awaits you as a member of the Girne American University community. To answer some of the questions you may have concerning the University and its policies, we have written this handbook. Please read it thoroughly and keep it available for future reference. The University reserves the right to change the policies in this handbook and on the Policy and Procedures web pages. If you have any questions regarding any of these policies, please ask your supervisor or a member of the Human Resources office.

We wish you the best of luck and success in your position and hope that your employment relationship with Girne American University will be a rewarding experience.

### **University Mission and Core Values**

Our World is university, events are teachers, happiness is the graduation point, and character is the diploma God gives a man.

Over the history GAU has been guided by its focus on five core values: access, speed, relevance, values and community.

GAU is dedicated to making American model learning opportunities accessible throughout life and to making them challenging and relevant to a diverse population of young adults. Its aim is to make possible an education that is at the same time both accessible and excellent. It does this through exceptional management of the University operations and resources, innovative delivery systems, student services and relevant programmes that are learner centred, success-oriented and responsive technology.

In support of its mission, a programme has been initiated to transform all courses into digital format. This effective format for course presentation is a practical expression of one of the University's core values – that of providing access to higher education. The format helps students to complete their programmes expeditiously, thus reflecting another core value of speed.

At GAU we aim to reach the unreachable to provide learning trans-continent, to assist in educational development.

**Chancellor  
Serhat Akpınar**

### **History**

GAU was founded in 1985 and has grown from its small beginnings with just seven students to being the 6,000 strong university that it is today only 27 years later. From its very inception, GAU has maintained close contractual ties with universities in North America and Europe. GAU was one of the first university in Cyprus to receive recognition from YOK (Turkish Higher Education Council). This was followed by recognition from YODAK (Higher Education Council of Turkish Republic of Northern Cyprus). These required national accreditations were followed by a number of program accreditations and international recognitions. In June 2007 we celebrated our 26th graduation commencement when 1000 graduates earned their degrees, who will go on to advanced studies or to excellent jobs in Europe, the region and the World.

In 1995 GAU started its expansion into the international higher education sector. Since then educational partnerships have been developed in India, Kazakhstan, Pakistan, Sri Lanka, Kyrgyzstan, Turkey, the USA, the UK, the Czech Republic and Hong Kong. These partnerships include student

and faculty exchanges and the opportunity for students to experience different cultures and learning experiences.

In 2009 GAU opened its first overseas campus in Canterbury, UK. GAU Canterbury Campus is accredited by the British Accreditation Council (BAC). It offers degree programmes in Business Management and specialisms and Architecture. Later the University opened its second overseas campus in Singapore which offers Business Management, Architecture and Interior Design. GAU USA online MBA programme has started this winter, providing online learning opportunities to professionals to pursue a collegiate education that will enhance their career.

The initial vision of the founders was to establish GAU as the pre-eminent institution of higher learning for the professions. The university now includes degree offerings in Business, Banking and Finance, Marketing, International Relations, Political Science and Public Administration, Tourism, Aviation Management, Sports, Marine, Law, Engineering, Architecture, Communications and Education.

In the year 2000 the GAU Ten Year Strategic Plan was published. It envisions a campus with 10,000 students by the Fall of 2010. They will be supported by a balanced set of facilities and faculty. Throughout its 27 years of development the management, faculty and staff of the university have balanced the requirements for growth, with the need for high levels of quality, both in teaching and in the overall experience of each student.

Throughout its 27 year history, GAU has sought to optimize its use of the latest in technology and teaching methods. While we have one of the highest Ph.D. to student ratios, we also have the highest computer to student ratio. For the past five years the GAU library has been at the forefront of the revolution in library science; the implementation of digital library resources. Many classes now include Power Point presentations and MP-4 download versions of the lectures. The entire campus and all dormitories have WiFi throughout. GAU TV and Radio also broadcast selected lectures and seminars for student and faculty viewing.

The next ten years will be ones of further growth. The degrees offerings will continue to expand, with offerings in Marine Science, Transportation Management, and a range of two year degrees. GAU already has established itself in Istanbul and Izmir in Turkey for the purpose of providing many of its course offerings for the general public as well as for those interested in earning a full degree. New campus buildings for sports, administration and the dedicated teaching buildings for several existing faculty will be completed in 2015.

The future is indeed bright.

## **Section B**

### **Organisational Structure**

The University administration is organized in two primary areas; academic and administration. Each department has a Director or a Head. Academic staff is headed by the Rector and the administrative staff by the Vice-Rector of Administrative Affairs of the University. The Rector oversees the University's academic divisions, as well as Faculties, each of which is headed by a Dean. There is a Vice Rector who works with the General Secretary to lead and develop the administrative sectors. The Rector, charged with overseeing day-to-day operations, reports to the Board of Trustees and Chancellor's Office, a body that provides oversight and insight into the University's operations. Following are summaries of the University's primary divisions, their responsibilities, as well as departments under their auspices:

#### **Board of Trustees**

Board of Trustees is responsible for setting the long term vision of the University and for making this vision clear to the university's senior officers and staff.

#### **Chancellor's Office**

Chancellor's Office defines and applies the GAU mission. It prepares the contracts for administrators, academic and non-academic staff, confirms their appointments, promotion or dismissal. It also agrees and controls the University budget, determines student fees, selects, appoints and/or dismisses the Rector. The Chancellor's Office transfers its delegated power to the Rector or other parties where and if necessary. The Chancellor's office determines those to receive honorary doctorates, determines the usage concerning GAU property and organises fund-raising activities.

#### **Rector**

The Rector is responsible for establishing and maintaining the day to day affairs of the University and the financial, physical and human resources at their disposal. The Rector's Office is responsible for establishing and maintaining the content and quality of academic programmes, for the care and support of students and the recruitment and development of both academic and administrative staff. The Rector communicates and cooperates with the Chancellor's Office in establishing the future direction of the University.

#### **Vice Rector for Academic Affairs**

Responsible for the strategic development of the University's academic programmes, for maintaining academic quality and for maintaining and awareness of changes in academic programmes; the content and methods of presentation.

#### **Vice Rector for Administrative Affairs**

Responsible for the effective operation of all administrative and non-academic functions within the University including the physical structure and a wide range of services.

#### **Director of Planning & Development**

Plans, oversees, and coordinates capital and operating expenditures and fiscal systems, and provides leadership and direction in the generation and development of revenue sources for the operation. In addition to representing the University externally in terms of government relations, civic affairs and

real estate development. Departments include: building services, design and construction, service operations, grounds and materials management.

### **Director of Personnel & Human Resource Management**

Supports all personnel-related functions including recruitment and retention of faculty and staff, compensation and benefits, as well as education and training programs. Departments include: benefits, compensation, employment and employee relations, training and human resources planning.

Human resources, in partnership with the University community, seek to create a human organization to fulfill this mission. Specifically, we contribute by:

Recruiting and retaining competent, compassionate, conscientious, committed, community-minded faculty and staff members; Providing equitable compensation, benefits and recognition systems which help retain and motivate faculty and staff members; assuring that the University strives to provide a fair and just work environment; providing educational and training programs that enhance the personal and professional development of faculty and staff members in the accomplishment of our mission; providing efficient and effective human resource systems that support the daily operations of University departments; and supporting and enhancing communication efforts throughout the University.

### **Director of Student Admissions & Registrar**

Responsible for maintaining the integrity of the academic records of all students who attend the university. This includes developing systems that enhance the efficiency and effectiveness of registration and record services, for interpreting records and registration management practices to students, faculty, parents and other constituencies. The University Registrar works with the academic units to create a consistent records policy. It is also responsible for the Student Union.

### **Director of Health & Sports**

Controls and runs the University sporting activities and facilities. He is also responsible for a variety of tasks such as planning, promoting and directing events, arranging coaching and training.

### **Director of Culture and Event Services**

University event services can assist staff in coordinating a wide range of events, sporting competitions social and cultural activities; commencement and alumni reunion activities; recognition programs; weekend retreats; and summer conferences.

### **Director of Computer Centre and Services**

Provides computing and information management support to the University. Departments include: academic computing, administrative information systems, instructional media services, printing services, web development, internet access, IT asset management and IT security.

### **Director of Student Services and Development**

Provides resources to promote student formation in non-academic aspects of student life. Departments/offices include: bookstore, campus recreation, career services, centre for leadership and community service, dining services, housing and residence life, judicial affairs, student computer resources, student health and counselling, and student life.

## **Director of Library**

Informs staff, faculty, and academic departments of library opportunities, options, and requirements; responds to inquiries and material requests from staff and patrons; maintains knowledge of library practices; processes inter-library loan requests; ensures document copyright compliance; develops and maintains collections; resolves problems with vendors and publishers.

## **Inventory Manager**

Plays an important role in creating constituent satisfaction and enabling the educational goals of the University to be achieved by providing and maintaining the surrounds, buildings, and their furniture and furnishings for administrative and academic purposes; for student accommodation, activities and recreation, and for expatriate employees' housing in accordance with the requirements and conditions laid down in university catalogue, and faculty, staff, and student hand-books.

## **Campus Manager**

Oversees the performance of a wide range of facilities maintenance services for an autonomous branch campuses of the University. May be placed on call to work extended hours, as required by management or facility need.

## ***Section C. Special Services and Facilities***

### **Banking Services**

Faculty and staff members may cash their personal cheques at any Bank in Girne . A valid University ID or personal card is required.

### **Cafe's & Coffee Shops**

Cafe's & Coffee shops are available for staff use.

- The Venue Café
- Starlight Café
- Café Campus
- Café Union
- Red Room

### **Employee Assistance Program (EAP)**

Girne American University is concerned with the well-being of its staff members and their families and is aware that personal problems can influence job performance. Staff members, their family members or any member of the staff member's household are encouraged to contact the Employee Assistance Program (EAP, Psychological Counselling). The EAP provides employees and their families' access to professional counsellors on a confidential and cost-free basis.

EAP services can be helpful for many types of personal and interpersonal problems such as marital/family conflicts, emotional concerns, alcoholism/drug dependency, post-traumatic stress, financial difficulties and legal dilemmas. Sessions usually last one hour and are available at various times and during weekends.

### **Lost and Found**

Each employee is responsible for the safety of their own personal belongings, including automobiles. Girne American University accepts no responsibility for the loss and theft of staff belongings.

The Reception department provides a convenient central depository for property found on campus. If employees find or lose personal items, they may contact the reception by dialling '0' on the internal phone system.

### **Mail Services**

Mail Services will facilitate the collection, processing and distribution centre for interoffice mail and the University's incoming and outgoing North Cyprus mail. Services are provided by the mail service staff of the University. Outgoing mail can be deposited at Reception with assurance that for privacy and confidentiality will be maintained. Post mail can be taken by the mail service staff to the North Cyprus Post Office in Girne.

Mail services staff will ensure the timely delivery of mail addressed to University departments and employees and the metering of outgoing mail from departments. The staff also will inform you of the various mail services available for processing departmental mailings or shipping packages.

Reception is located in the main building of the University 'Rector's Building' . Reception may be contacted by dialling at '0' on the internal phone system from Monday to Friday 08:00 to 18:00 hrs.

Additional information regarding mailing procedures and UPS parcels may be obtained from Reception.

## **Parking**

Parking permits may be obtained from the General Secretary.

## **The GAU ID Card**

The University issues official photo identification staff, ID cards, to all regularly employed full-time staff members. The GAU ID card serves as a personal identification and provides access to many campus services for members of the University community. Staff and faculty members should present their GAU ID cards to obtain check-cashing privileges, and use for the University library services.

New employees must obtain an ID card from Human Resources Department. A recent passport photo will be required.

## **Transportation Services**

Transportation Service coordinates the shuttle and van service for the University and is committed to providing professional, timely service and vehicles that are safe and reliable.

Transportation Services liaises between GAU management and the University community to ensure that shuttles are timely, the drivers are professional and the designated routes, schedules and services fulfil the needs of the University community.

- **Grand Shuttle:** Runs a scheduled route, north and south on Grand, from the north side of campus to the South of Girne, continuing to the new harbour and returns via the same route.
- **Regular shuttle:** Combines the Grand Shuttle route with the loop route during the evening hours and runs a scheduled route from the north end of campus to the City Centre and circles back.

## ***Section D. Employment Policies***

### **Affirmative Action/Equal Employment Opportunity**

It is the policy of Girne American University to administer its various personnel programs- compensation, benefits, transfers, layoffs, University-sponsored training, education and social activities-to avoid practices which, directly or indirectly, prevent any staff members from gaining their full benefits.

The office of diversity and affirmative action is a resource for faculty, staff, administrators and students on issues related to the University's equal employment opportunity and affirmative action policies and programs. Any member of the Girne American University community may contact the office of diversity and affirmative action with a concern, to seek information, or to file a complaint regarding employment discrimination (see grievance procedure).

### **Employment of Relatives**

The University considers relationships by family or marriage as neither an advantage nor a disadvantage with respect to employment or appointment. However, immediate family members (spouse, parent, grandparent, child, sibling, in-law, or other relative living in the household) shall not supervise or be supervised by one another.

### **New Employee Orientation Program**

During the first few weeks of employment, staff members will participate in the New Employee Orientation Program. This program provides information regarding the history, mission and philosophy of the University, affirmative action, safety and security employment condition. Staff members are encouraged to ask questions so that they will understand the guidelines that affect and govern their employment with the University.

### **Probation Period**

All new and current staff members who change jobs have a 3-month probation period. This period is designed to allow an appropriate orientation, training and evaluation period for the staff member. It also provides time for staff members to assess their aptitude for and interest in the office. If the University or the staff member concludes that continued employment is not in the best interest of either, the relationship may be ended by giving one month notice from both parties.

The supervisor will provide training, guidance and feedback throughout the probation period, giving the new employee the opportunity to reach the desired level of performance in a timely manner. All staff members are subject to corrective counselling. However, supervisors of staff members in the orientation period normally will not be required to complete all corrective counselling steps prior to terminating an unsatisfactory employee.

Staff members in the orientation period have the same benefits as all other University staff members except where specifically stated otherwise in University policies. Under normal circumstances, a new employee is not eligible to take vacation during the orientation period; however, there may be occasions where approval may be given. A written request must be made by the staff member to the supervisor, who will consider the request in conjunction with the human resources office.

## **Outside Employment and Activities**

The University recognizes and supports staff members' involvement with their families, outside activities in their communities, educational pursuits and recreation. However, employees should manage their time so that such activities do not interfere with their work performance.

The University discourages but does not prohibit "moonlighting" (holding a second outside job). However, it does require that there be no conflict of interest involved. In addition, the second job cannot interfere with the employee's scheduled work hours and work performance.

You are required to devote your full time, attention and abilities to your duties, during your working hours and to act in the best interests of GAU at all times. Accordingly, you must not, without the prior written consent of GAU, undertake any employment or engagement outside the University which might interfere with the performance of your duties or conflict with the interests of GAU. Such employment includes part-time or full-time teaching at any other university, school or college and or giving of private lessons.

## **Performance Reviews**

To ensure that staff members perform their jobs to the best of their ability, it is important that recognition is given for good performance and appropriate guidance is given for improvement when necessary. Consistent with this goal, performance will be evaluated by each staff member's supervisor on an on-going basis. Staff members also will receive periodic written evaluations to determine their level of performance, provide recognition for good performance, indicate areas in which improvement is needed, and provide an opportunity to discuss with their supervisor any concerns regarding performance. Performance will be rated by the supervisor and discussed with each staff member. After the supervisor reviews the performance ratings, the employee may comment regarding the evaluation, and the employee's signature will be recorded on the appraisal form. Employee evaluations will normally occur on or before the end of June each year.

All written performance reviews are based on overall performance in relation to job responsibilities and also take into account conduct, work behaviour and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by the supervisor at any time to advise of the existence of performance or disciplinary problems.

## **Personnel Records**

All official personnel records are maintained by human resources. Needed documents for personnel file are; photocopy of ID card, two Passport Photo, Diploma photocopy with certification that the original has been presented, Residence Paper from local Governor's Office and a Non-Conviction letter from Police and CV.

It is important to have current information in each personnel file. It is the responsibility of the employee to notify human resources of any change of name, address, telephone number, education, or job-related training or to update the information. Also important is that faculty regularly update their files, with respect to papers published, conferences attended and other professional development activities.

Personnel files are confidential; however, they are accessible in the following circumstances:

1. A director, supervisor or University official who has a valid business reason may review a current employee's file.
2. Employees who wish to review their files may do so in the presence of a human resources representative. Call the human resources employee relations office at extension no to make an appointment.

Some information may be withheld to protect the confidentiality of another individual.

## **Professional Associations**

Staff members are encouraged to enhance their knowledge of developments and trends in their career areas. Management personnel are expected to become involved in professional associations that relate to their University duties. Participation in professional association activities, conferences, committees, etc., is encouraged but shall not interfere with tasks necessary for effective and responsible job performance and should be approved by their supervisor.

## **Professional Development Programs**

Because professional development is beneficial to both the staff member and the University, the University strives to support the development of its staff members in a variety of ways.

Training and Human Resource Planning offers professional development courses for staff members on a variety of subjects. Training sessions on administrative policies and procedures, supervision, effective communication, leadership, stress and time management, customer service, and other valuable subjects make up the program. Customized training, team building and process improvement programs also are available. For more information and schedules, call the human resources office .

IT Computer Application Training is provided by IT training and communications, a department of information technology services. A variety of non-credit computer application classes are available to assist the faculty and staff of Girne American University.

## **Reductions in Workforce**

The University may be required to lay off employees when business needs require a reduction in the workforce. Laid-off staff members may apply for transfer opportunities. Applications for transfer will be handled in accordance with standard job posting and transfer/promotion/demotion policies.

In lieu of layoffs, the University may take other economic measures including but not limited to: reducing work hours; changing shift assignments, unpaid leaves, work schedules, job duties and responsibilities; and modifying existing compensation and benefits programs.

## **Release of Information**

Human resources will provide written responses to requests for employment verification. Verification of information including full name, social security number, provident fund number, and date of hire, current pay rate, year to date earnings, previous years' earnings and job status will be released to outside parties only with the written approval of the employee. Employees should contact the human resources information systems office for processing instructions.

## **Resignations**

Staff members desiring to resign voluntarily from their employment with the University are required to submit their resignation in writing to their immediate supervisor no less than three month notice prior to the last day on the job. A copy will be forwarded to the human resources office.

An exit interview with a human resources representative is normally scheduled for an employee leaving the University after the supervisor receives notice of resignation.

An employee's last day must be a regularly scheduled work shift. Accrued vacation or sick leave cannot be used in lieu of notice. An employee who gives less than the required 3 months' notice or

who is absent without notice for three consecutive work days is deemed to have resigned without proper notice. Failure to provide proper notice makes the employee ineligible for re-hire.

University keys, I.D. card, uniforms, or other University property must be returned, and all outstanding debts must be paid on or before the employee's last day. Any remaining debt due the University will be deducted from the employee's final pay check. Arrangements for receiving a final pay check must be made during the exit interview process with a human resources representative.

## **Service Date**

The service date is based on the date a staff or faculty employee begins working at Girne American University in a full- or part-time regular position. Length of service includes all regular (non-temporary) periods of employment where no break in service greater than one year (12 consecutive months) occurs.

- Service dates are utilized to calculate the following:
  - vacation accrual rate;
  - eligibility dates for various University benefits; and
  - determination of eligibility for service awards.

## **Terms of Employment**

This handbook is intended for informational purposes only. All employees who are not given explicit written employment contracts are subject to employment at will. Neither this handbook nor any language contained herein shall be construed as creating a contract or limiting the right of the University and the employee to end the employment relationship at any time.

## **Section E. Employee Conduct**

### **Absenteeism and Tardiness**

The University expects all staff members to assume responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the University has established sick leave. Human Resources will provide guidance for its employees to receive compensation from government Social Security Office.

Should a staff member be unable to work because of illness, he/ she must notify his/her supervisor or department manager within 30 minutes of the start of his/her shift on each day of absence.

Staff members who are frequently absent or tardy and/or are absent without notifying their supervisors may be subject to corrective counselling. Employees who are absent without proper notice for three working days are considered to have resigned their positions.

Excessive absenteeism and tardiness issues are covered in the [staff corrective counselling policy](#) and summarized in this handbook.

### **Code of Ethics**

Girne American University achieves its mission of teaching, research and community service in a manner consistent with mission and philosophy. Staff members are expected to conduct themselves in a manner that is consistent with this mission and philosophy.

We respect the dignity of individual students, faculty, staff, and visitors. The University expects every staff member to show that same respect and concern for others within the University community, so that all members of our community can achieve their full potential, and maintain GAU integrity, quality and confidentiality not to initiate and or let students to jeopardise or other staff members GAU as whole.

When it has reason to believe that the conduct of some members of the community prevents or hampers others from performing their work, the University may intercede.

### **Confidentiality**

In the performance of assigned duties, the staff of the University may have access to or be involved in the processing of confidential information, data and student, employee, University, and/or business data. Confidential information includes but is not limited to the following:

- Compensation data,
- Computer programs and software,
- Customer lists, contact names & telephone numbers,
- Financial information,
- Individual student information (including, but not limited to ability to pay , payment record, family background , grades, transcript remarks, and standardised test scores),
- Marketing strategies,
- New material research,
- Pending projects and proposals,
- Proprietary production processes,
- Scientific data,
- Scientific formula,
- Scientific prototypes,

- Technological data,
- Technological prototypes and
- Technical documents and material.

Staff members of the University are obliged to maintain the confidentiality of this information at all times, both at work and when off duty. Confidential information should be discussed and/or disclosed only on a "need to know" basis and in the appropriate work setting within GAU only. Open and/or public areas considered inappropriate for the discussion and/or disclosure of confidential information include but are not limited to, cafeterias, hallways, restrooms, etc.

Employees failing to adhere to the University standards with respect to confidentiality are subject to corrective counselling.

## **Corrective Counselling**

The University strives to maintain its reputation as an excellent employer and hopes all employees will interact with their co-workers in the spirit of consideration, respect and cooperation. The University endeavours to treat all employees with equity and respect. We believe that our employees will rarely lapse from excellent work or adherence to established rules and regulations. We also believe that our employees will quickly correct any lapse in their work or violations of policies, if these problems are brought to their attention in a professional, cooperative manner that assumes they want to improve. Therefore, every effort will be made through corrective counselling to assist an employee in overcoming deficiencies or failures he or she may have a certain policies and procedures.

Generally, it is the policy of the University to correct inappropriate behaviour through progressive discipline, up to and including dismissal, depending upon the circumstances of any particular case.

The four steps of staff corrective counselling are clear and concise, and every effort will be made to help the employee. The employee's signature is obtained on the corrective counselling report form following each counselling session. The signature is not an admission of guilt but rather an indication that the employee has been counselled by his or her supervisor and has read the report. The employee is given the opportunity to attach a statement or any comments that he or she wishes to make in response to the corrective counselling report. Such a statement is made part of the employee's personnel file along with the corrective counselling report prepared by the supervisor for the employee.

The following guidelines apply to staff corrective counselling:

Supervisors and employees are encouraged to discuss performance concerns with the human resources office and/or the employee assistance program (EAP).

## **Informal Counselling**

The first step before formal corrective action would normally be informal counselling. A written record of the counselling is necessary to register what took place. The counselling should take place in a private setting, and be based on specific facts. It should express confidence in the employee's ability to improve, and indicate the supervisor's willingness to assist. Informal counselling is not a form of corrective action; however, it can be referenced at a later date if corrective action is taken. This discussion can take place during periodic performance evaluations or as a stand-alone counselling. Should twelve months pass following informal written or verbal counselling and three additional offences occur, formal counselling will take place and a dismissal letter is given to the employee.

## **Suspension Subject to Possible Corrective Action**

Any employee of Girne American University may be suspended, if their conduct or performance warrants the action. A suspension may be imposed on an interim basis, in response to a serious offence, where it is deemed inappropriate for the employee to remain at work during the investigation

of potential misconduct. A suspension subject to possible corrective action should be resolved as promptly as possible.

In those instances where the action leading to suspension is found not to have been caused by, or the fault of the employee, the employee shall be reinstated without loss of pay or benefits, and no record of the suspension will appear in the employee's personnel file. In situations where evidence of wrongdoing is found, but a final warning is issued in lieu of separation, the employee may not be eligible for pay. If the decision is made to sustain the suspension and terminate, the original date of the suspension becomes the discharge date. A copy of all formal corrective counselling will be filed in the employee's active personnel file and remains as a permanent part of the record. As stated above, should twelve consecutive months pass without further corrective action, previous corrective actions will normally not be considered when determining future corrective action.

## **Coaching and Improving Performance**

Periodic performance reviews, held with the expectation of providing feedback to employees, regarding on-going or continuing issues of poor or substandard performance can be addressed through the corrective counselling process. The receipt of a "Needs Improvement" or "Unacceptable" rating on the employee's annual performance appraisal will result in the employee being placed on formal corrective counselling as indicated in the levels or steps below. Under these circumstances departments are advised to contact human resources/employee relations to establish a performance improvement plan for the employee and on-going review of the employee's performance throughout the year. If the performance of the employee does not improve, the employee may advance through the steps of corrective counselling up to and including termination prior to the issuance of the next annual performance appraisal. In addition to performance issues, corrective counselling can also be used for problematic behaviours. As a general rule the policy divides problematic behaviour into three (3) major categories while providing for progressive counselling. Obviously, no policy can list every possible problem area. The University reserves the right to initiate corrective counselling, including dismissal, depending on the circumstances in any particular case.

Contact a human resources employee relations representative for further information regarding this policy.

## **Dress Code and Personal Appearance**

Discretion in style of dress and behaviour is essential to the image and the safe and efficient operation of the University. Staff members are expected to dress in a professional manner appropriate to their working environment and to the type of work performed to protect GAU image.

It is important that all Girne American University employees follow a professional image to the people with whom they interact internally and externally. Employees, in conjunction with their managers, may use their judgment regarding the days that they wear "business casual" dress. Your schedule of activities should determine work attire.

The following guidelines apply to "business casual" attire:

- Appropriate business casual attire includes slacks, skirts and shirts with collars.
- Appropriate business casual attire does not include jeans, athletic attire (sweatshirts, sweatpants, gym shoes), T-shirts, spandex, casual sandals and shorts.

Employees failing to adhere to the University's standards with respect to appearance and demeanour are subject to corrective counselling.

Employees who are required to wear uniforms are expected to wear them in their entirety. Staff members must abide by the safety policies and procedures of their departments and wear required protective clothing and safety equipment. Some departments may have their own policies or dress

codes appropriate to the nature of the work done within those departments. Employees should consult their supervisor regarding any dress code requirement specific to their department.

## **Drug and Alcohol Abuse Prevention Policy**

Girne American University is committed to maintaining a safe, healthy and efficient environment that enhances the welfare of our employees, students, and visitors. It is the policy of the University to maintain an environment in which its employees are free from impairment from substance abuse.

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, to minimize lost work time, and for reduced personal, family and social disruption. Girne American University encourages the earliest possible diagnosis of and treatment for drug or alcohol abuse. Whenever feasible, Girne American University will assist employees in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for drug or alcohol abuse is the individual employee's responsibility.

The University encourages employees to seek assistance in dealing with a substance abuse problem or the problems of a family member by contacting the employee assistance program at 148, their supervisor or the human resources office. No employee will be terminated solely as a result of seeking counselling and rehabilitation.

Girne American University prohibits the unlawful manufacture, distribution, dispensation, possession, sale or use of illicit drugs or alcohol in the workplace, on University premises, or as part of any University activities. All employees are expected to abide by these standards of conduct as a condition of employment. For purposes of this policy, unlawful conduct involving illicit drugs or alcohol is governed by the laws in effect where the employee is working.

Employees violating the standards of conduct in this policy will be disciplined up to and including discharge in a manner that is consistent with the procedures governing discipline and discharge of staff and faculty members and with any applicable government laws and regulations. Employees may be referred to the employee assistance program or other suitable counselling/treatment resources for evaluation and treatment in these instances. When warranted, disciplinary sanctions may include requiring an employee to successfully complete a rehabilitation program. While undergoing counselling and treatment for drug or alcohol abuse, employees must continue to meet all standards of conduct and job performance. Persons who violate this policy may be referred to law enforcement authorities for arrest and prosecution.

## **Grievance Procedure**

Staff members are provided with an avenue for resolution of disagreements with their supervisors or other members of the University community through a formal grievance procedure. No staff member will be retaliated against as a result of filing a grievance. A staff member may grieve formal corrective counselling or an action thought by the employee to be unjust and/or adverse. Neither policies nor decisions relating to pay may be grieved. Application of policy may be grieved if the staff member feels that he/she has been adversely affected.

Human resources will assist staff members in determining whether an issue qualifies for the grievance procedure. Contact human resources immediately regarding the grievance procedure. Grievances should be filed within five working days after the incident. The director of diversity and affirmative action will assist staff members in determining whether the grieved action involves behaviours prohibited under the University's non-discrimination and sexual harassment policies. If not, the director of HR action may direct a staff member to use all or a portion of the staff grievance procedure.

## **Safety**

Girne American University strives to make its work environment as safe as possible by eliminating or reducing conditions that may result in personal injury and property loss to staff, students, visitors and

patients. Staff members must abide by the safety policies, warning signs and procedures of their departments and carry out their job functions in a safe productive manner. It is, therefore, the duty of all staff members to remove hazards which are within their capabilities and to report those which are not.

It is each staff member's responsibility to perform his/her work in a manner that is safe for himself/herself and others. To achieve this, certain items or articles that could impede safe performance are prohibited while on the job. Any item or article of dress that could interfere with the senses of sight and sound or restrict movement is prohibited. This includes but is not limited to: shaded glasses meant for outdoors and personal audio equipment with headsets or earplugs.

Staff members failing to adhere to these standards with respect to safety are subject to corrective counselling.

## **Sexual Harassment Policy**

The University does not tolerate sexual harassment in any form, and such conduct may result in disciplinary action up to and including dismissal.

Specifically, no member of management may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect his/her employment, evaluations, wages, advancement, assigned duties, working hours or any other condition of employment or career development.

Whether committed by supervisors or non-supervisory staff members, sexual harassment in the workplace is prohibited. This includes but is not limited to unwelcome sexual flirtations, advances, touching, propositions, and continual verbal commentaries about an individual's body, sexually degrading words used to describe an individual and/or the display in the workplace of sexually suggestive objects or pictures.

Filing a complaint or reporting sexual harassment will not prejudice an employee's position or status, nor will it affect future employment, compensation, work assignment or status. The Directors of Diversity and affirmative action are the University officials to be contacted regarding questions or complaints pertaining to this policy. Teacher to teacher, teacher to student, student to teacher and student to student.

## **Solicitation and Distribution**

Solicitation of any type and for any purpose is not permitted during the working time of the soliciting employee or the employee being solicited. Working time does not include break periods, meal times or other specified periods during the workday when staff members are not engaged in performing their work tasks. Distribution of circulars, handbills, or literature of any type during working time is not permitted.

The use of any University resource must be consistent with the University's mission and any policy or procedure of the University. For use of information technology resources, please refer to the information technology resource. In addition to these policies, some departments may have additional restrictions on the use of IT or other University resources. Discuss with your supervisor any concerns or questions you have regarding use of departmental resources.

Violation of this rule will subject an employee to discipline up to and including discharge. Solicitation and distribution by any other person is prohibited at all times on University premises

## **At-Will Employment**

You are free to terminate your employment with the University, by giving three month prior notice before the end of semester, with or without a reason, and the University has the right to terminate your employment, giving one month prior notice before the end of semester ( complete the term or

semester) , with or without reason. Although the University may choose to terminate employment for cause, cause is not required to terminate the employment relationship. (This is called “at-will” employment.)

No one other than the President of the University and the Chancellor of the GAU can enter into an agreement for employment for a specified period of time, or make any agreement or representations contrary to this policy. Further, any such agreement must be in writing, and signed by the President and/or Chancellor. The University’s policy of at-will employment may be changed only in writing signed by the President and/or Chancellor.

Apart from the policy of at-will employment and those policies required by law, the University may change its policies or practices at any time without further notice.

## **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organisation, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation	-voluntary employment termination initiated by an employee;
Discharge	-involuntary employment termination initiated by the organisation;
Lay-off	-involuntary employment termination initiated by the organisation for non-disciplinary reasons; and
Retirement	-voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organisation.

The University generally will schedule exit interviews at the time of the employment termination. The exit interview affords an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to the University or return of University-owned property. Suggestions, complaints and questions can also be voiced at this exit interview.

Since employment with the University is based on mutual consent, both the employee and the University have a right to terminate employment at-will, with or without cause, prior giving one months’ notice before the end of semester. Employees will receive their final pay in accordance with applicable government law.

Resignation is a voluntary act initiated by the employee to terminate employment with the University. The University requests/ requires at least three month written notice of resignation before the end of semester. The University will consider the employee to have voluntarily terminated his employment if he or she does any of the following:

- Resigns from the University;
- Does not return from an approved leave of absence on the date specified by the University; or
- Fails to report to work and fails to call in for three or more working days in a row
- Drug and Alcohol abuse
- Sexual Harassment

An employee may be terminated for poor performance, misconduct, excessive absences, tardiness, or other violations of the University rules. However, the employment relationship is at-will, and the employee and the University has the right to terminate the employment for any legal reason or no reason.

The University may need to terminate employment because of reorganisation, job elimination, economic downturns, or lack of work. Should the University decide that such termination is necessary, it will try to give as much advance notice as is practical.

## **Section F. Benefits**

### **Leave Benefits**

Unless otherwise indicated, the leave provisions outlined in this section apply only to regular, full-time administrative employees. Academic Staff holiday entitlements are stated in their contracts.

#### **Annual Leave**

Annual leave is leave with pay. Employees accumulate annual leave in the following manner;

<b><u>Number of Months</u></b>	<b><u>Amount of Annual Leave Earned</u></b>
1 <sup>st</sup> – 6 <sup>th</sup> month	---
7 <sup>th</sup> month - 5 <sup>th</sup> yrs	(14 working days)
5 <sup>th</sup> yrs – 10 <sup>th</sup> yrs	(18 working days)
10 <sup>th</sup> yrs – 15 <sup>th</sup> yrs	(22 working days)
15 <sup>th</sup> years and more	(25 working days)

The length of service eligible for calculation of leave is calculated on the basis of a “benefit year”. This is the 6-month period that begins when the employee starts to earn annual leave time.

Once employees enter an eligible employment classification (completion of the probationary period), they begin to earn annual leave time according to the schedule set forth above. Before annual leave time can be used, however, a waiting period of 6 months must be completed. After that time, employees can request use of earned vacation time including that accrued during the 6 months days waiting period.

To take an annual leave, employees should request an approval at least 2 weeks advance from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

As stated above, employees are encouraged to use available paid annual leave time for rest, relaxation, and personal pursuits. Unused annual leave is not transferable to the next calendar year. Employees may donate a portion of their accrued, unused leave to another University employee who has an emergency leave request. Certain employees in key positions may be allowed to carry forward accrued leave until the next slack time when there are no students on campus in residence.

Upon termination of employment, employees will be paid for unused annual leave time that has been earned through the last day of work.

### **Holiday Policy**

Employees will receive the following holidays with pay from the date on which they begin employment with the University:

- New Year’s Day 1 January
- Seker Bayram \*
- Kurban Bayram \*
- National Independence Day 23 April
- Labour Day 1 May
- Youth & Sports Day 19 May
- Republic Day 20 July
- Turkish Victory Day 30 August
- Founding of Turkish Republic 29 October
- TRNC Republic day 15 November
- Christmas Day 25 December

\* According to Islamic time table changes every year.

When an employee's day off falls on a holiday, that employee is entitled to take another day off during that pay period. The employee must arrange this in advance with his/her supervisor.

### **Sick Leave Benefits**

Sick leave is leave with pay, is available to all regular, full-time employees and may be taken only for the following reasons:

- personal illness, injury or disability;
- prearranged or emergency medical, dental or optical appointments; or
- to care for an ill member of the employee's immediate family. Immediate family is defined as the parent, child or spouse of the employee.

Employees earn seven (7) work days of sick leave per full calendar year. Employees begin accruing sick leave on the first day of employment. Employees will not be paid for accumulated unused sick leave upon termination. Employees are not permitted to donate any portion of their sick leave to another employee. In order to use sick leave, the employee is required to:

- Notify his/her supervisor or departmental Director within one hour of the employee's regular starting time on the day leave is taken and all days thereafter, except in the case of a prearranged appointment. In that case, the supervisor or Department Head should be notified at least three (3) calendar days in advance; and
- Submit a letter from the attending physician with the employee's time sheet upon return to work if the illness or injury requires an absence of more than three (3) consecutive work days (Thursday, Friday and Monday are considered 3 consecutive workdays).

Periods of illness or injury which occur while an employee is on annual leave can be credited as sick leave if the employee submits a letter from the attending physician with the employee's time sheet upon returning to work.

### **Bereavement Leave**

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

The University defines "family member" as: A) a person to whom the employee is related by blood, legal custody, or marriage; B) a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility; C) a person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship.

### **Military Leave Policy**

Necessary leave with pay will be granted to employees who have obligations in the military reserve (mobilization). Employees should advise their supervisors in writing at least 1 month in advance of such leave, indicating the inclusive dates of anticipated duty, so that arrangements can be made regarding temporary replacement needs.

## **Administrative Leave**

Administrative leave is leave with pay given when the President determines that, due to unusual or unforeseen circumstances, it is in the University's best interests that an employee or group of employees not report for work for a period of time.

## **Maternity Leave**

The maternity leaves are subject to the provisions of the North Cyprus Employment and Status.

## **Paydays**

All employees are paid on the 1<sup>st</sup> and 15<sup>th</sup> of every month via an account they must established at the Bank in the City of Girne. During winter time the bank's working hours are 8:00 – 17:00 and during summer time 8:00 – 17:00; Tuesday to Friday 8:00 – 14:00.

## **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be asked to undertake overtime work assignments. Academic staff is paid on an hourly salary.

Employees not eligible to receive overtime payment, may be granted extra paid leave of absence (including executive, administrative or maintenance staff.)

## **Severance Pay**

The University generally pays severance pay to employees whose employment is terminated. The University reserves the right, however, to make exceptions to this policy in its sole and absolute discretion.

## **Pay Advances**

In the event of a personal emergency, employees may submit a written request for a pay advance to the General Secretary indicating the nature of the emergency involved. General Secretary will evaluate the request and determine whether a pay advance can be granted.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

An emergency salary advance must be repaid within six (6) pay periods. No additional advances may be granted while the employee has an outstanding balance with the University. As a condition of receiving a pay advance, the employee agrees that the amount of any outstanding balance on a pay advance, at the time of the employee's termination, will be deducted from his or her final University pay cheque.

## **Administrative Pay Corrections**

The University takes all reasonable steps to ensure that employees receive the correct amount of pay in each pay cheque and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Personal Manager of the University so that corrections can be made as quick as possible.

Once underpayments are identified, they will be corrected in the next regular pay cheque.

Overpayments will also be corrected in the next regular pay cheque unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the University will attempt to arrange a schedule of repayments with the employee to minimise the inconvenience to all involved.

## **Pay Deductions**

The law requires that the University make certain deductions from every employee's compensation. The University deducts Provident Fund and Social Security taxes on each employee's gross earnings up to a specified limit that is called "wage base". The University matches the amount of Provident Fund and Social Security taxes paid by each employee.

If an employee has any questions concerning why deductions were made from his or her pay cheque or how they were calculated, the Director of Human resources can assist in having those questions answered.

## **Use of Phone and Mail Systems**

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using University telephones when making local personal calls and may be required to reimburse the University for any charges resulting from their personal use of the telephone. Personal calls in University time should be limited to essential matters and not be used for social purposes. All calls may be subject to monitoring and tracking.

The use of University-paid postage, DHL and FEDEX accounts for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

## **Use of E-Mail and Internet**

Employees are encouraged to use email and the internet at work as a fast and reliable method of communication with significant advantages for business. However, employees need to be careful not to expose both themselves and the University to certain risks and offences which the misuse of these facilities can cause.

### **Use of External and Internal email**

Employees must word all emails appropriately, in the same professional manner as if they were composing a letter.

The content of any email message sent must be neither defamatory, abusive nor illegal and must accord with the University's Equal Opportunities Policy. Sending and receiving of obscene or pornographic or other offensive material is not only considered to be gross misconduct but may also constitute a criminal offence.

Employees must be careful of what is said in email messages as the content could give rise to both personal liability or create liability for the University. Employees must also avoid entering into commitments over the internet without having received prior and express authorisation to do so, or unless this forms part of their normal day-to-day activities and has been so authorised by the University.

The company reserves the right to monitor the content of emails sent and received and may undertake monitoring of both the content and extent of use of emails. Employees wishing to send confidential, non-work-related emails should do so on their own equipment, in their own time, at their own home and should tell personal emails to them at work.

Employees must ensure that they have the correct email address for the intended recipients. If employees inadvertently misdirect an email they should contact their manager immediately on becoming aware of their mistake. Failure to do so may lead to disciplinary action being taken against them.

Employees must not send any information that the University considers to be confidential or sensitive over the email.

The email facility is provided for business purpose only. Employees must limit personal usage to a minimum and must abide by the above guidelines concerning the content of emails. Excessive personal usage or abuse of the guidelines concerning the content of emails may lead to the withdrawal of email and internet access and/or disciplinary action which could result in dismissal.

Employees should all times remember that email messages may have to be disclosed as evidence at any Court proceedings or investigations by regulatory bodies and therefore may be prejudicial to both

their or University's interests. Employees should consider that hard copies of emails may be taken up and backup discs may retain records of emails even when these have been deleted from the system.

#### Using the internet

Employees must not use the internet to gain unauthorised access or attempt to gain unauthorised access to computer material or private databases.

Employees must not use the internet for personal purposes whether during work hours or otherwise, as this puts an unnecessary strain upon the University's computer network. Internet access is available purely for business use and it should be used for work-related purposes only.

Employees may not subscribe to any news list or groups or commit themselves to receiving information from any group or body without first informing their manager. Employees are requested not to view sites which require downloading of software from the internet, even where this would be free of charge, without the prior approval of their manager. Staffs are reminded of the risk of computer virus.

Employees must not attempt to download or retrieve illegal, pornographic, liable, sexist, racist, offensive or unlawful material. Attempts to access such material will constitute a disciplinary offence and, in addition to access to the internet being withdrawn, the member of staff may be subject to disciplinary action which may result in dismissal.

## **Section G. Personal Advise**

### **Dealing with media**

All contact to the press and/or media, or by the press/media, shall first have the approval and sanction of the President and/ or Chancellor of the University.

### **Fire Flood, Theft, Accident**

Employees are expected to arrange their own private Insurance to cover them in the event of emergencies whilst in performance of their duties.

### **Dealing with students**

Employees are expected to act professionally at all times in their dealings with students. This includes manner, demeanour, attitude, language and dress. Employees shall treat all students equally, regardless of race, colour or creed.

### **Inappropriate Behaviour**

The defacing of official and National icons is deemed as inappropriate behaviour, and may lead to internal disciplinary action and possible external legal action being taken, as specified in the Constitution. This includes national currency, the Nation's flags, photographs and status of National Leaders etc.

Employees are expected to show respect for National Leaders, and to discourage students from negative and disparaging comments.

### **Political Party Involvement**

Staff proposing to take official positions in any political party or to stand as a candidate in local or national elections should first inform the University, through the personnel Director to obtain clearance so as to ensure there is no conflict of interest.

## **Section H. General Information**

### **Change of Address and Other Personal Information**

It is very important that staff members advise human resources of any changes of name, marital status, address, telephone number and dependents so that they receive important mailings and information and do not risk loss of benefit coverage. It is the responsibility of the employee to notify human resources of any changes to this information.

### **Work Schedules**

Work hours and schedules vary throughout the University depending upon the services provided. As part of orientation, staff and supervisors should discuss the normal work schedule requirements.

Supervisors are responsible for establishing and informing staff of specific work schedules, including start times, break times, lunch schedules and normal ending times. When the work schedule must be changed, supervisors will give as much advance notice as possible so staff members can make personal arrangements to meet the new scheduling requirements.

### **Medical Treatment**

If medical treatment is required, the employee must be treated at one of the facilities listed below. For serious injuries (see emergencies/security) an ambulance will be called and the injured employee will be transported to the Government Hospital emergency department.

Business Hours 24 hrs open  
*Girne Akçiçek Hospital (Government Hospital)*  
Emergency Department (Tel: 815 22 66)

*Girne Özel Hospital, Türkoğlu Sok. Ak Market Road ,Girne .*

*M.Hüdaverdi Private Clinic, Sait Terzioğlu Sok. Jasmine Court Hotel road,Girne*

### **Emergencies**

Emergencies may include fire and smoke, personal illness or injury, criminal activity, suspicious persons, power outage, threats and harassment and any other incidents that endanger persons or property. The department of security responds to all emergencies on University property and may be contacted at any time as follows:

The reporting person should stay on the line to provide the following information: the exact nature of the emergency, the location and room number of the incident and the phone number from which the call is being made.

### **Inspections**

Employees are reminded that, when believed necessary, authorities of the University have the right to inspect all lockers, desks, e-mail, or other University property under the control of the employee with or without notice to the employee. Employees must have approval from their supervisors to remove equipment or supplies from University property. Boxes, packages, bundles, etc., are subject to inspection.

## **Notification of Death**

In the event of the death of an employee, an employee's spouse, child, or parent, the University community is notified so the employee and the family may be remembered in the thoughts and prayers of colleagues and friends. The department head of the deceased or of the deceased's University-employed relative should designate a contact person within the department who will notify human resources of the death. Information regarding funeral arrangements, the employee's name and relation to the University and an address for condolences should be included. Of course, an employee may specify the wish to have the death of a relative remain confidential.

## **Smoking**

Smoking or non-smoking will not be seen as either an advantage or disadvantage with respect to employment. Failure to adhere to the smoking policies may result in corrective counselling.

## **Work Permit**

Both Faculty and Admin staff are required to pay for their Health Certificate and other required formalities in order to obtain a work permit required by government authorities.

To respond to the changing needs of the University as well as changes in legislation, the policies and procedures may need to be amended from time to time and when this occurs you will be informed of these changes.

Detailed information is available from GAU HRM Office on these matters.

## **Section I. Conclusion**

The University is a knowledge based community. It is dedicated to self learning and to absorbing knowledge and experience, to encouraging creativity through research. It has a mission to pass knowledge to future generations by the employment of imaginative, effective, up-to-date teaching practices. It is dedicated to the spreading of current, practical, edifying knowledge for the benefit of the world-wide community.

### **INTRANET**

The GAU intranet was designed to improve communication among university staff. It currently offers:

- Announcements (Information, activities, etc.)
- Administrative Forms (holiday leave form, etc.)
- Useful Documents ( information, staff phone list, useful software, etc)
- Classifieds Forum
- Ideas & Suggestions Forum

To access the GAU Intranet, just open the following address using any internet browser: <http://Intranet>.

**IMPORTANT:** The Intranet can only be reached from within the university's STAFF NETWORK. It cannot be accessed from the labs, using the university's wireless connection or outside computers.

You do not need a user ID or password to open the intranet. This is only required for messaging features. If the system asks you to login, please use the same user ID and password that you use to access [your@gau.edu.tr](mailto:your@gau.edu.tr) e-mail account.

### **FONLINE TOURISM and travel AGENCY LTD.**

Online Tourism and Travel Agency offers students, teaching and admin staff qualified and friendly consulting, airplane and ship tickets, hotel reservations, airport transportation to staff and organisation of private and business travel.

Opening hours:

Monday – Friday 9 am – 6pm

Saturdays 9 am -1 pm

Email: [fonlineturizm@gmail.com](mailto:fonlineturizm@gmail.com)

### **CAMPUS HAIRDRESSER**

The campus hairdresser offers professional hair care, cutting, styling and dying services and academic staff, administrative staff, and students in a modern and positive atmosphere.

#### **Location:**

Millennium Building

Monday to Friday 9am – 5 pm

(Saturdays by appointment)

### **ACREDIT FINANCE**

ACREDIT Insurance Agency Ltd is GAU's sister establishment and has been created to serve employees in the particular field of insurance.

For all your insurance needs and that of your family, at reduced rates please contact;

ACREDIT Insurance Agency Ltd

0392 8160588 0533 863 0699

### **GAU SCHOOL MARKET, STATIONARY SHOP and BOOKSHOP**

There is a Market, Stationary Shop, based near the Library, for usage by all students and staff of GAU.

### **BOOK SHOP**

The Book shop is beside the Architecture Block. Printing, photocopying service is provided to staff and students of GAU. A wide selection of books is also available for purchase.