



RAI
RIGA AERONAUTICAL INSTITUTE

APPROVE

JSC “Riga Aeronautical Institute”

Vice-President

_____ M.Karoļs
“ ___ ” _____ 2018

APPROVE

JSC “Riga Aeronautical Institute”

Rector

_____ A.Melnis
“ ___ ” _____ 2018

**Internal and Working Regulations of
Joint Stock Company “Riga Aeronautical Institute”
and higher education institution “Riga Aeronautical Institute”**

ADOPTED:

at the RAI
Convent meeting
of 07 September 2018
Minutes No.1809

Riga 2018

1. General Provisions

1.1. The Internal and Working Regulations shall regulate the internal procedures and activities of the “Riga Aeronautical Institute” (hereinafter referred to as RAI), set out the main guidelines to promote successful functioning of RAI, operative and qualitative performance of work, provide employees with optimal working conditions, stimulate them in their work. The RAI Internal and Working Regulations for students and employees (hereinafter referred to as the Regulations) have been drafted in accordance with the Law on Institutions of Higher Education and Cabinet of Ministers Regulations No.1338 of 24 November 2009 “Procedures for Ensuring Safety of Students in Education Institutions and at Events Organised by Them”, the Labour Law of the Republic of Latvia, the Labour Protection Law of the Republic of Latvia, requirements of the General Data Protection Regulation, RAI’s Articles of Associations, RAI’s Constitution, RAI’s quality management system, RAI’s management orders and requirements of other regulatory documents.

Terms used in the Internal Regulations:

<i>Employer</i>	RAI, which is represented by its Vice-President in the employment relationships.
<i>Academic staff</i>	Professors, associate professors, assistant professors, lecturers, assistants, leading researchers, researchers.
<i>Staff</i>	General staff and full-time students, as well as Master students.
<i>Work supervisor</i>	The Employer or the Employer’s authorised representative specified in the employment contract.
<i>Employee</i>	Natural person carrying out certain job under guidance of the employer on the basis of the employment contract for the agreed wage.

1.2. The Regulations enter into force, when adopted at the meeting of shareholders of JSC “Riga Aeronautical Institute” and at the RAI’s Convent meeting. All the employees and students shall be familiarised with the Regulations and amendments thereto before signing their employment or study contract.

2. Establishment and Termination of the Labour Employment Relationship

2.1. Employment and dismissal of employees shall be regulated by the Labour Law of the Republic of Latvia, the Law on Institutions of Higher Education, the RAI’s Constitution, these Regulations and other regulatory enactments. Employees shall be registered for work by the Office Manager or other authorised person. A competition shall be organised for vacant academic staff positions. The

competition shall be announced, prepared and organised by a specifically designated person on the basis of an application with specific requirements to the vacant position.

2.2. When being hired, the candidate shall submit an application for recruitment appended by:

2.2.1. a curriculum vitae (CV);

2.2.2. copies of education and professional qualification documents;

2.2.3. a document certifying official language skills.

2.3. When submitting an application, the candidate shall present:

2.3.1. a passport;

2.3.2. a work permit, if the person is a foreigner;

2.3.3. education and professional qualification documents.

2.4. The employment relationship shall be established by entering into an employment contract between RAI and the employee before starting work. The employee's duties, the term of the employment contract, the probation period, subordination and other conditions shall be stipulated in the employment contract.

2.5. The employment contract shall be prepared in duplicate, one copy shall be kept by the employee, the other – by the employer.

2.6. If the employee agrees to sign an employment contract, he or she shall have an introductory briefing on labour protection, fire safety and electrical safety, internal and working regulations, RAI's regulatory documents, and the employee shall sign these documents after being briefed.

2.7. The order for recruitment of an employee shall be signed by the Employer. For the purposes of performance of job duties, the Employer shall provide the employee with a workplace and necessary material and technical supplies.

2.8. The employment relationship with employees may be terminated in accordance with the law of the Republic of Latvia. When an employee resigns, the employee shall submit a written resignation addressed to the Employer one calendar month in advance. The Employee cannot withdraw his or her application for resignation without the Employer's written consent. When terminating an employment relationship, the Employee shall return any documents related to the fulfilment of job duties (also electronic), materials and material values having received a signature on the survey sheet. The Office Manager shall familiarise employees with the order on termination of the employment relationship. The Chief Accountant shall settle accounts with the employee.

3. Working Time and its Recording

3.1. RAI' employees shall have a 40-hour working week. The working hours shall be from 8.45 to 17.30, lunch break – 45 minutes in the period from 12.00 to 14.00, at employee's discretion, depending on the situation and the scope of work at the workplace. On days before holidays the duration of the working day shall be shorter by one hour. The working hours for days of education cycles of part-time departments shall be determined by the RAI management by issuing a relevant order.

3.2. If employees are absent from work, they shall submit documents justifying their absence or submit an explanation according to the established procedure, observing the principle of subordination.

4. Awards for Work Achievements.

4.1. Awards shall be applied for excellent performance and/or additional work in accordance with orders of RAI management.

5. Responsibility for Violations of the Working Regulations.

5.1. Violations of the work discipline (failure to perform duties, or improper performance due to employee's fault) shall be punished by an oral remark, a written remark, a reprimand, partial removal of fringe benefits, dismissal. An explanation shall be requested from the employee prior to using any punishment. An order for the application of a disciplinary punishment shall be notified to the employee against signature within three days.

6. Procedure of Registration of Leaves of Employees

6.1. The procedure of granting of leaves to RAI's employees shall be determined by the Labour Law of the Republic of Latvia. By January 15 of each year the Office Manager shall prepare a schedule of leaves, taking into account wishes of employees and interests of RAI to ensure normal working hours, and submit it for approval to the Employer. A leave may be granted at any time during the calendar year. When needed, two weeks before the beginning of the set leave the employee shall submit to the Employer an application stating the start date and the duration of the leave, as well as the person, who will replace the employee during his or her leave, if necessary.

6.2. When there is a working need, an employee may be recalled from his or her annual leave by an Employer's order and with consent of the employee. Unused days of any leaves shall be carried over to the same calendar year upon agreement between the parties.

7. Studies, Starting and Graduation.

7.1. Studies at RAI shall take place in accordance with the procedure laid down in the Law on Institutions of Higher Education and the RAI's Constitution in accordance with developed, approved, licenced and accredited study programmes.

8. Duties and Rights of the Employer

8.1. Duties of the Employer:

8.1.1. to enter into a written employment contract with any employee and to register concluded contracts;

8.1.2. to pay the defined wage to the employee in cash at the RAI's cash desk or by a non-cash transfer to the bank account in the Republic of Latvia specified by the employee and to issue a written calculation of wage upon request of the employee;

- 8.1.3. to pay all the allowances, fringe benefits, costs, compensations and premiums due to the employee in accordance with regulatory enactments;
- 8.1.4. to take labour protection measures at RAI in accordance with the requirements of the Labour Protection Law of the Republic of Latvia and other regulatory enactments;
- 8.1.5. to provide employees with safe and health friendly working conditions.

8.2. Rights of the Employer:

- 8.2.1. to request from the employee fair attitude to the job;
- 8.2.2. to request that the employee observes internal and work safety regulations for staff, as well as other regulatory enactments;
- 8.2.3. to initiate a verification procedure regarding compliance of the employee's professional skills and qualification with the performance of the agreed job, if needed.

9. Duties and rights of the Employee

9.1. Duties of the Employee:

- 9.1.1. to do the job under the employment contract in good faith, observing laws of the Republic of Latvia, regulations of the Cabinet of Ministers, the RAI's Constitution and these Regulations;
- 9.1.2. to build proper relations with colleagues, students and visitors, as well as to ensure rights of students;
- 9.1.3. to work conscientiously and honestly, observe the set working hours, to use all the working hours for intensive and creative work, to fulfil orders of the employer and instructions of the work supervisor in a timely manner and accurately;
- 9.1.4. to inform the immediate superior about failure to appear, absence from work or being late for more than 15 minutes as soon as possible. Any absence shall be deemed justified only if a justifying document has been submitted. To submit a document justifying absence from work or being late or an explanation to the management on the first working day;
- 9.1.5. to observe labour protection, electrical safety, work hygiene and fire safety, use of buildings and other rules;
- 9.1.6. to maintain own workplace clean and in order, to observe the procedure of safekeeping of material values and documents;
- 9.1.7. to safeguard and care for RAI's property, to use technical devices effectively, to use material resources and energy sources in an economic, rational way and in accordance with the purpose of the work;
- 9.1.8. to keep and not to disclose business secrets and confidential information in accordance with regulatory enactments of the Republic of Latvia and the employment contract;
- 9.1.9. to provide information immediately and in person to the Office Manager about any changes in personal data (change of name, surname and personal code, passport data, marital status, children, education, bank details, actual place of residence, declared place of residence, etc.);

9.2. Rights of the Employee:

- 9.2.1. to make proposals regarding RAI development, to ensure better internal procedures;

- 9.2.2. to work in safe and health friendly conditions, not to start or stop work, if conditions are dangerous for health and life of the person and surrounding persons;
- 9.2.3. A pregnant employee may leave her workplace to have a health check during the prenatal period, if such a check cannot be made outside working hours, notifying the employer in advance.
- 9.2.4. to make propositions to the employer regarding elimination of shortcomings and improvement of work at RAI.

10. Rights and Duties of Students

10.1. Duties of students:

- 10.1.1. to visit classes systematically and observe internal regulations for staff and students;
- 10.1.2. in accordance with the study plan, to prepare, submit and, if necessary, defend personal papers, qualification, Bachelor, Master papers, to pass regular and final examinations, as well as to report in a timely manner on placements intended in the study programme;
- 10.1.3. to handle the premises, property, equipment available at RAI with care, to compensate their value if losses are inflicted;
- 10.1.4. To observe standards of mutual decency. To leave outdoor clothes in a cloakroom, to dress according to weather conditions.
- 10.1.5. to observe the building usage conditions set at RAI, incl. smoking restrictions;
- 10.1.6. to pay the tuition fee in a timely manner in accordance with conditions of the study contract;
- 10.1.7. to pay for each test and examination, which are passed outside the deadlines of the examination session under the curriculum, as well as for repeated tests and examinations in accordance with the prices set by RAI;
- 10.1.8. in case of change of a declared place of residence, surname or contact phone to inform the RAI management in writing within two weeks;
- 10.1.9. students should inquire about the results of examination of applications addressed to the RAI management.

10. 2. Rights of students:

- 10.2.1. to use the RAI library during the entire period of studies;
- 10.2.2. to receive loans guaranteed by the state for education in accordance with the procedure set out in regulatory enactments.

11. Procedure of Registration of Work and Education Trips of Employees in the Territory of Latvia and Abroad

11.1. Trips of RAI employees shall be regulated by Regulations No.969 of the Cabinet of Ministers of 12 October 2010 “Procedure for Compensation of Costs Related to Business Trips”.

12. Regulations on Labour Safety, Labour Protection and Fire Safety

12.1. Labour safety

- 12.1.1. The work environment at RAI shall be organised in such a way that work conditions meet the requirements of labour protection and work hygiene and fire safety conditions approved by the state.
- 12.1.2. Equipment and materials and technical supplies shall be used and stored in accordance with the operational procedures set by their manufacturers.

12.1.3. Employees should report any accidents or situations threatening human health or life to their immediate superior immediately. The employees who were mutilated during the fulfilment of their job duties shall be entitled to material compensation for harm to their health. In this case, a commission shall be established and a statement on the accident shall be drawn up.

12.1.4. The RAI's labour protection specialist is a person responsible for observation of labour protection, work hygiene standards at RAI. The RAI's Technical Director shall control operation of equipment and material and technical means.

12.2. Fire safety

12.2.1. Employees should observe State Fire Safety Regulations, the RAI's fire safety instruction and the requirements set in this instruction, but in case of fire should save people, material values and extinguish fire.

12.2.2. In case of fire every employee shall be liable to inform the Vice-President about the fire. After the State Fire and Rescue Service unit arrives, all the employees should follow the instructions provided by the head of the fire-fighting unit.

12.2.3. It is prohibited to extinguish live electrical equipment, cables and wires using fire-fighting media and water.

12.3. Maintenance of premises

12.3.1. It is prohibited to fill escape routes with furniture and other objects, or use these routes for other purposes.

12.3.2. It is prohibited to bring into premises highly flammable or combustible liquids.

12.3.3. It is prohibited to smoke in RAI premises and territory.

12.3.4. In the premises, it is prohibited to use electric heaters, except in the cases previously agreed with the RAI Technical Director.

12.3.5. Any defects in electrical equipment in power grids should be reported to the Technical Director of the Riga Aeronautical Institute immediately.

13. Processing and Security of Personal Data.

13.1. The following data are processed:

RAI's employees and cooperation partners: - name, surname, personal code or date of birth, picture, place of residence address, education, telephone number, e-mail address, bank account number of natural persons, in exceptional cases passport data of employees going on business trips are processed to prepare travel documents.

RAI's students and applicants: - name, surname, personal code or date of birth, place of birth, picture, place of residence address, previous education, telephone number, e-mail address, bank account number, passport data of natural persons (*Law on Institutions of Higher Education*).

13.2. Purpose of processing of the data:

The data are processed to establish a cooperation or employment relationship, as well as to conclude study contracts. If the data are processed for other purposes, consent of the natural person to processing of the data is requested first.

13.3. Disclosure of data:

In order to fulfil the requirements of laws and/or defend legal interests or requirements of RAI, the Data may be issued to law enforcement authorities, as well as to state and local government institutions upon their request.

13.4. Duration of storage of data:

The data are stored during the effective period of contracts, as well as for the period specified in regulatory enactments, and after that the Data are deleted.

13.5. Rights of a data subject:

Natural persons may request, check any Data related to them, as well as request to correct, supplement, erase and prohibit to use their data for the purposes not related to RAI's primary activity.

Prepared by:
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