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THE INTERNAL REGULATIONS OF THE TIMIȘOARA EDUCATIONAL STATION WITHIN THE FRAMEWORK OF THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM TIMIȘOARA

CHAPTER 1. RULES REGARDING SECURITY AND HEALTH AT WORK SUCH AS PREVENTION FIRE EXTINGUISHING

Art. 1.1. Rules regarding protection, hygiene, health and safety at work

In order to apply and comply with the rules of the Teaching Station within the University of Life Sciences "King Mihai I" from Timisoara, regarding protection, hygiene and safety at work in accordance with the conditions in which the activity is carried out. The Didactic Station trains all employed persons, through its own employees with attributions and in the field of labor protection, which consist of:

a) the general introductory instruction given by the head of the labor protection department, for 8 hours, to the following persons:

- new employees, employees with employment contracts regardless of their form;
- those who came to the Didactic Station as seconded;
- to the people in the Didactic Station during the trial period with a view to employment;
- persons employed as seasonal, temporary or daily employees;
- persons delegated in the interest of the service;
- to people who practice in the productive sectors.


b) the training at the workplace is done after the general introductory training, by the direct manager of the workplace and aims to present the risks and preventive measures specific to the workplace for the previously stated categories of staff as well as for staff transferred from a place of work for another within the Resort.

c) periodic training is done by the manager of the respective workplace. The interval between two periodic trainings for employees will be established by own instructions depending on the conditions of the workplace and is carried out once every 3 months. For technical-administrative staff, the interval between two periodic trainings will be no more than 12 months. This instruction will be done in addition to the scheduled one in the following cases:

- when an employee was absent for more than 30 working days;
- when the technological process was changed, the equipment was changed or changes were made to the existing equipment;
- when there have been changes to the labor protection rules or to the own work safety instructions;
- when resuming the activity after a work accident;
- when performing special works.

In order to ensure the safety and health conditions at work, the Resort provides the necessary framework regarding:

a) adopting and developing technologies for manufacturing solutions that comply with occupational health and safety standards, through the application of which the risks are eliminated;


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b) inserting in the job description the duties and responsibilities that fall to them in the field of labor protection, corresponding to the functions performed; for employees and for other participants in the work process

- c) developing own rules for the application of labor protection norms, corresponding to the conditions in which the activity is carried out at the workplaces;
- d) ensuring, knowing and applying, by all employees and participants in the work process, the technical, sanitary and organizational measures in the field of labor protection;
- e) providing materials necessary for informing and educating employees and participants in the work process: posters, leaflets and other similar materials regarding labor protection;
- f) informing each person, prior to employment, about the risks to which they are exposed at the workplace, as well as about the necessary preventive measures;
- g) hiring only people who, following the occupational medicine medical control and the verification of psychoprofessional skills, correspond to the work they are going to perform;
- h) drawing up a record of workplaces with special conditions: harmful, heavy, dangerous, as well as work accidents, occupational diseases, technical accidents and breakdowns;
- i) ensuring the permanent and correct operation of protection systems and devices, measuring and control equipment, as well as installations for capturing, retaining and neutralizing harmful substances released during technological processes;
- j) ensuring compliance with the measures established by labor protection inspectors during inspections or investigations of accidents at work;
- k) ensuring access to the occupational medicine medical service and the conditions for providing first aid in case of work accidents;
- l) ensuring, at his expense, the use of individual protective equipment by the employed personnel;
- m) free provision of hygiene and sanitary materials for people who work in workplaces that specifically require special personal hygiene.

The application of safety and health rules at work, as well as the organizational measures taken by the Didactic Station, will be ensured by each person employed during the entire period of the employment contract through:


- a) learning and observing the rules of safety and health at work and the measures for their application established by the Resort;
- b) carrying out the activity in such a way as not to expose both the person himself and the other persons participating in the work process to the dangers of occupational injury or illness;
- c) immediately informing the manager of the workplace about the occurrence of any technical defect or other situation that constitutes a risk of occupational injury or illness;
- d) immediately informing the manager of the workplace of work accidents suffered by the person himself and by other people participating in the work process;
- e) stopping work at the occurrence of any event, regardless of the degree of danger, causing an accident and immediately informing the manager of the workplace;
- f) use of the individual protective equipment provided, corresponding to the purpose for which it was granted;
- d) providing the information requested by the control and research bodies in the field of occupational health and safety.

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Art. 1.2. Rules regarding the prevention and extinguishing of fires

In order to apply and respect the rules regarding the prevention and extinguishing of fires and compliance within the Timisoara Didactic Station within the ULST “King Mihai I” in Timisoara, the Didactic Station has the following obligations and responsibilities:

- It establishes by written provisions the responsibilities and the way of organization regarding fire protection within the institution.
- It updates the provisions given, whenever there are changes of a nature to worsen fire safety.
- Brings to the attention of employees, users and any person involved, the updated provisions.
- It justifies the authorized authorities that the fire protection measures provided are correlated with the nature and level of fire risks, according to technical rules and regulations.
- Appoints, by written order, one or more persons with duties regarding the implementation, control and supervision of fire protection measures, correlated with the nature, complexity, volume and fire risks presented by the activities carried out and ensures the respective persons the time necessary to perform the duties established ;
- It ensures that the duties and responsibilities of the persons designated by written provisions to perform fire prevention and extinguishing tasks are entered in the job descriptions, as well as that they are aware of their obligations.
- Check, through the technical staff or the persons with attributions for fire prevention and extinguishing, the inclusion in the technical documentation of the design and execution of the new investment objectives and of the modernization, development or change of destination of the existing ones, of the measures, installations and systems of fire prevention and extinguishing necessary according to technical regulations, periodically following the stage and method of their completion for their completion, before putting into operation the construction and installation works.
- It ensures the preparation of the necessary technical documentation for requesting and obtaining the fire prevention and extinguishing approvals and authorizations provided by law.
- It ensures the development of fire protection plans and verifies, through the designated specialists, the knowledge and ability to implement them.
- Ensures the development of fire protection instructions and ensures that employees learn and comply with them.
- It ensures the training of its own employees and external collaborators, verifying through the appointed persons, the way of knowing and respecting the rules and measures for preventing and extinguishing fires specific to the activities they carry out
- It determines by decision the persons who will carry out the introductory training for employment as well as the periodic training at the workplace. The introductory training for employment will have a duration of at least 8 hours and will be carried out at the headquarters of the fire service. The trainings at the workplace (which will have a minimum duration of 8 hours) will be carried out, as a rule, by the leaders of the activity sectors. The periodic trainings will be done at intervals of 1-3 months for the personnel working with execution functions, or those who work directly on machines and technological installations, 6-12


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months for the Tesa personnel, and will be carried out by the persons designated by written decision (as a rule, also the managers of the respective workplaces). All categories of instructions provided above will be mandatory for any person employed within the institution, regardless of the nature of the position held.

- It ensures the development of detailed thematic plans for theoretical and practical training of employees, as well as those for the training and improvement of civil fire services.
- Periodically check, through the technical staff with fire prevention and extinguishing duties or the other designated specialists, the way of knowing and respecting the specific fire prevention and extinguishing rules.
- It ensures, through the designated persons, the taking of the necessary measures to determine the circumstances that favored the occurrence of fires, keeping records of them and establishing, as the case may be, measures to prevent the occurrence of similar events.
- Analyzes every six months the way of organization and development of the fire protection activity.
- Follows the inclusion in the rental, leasing, association or concession contracts of the obligations and responsibilities of lessors and lessees regarding fire protection and the manner of their compliance by the contracting parties.
- It periodically verifies, through designated persons, the manner of compliance with the obligations and responsibilities pertaining to fire protection included in the rental, concession or lease contracts and, as the case may be, orders measures to fulfill the requirements and measures provided for in them.
- It ensures the distinct allocation in the annual revenue and expenditure plans of the financial means necessary for the acquisition, repair, maintenance and operation of the technical means of fire prevention and extinguishing, as well as for the support of other activities specific to fire protection (attestations, certifications, notices, authorizations, etc.).

To ensure compliance with OSH rules and measures, each employee, regardless of the nature of employment, has the following main obligations in the work process:

- to know and respect the general OSH rules of the unit in which he carries out his work-specific activity;
- to respect the rules of defense against fires, made known by the employer or the persons designated by him;
- to fulfill on time all the measures established for the prevention and extinguishing of fires;
- to use, according to the instructions given by the employer or the persons designated by him, dangerous substances, installations, machinery, machines, equipment and work equipment;
- not to carry out unauthorized maneuvers and modifications of the technical protection or intervention devices for extinguishing fires;
- at the end of the program, check and take all measures to remove the causes that can cause fires;
- not to affect in any way the functionality of the access and escape routes buildings;

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- to communicate, immediately, to the hierarchical superiors and the personnel with fire prevention and extinguishing duties any situation that he is entitled to consider as a fire hazard, as well as any malfunction notified to the protection or intervention systems for extinguishing fires;
- to cooperate with the members of the OSH service and with the other employees designated by the employer, as far as his knowledge and tasks allow, in order to carry out fire protection measures;
- to give help, as much as is rationally possible, to any other employee in a dangerous situation;
- to effectively participate in extinguishing fires and removing their consequences, as well as evacuating people and material goods;
- in order to improve the activity of preventing and extinguishing fires, each employee is obliged, in addition to the mentioned duties, to carry out precisely the tasks outlined for this purpose by the superior hierarchical boss.

CHAPTER. 2. RULES REGARDING COMPLIANCE WITH THE PRINCIPLE OF NON-DISCRIMINATION AND THE REMOVAL OF ANY FORM OF VIOLATION OF DIGNITY

The resort respects the principle of freedom to choose the workplace, the profession, the job or the activity that the employee is going to perform.

No employee can be forced to work or not to work in a certain job or in a certain profession, according to the legislation in force.

All employees are recognized the right to equal pay for equal work, the right to collective negotiations, the right to the protection of personal data.

Within the Resort, the principle of equal treatment for all employees operates in labor relations.

The activity within the Timișoara Educational Station within the ULST “King Mihai I” in Timisoara, is carried out in compliance with the principle of equal treatment for all employees and is based on the principle of consensuality and good faith.


Any employee who performs work within the Resort benefits from respect for his dignity and conscience, without any discrimination.

Station within ULST “King Mihai I” in Timisoara ensures the entire organizational framework to avoid all forms of direct or indirect discrimination against any employee, on the grounds that he belongs to a race, nationality, ethnic group, religion, category social or disadvantaged or due to his beliefs, age, gender or sexual orientation, manifested in the following areas:

- concluding, suspending, modifying or terminating the employment relationship;
- establishing job duties, workplace or salary;
- the granting of social rights, other than those representing the salary;
- training, improvement, conversion and professional promotion;
- application of disciplinary measures;
- the right to join the union and access to the facilities granted by it

CHAPTER: 3. THE RIGHTS AND OBLIGATIONS of the employees of the Timisoara Educational Station within the ULST “King Mihai I” from Timisoara,

GENERAL RULES

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Art. 3.1. The rights of the Timisoara Teaching Station

In order to properly organize work and create optimal conditions for the normal development of the entire activity of the Timișoara Educational Station within the ULST “King Mihai I” from Timisoara, as well as to strengthen order and discipline in all sectors of activity, the Station has, mainly the following rights:

- a) to establish the organization and operation of the Timișoara Didactic Station within the ULST “King Mihai I” in Timisoara,
- b) to establish the corresponding attributions for each employee, depending on the nature of the position occupied;
- c) to issue binding provisions for each individual employee;
- d) to permanently exercise control over the manner in which each employee fulfills his/her duties stipulated in the job description;
- e) to ascertain the commission of disciplinary violations and to apply the corresponding sanctions according to the law.
- f) to establish the individual performance objectives as well as the evaluation criteria for their achievement.

Art. 3.2 Obligations of the Timisoara Teaching Station

- a) ensuring correct behavior towards all employees;
- b) respecting the principle of non-discrimination and removing any form of violation of dignity;
- c) guaranteeing safety and health at work;
- d) guaranteeing the application of all provisions related to labor law and ensuring that employees are informed about these procedures;
- e) guaranteeing the procedure for solving the requests or complaints of employees in accordance with the provisions of the legislation in force;
- f) informing the employees about the working conditions, individualized work programs for activities in continuous flow and about the elements that concern the development of the labor relations, specifying the work norm, the place of work, the salary method, the attributions and responsibilities of each one;
- g) the permanent assurance of the technical and organizational conditions for the elaboration of the work rules and the corresponding work conditions;
- h) granting employees all the rights deriving from the law and from individual employment contracts;
- i) periodic communication to employees of the economic and financial situation;
- j) the payment of all contributions and taxes under his responsibility, as well as the withholding and transfer of contributions and taxes owed by employees, under the conditions of the law;
- k) ensuring compliance with the legal norms regarding the duration of working time, rest time, as well as the specific conditions, as the case may be, regarding the work of women and young people;
- l) the establishment of the general register of employees and the operation of the registrations provided by law;

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m) to issue, upon request, a document certifying the applicant's status as an employee, respectively the activity carried out by him, the duration of the activity, the salary, the seniority in the work, in the profession and specialty;

n) ensuring the confidentiality of employees' personal data

o) payment of salaries before any other financial obligations.

p) the management of the Didactic Station will ensure, in accordance with the law, the conclusion of mutually beneficial contracts from an economic point of view and for the sale of the products under conditions of maximum efficiency, as well as the timely collection of the value of the delivered products.

Art. 3.3. Rights and obligations of employees. Prohibitions

Art.3.3.1 Employee rights :

According to Law no. 53 / 2003 - Labor Code, employees mainly have the following **rights**;

- a) the right to salary for the work performed; The salary method will be established in relation to the organization of each job (direct individual agreement, management, etc.) by personnel category and jobs;

- b) the right to a meal break, daily and weekly rest;

- c) the right to public holidays and annual leave;

- d) the right to equal opportunities and treatment;

- e) the right to dignity at work;

- f) the right to safety and health at work;

- g) the right to access professional training;

- h) the right to information and consultation;

- i) the right to take part in determining and improving working conditions and the working environment;

- j) the right to protection in case of dismissal;

- k) the right to collective and individual negotiation;

- l) the right to participate in collective actions organized under legal conditions;

- m) the right to form or join a trade union;


-n) transportation with the unit's vehicles during service at different work points

-o) during the agricultural campaigns, the Timisoara Educational Station can provide, at its own expense, a hot meal every day for the staff working in the campaign;

-p) for special results obtained in the activity they carry out within the Didactic Station, employees can benefit from bonuses up to 25% of the total fund of paid salaries for the respective month. The award criteria will be established by mutual agreement with the heads of farms and sectors.

-q) on how this fund is used, the people who objectively deserve to be stimulated from the prize fund, the size of these prizes is proposed by the direct hierarchical boss and awarded by the director of the Timișoara Educational Station.

-r) prizes can be awarded, as a rule, quarterly, but they can also be awarded for shorter periods of time, in the case of works that require an urgency in execution and a special quality thereof, depending on the economic possibilities of the Teaching Station .

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-s) prizes can also be awarded in kind depending on the contribution brought to exceeding the proposed productions.

-t) employees who retire due to the age limit can receive an allowance equal to at least one basic salary had in the month of retirement, depending on the financial possibilities of the Teaching Station from that date;

-t) employees who retire early or due to disability can receive an allowance equal to at least one basic salary had in the month of retirement, depending on the financial possibilities of the Teaching Station from that date ;

-u) on the occasion of religious holidays, Christmas and Easter, as well as March 8 (employees), the staff can benefit from gifts in money or in kind, worth at least 50 lei, depending on the financial possibilities of the Didactic Station of at that time.

-v) all the monetary rights due to the employees are paid before any monetary obligations of the Educational Station , the salary payment is made on the 14th of the following month;

-w) in case of bankruptcy or judicial liquidation, the employees have the status of privileged creditors, and their monetary rights constitute privileged claims, to be paid in full, before the other creditors claim their share;

-x) the payment of the salary is proven by supporting documents that demonstrate the payment to the entitled employee;

-y) other rights provided by law;

Art. 3.3.2. Night work

a) work performed between 10:00 p.m. and 6:00 a.m. is considered night work.

b) the normal duration of night work will not exceed 8 hours in a 24-hour period.

c) employees who perform night work will benefit from an increase for work performed during the night of 25% of the basic salary, if the time thus worked represents at least three night hours of the normal working time.

Art. 3.3.3. Obligations of employees :

The employee mainly has the following **obligations**:

a) strict compliance with the work schedule;

b) compliance with the work rule or, as the case may be, the exact and timely fulfillment of the duties assigned to him according to the job description and the service provisions transmitted through the hierarchy;

c) respect for work discipline, order and cleanliness at the workplace;


d) the provision of specialized work by any employee, depending on the resort's needs, at any point of work (farms, workshops, sectors, etc.) owned by the Resort;

e) the defense of the assets of the Timișoara Educational Station within the ULST "King Mihai I" from Timisoara regardless of their location;

f) informing the manager of the workplace about any disruptive or damaging situation;

g) promoting collegial relations and maintaining correct behavior within labor relations;

h) notification to the manager of the workplace by the employee who benefits from medical leave from the first day of incapacity for work;


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- i) the use of machines, machines, installations entrusted to the operating parameters mentioned in the technical documentation and in full safety conditions;
- j) careful management of raw materials, materials, fuels and energy, removing any negligence in the preservation and administration of material goods;
- k) ensuring, when the last person leaves the room, that all the current installations in the equipment (water supply installations, electrical installations, gas installations, etc.) are in a non-functioning state;
- l) strict compliance with the safety and health rules at work and those regarding the use of protective and work equipment, fire prevention or any other situations that could endanger the buildings and installations of the Timișoara Educational Station within the ULST "King Mihai I of Romania" from Timisoara or the life, bodily integrity or health of some persons;
- m) compliance with the provisions contained in the Internal Regulation, in the applicable employment contract as well as in the individual employment contract;
- n) fidelity to the Resort in the execution of service duties;
- o) compliance with professional secrecy;
- p) patrimonial liability, based on the rules and contractual civil liability, for the material damages caused to the Timișoara Teaching Station within the ULST "King Mihai I" from Timisoara due to fault and in connection with its work.

Art. 3.3.4. Prohibitions of employees :

Also, the employee has the following **prohibitions**:

- a) carrying out work that is not related to work tasks, specifying leaving the workplace without the approval of the hierarchical superior;
- b) claiming / receiving from other employees, students or foreign persons advantages for the exercise of service duties;
- c) using the name of the Timișoara Educational Center within the ULST "King Mihai I" from Timisoara, for purposes that may lead to prejudice to the institution;
- d) the introduction into the premises of the Timișoara Didactic Station within the ULST "King Mihai I" from Timisoara of products prohibited by law;
- e) committing actions that may endanger the buildings of the Resort, employees or other persons, installations, equipment, etc.;
- f) committing or inciting any act that disrupts the smooth running of the Resort's activity;
- g) use of the Resort's assets or capacities in personal interest;
- h) making telephone calls from the telephone stations of the Timișoara Teaching Station within the ULST "King Mihai I" from Timisoara in personal interest;
- i) simulating illness and/or non-compliance with medical treatment; during the period of incapacity for work;
- j) alienation of any goods put into use or kept;
- k) removing from the unit the assets of the Timișoara Educational Station within the ULST "King Mihai I" from Timisoara, with the exception of those for which there is the approval of the University management;
- l) introducing and/or facilitating the introduction of foreign persons into the premises of the Resort without them being in the interest of the service;

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- m) leaving the workplace, not supervising machines / installations with a high degree of danger in operation;
- n) entering or leaving the premises of the Resort through places other than those established by its management;
- o) the introduction into the premises of the Resort of materials or products that could cause fires or explosions, with the exception of those used in the current activity;
- p) leaving the guard post or workplaces regulated by special laws;
- r) destruction and/or damage to materials or devices specific to the performance of service duties;
- s) using the quality of an employee to obtain advantages for the purpose of introducing some goods to the Resort for the purpose of selling them;
- t) the access of employees to the premises of the Resort outside the program hours without the consent of the management;
- u) unauthorized exit from the Resort premises during program hours
- v) consumption of alcoholic beverages at work. Employees will be checked with the alcohol test device.

The rights and obligations of teaching staff, auxiliary teaching staff and non-teaching staff are supplemented by the provisions of Law no. 128 / 1997, regarding the status of the teaching staff, published in the Official Gazette no. 158 of July 16, 1997 (Title IV) and of Law no. 1/2011.

Art. 3.4. General rules

Art. 3.4.1. Loyalty to the Timișoara Didactic Station within the ULST “King Mihai I” from Timisoara,

Your status as an employee requires you to put all your knowledge and professional skills at the service of the Timișoara Educational Station within the ULST “King Mihai I” from Timisoara, where you work and to do everything possible to promote the interests of the Station .

Loyalty and attachment to the objectives of the Educational Station will be particularly appreciated and will determine - together with individual performances - the evaluation of your activity.

You will never be directly or indirectly involved in activities that could harm the Resort. Also, through your behavior, you will not undertake anything that could damage - morally or materially - the Resort or affect its reputation.

A rt. 3.4.2. Material resources

The material resources available to the employees are property of the resort and cannot be used for personal purposes.


Art. 3.4.3. Personal data

You have the obligation to notify the Human Resources Service - Personal Office within 5 (five) days of any change regarding:

- address and telephone number;
- marital status;
- changing the identity document.

Art. 3.4.4. Clothing

There are no special prescriptions regarding clothing during work. Special situations are provided in the job description.

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However, you should not lose sight of the fact that the Timișoara Educational Center within the ULST “King Mihai I” from Timisoara is an educational institution and also a public space. Your clothing and personal attire must reflect this environment and, at the same time, your professional and hierarchical position within the Resort.

Art. 3.4.5. Sick leave

In case of illness, you have the obligation:

- to notify the hierarchical boss about the illness, as well as the number of days you will be absent.
- to send the medical certificate within a maximum of 5 (five) days after admission, signed and initialed by the doctor who treats you, countersigned by the family doctor so that it can be recorded by the management of the Resort and announced within a maximum of 5 days according to the law at CASS.

If you do not comply with these requirements, it is possible that you will not be remunerated in case of illness.

At any time , the Timișoara Educational Station within the ULST “King Mihai I” from Timisoara reserves the right to take the necessary measures if it is proven that a forgery or abuse has been committed, or if the employee does not submit the appropriate medical certificates . Abuse or falsification may constitute disciplinary violations against which appropriate sanctioning measures may be taken.

Art. 3.4.6. authority

The competences (the limits within which you can make decisions) are those stipulated in the job description. It will be appreciated that you assume your own responsibilities within the limits of the competences that have been delegated to you. Your initiative and ability to work independently (without supervision) are criteria that will be taken into account in the evaluation of individual performances.

However, make sure that you do not exceed the competencies established for your position. Request, if necessary, additional clarifications.

Art. 3.4.7. Collaborative relationships

All the employees of the Didactic Station will have an appropriate, kind and collegial behavior with the people with whom they have collaborative relationships. Show concern and do not create unwanted conflict situations.

Art. 3.4.8. Hierarchical relations

Station within ULST “King Mihai I” from Timisoara, encourages hierarchical relationships based on common effort aimed at achieving its objectives. The head of the farm, service, office, compartment, etc. bears the responsibility for the smooth development of the activity in the sector it coordinates.


You have the obligation to fulfill on time and in good conditions all the tasks entrusted to you and to respect the decisions of the manager.

CHAPTER. 4. ORGANIZATION OF WORK AND REST TIME

The normal duration of working time is 8 hours/day, 40 hours per week. The start time and the end time of the work schedule are set by the Resort for each sector depending on the season and the work performed. For the staff working in the office, the schedule is from 7:30 to 16:00, with a lunch break from 11 to 11:30.

The work schedule and how it is distributed by day are brought to the knowledge of the employees by posting it at the headquarters of the Resort.

At the beginning and end of the work schedule, employees are required to sign the attendance record which will be checked daily by the manager of the workplace they belong to. On the basis of these

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records, the collective attendance sheet (time attendance) is drawn up, which will be forwarded in order to draw up the salary payment statements.

The employee who, through his duties, is responsible for the preparation of the collective attendance sheet (time sheet) is responsible, under the conditions of the law, for the reality and accuracy of the data recorded in it.

In exceptional cases due to the performance of agricultural works during the optimal period, additional hours may be performed at the request of the Resort. Compensation for overtime is done with the corresponding free time or by payment in increments according to the law.

Rest time is granted in the following forms:

- rest during the work schedule for the meal break
- the weekly rest that is granted two consecutive days, usually Saturday and Sunday.

In the situation where work cannot be interrupted on Saturdays and Sundays, the weekly rest can be granted on other days of the week or accumulated over a longer period.

Art. 4.1 Legal holidays

Legal and religious holidays on which no work is done are in accordance with the legislation in force:

- 1 and 2 fleeces
- the first and second day of Easter
- the first and second day of Pentecost
- May 1 - International Labor Day
- August 15 - Assumption of the Virgin Mary
- November 30 - St. Andrew's day
- December 1 - Romania's National Day
- December 25 and 26- the first and second day of Christmas
- two days for each of the two annual religious holidays, declared as such by the religious cults, other than the Christian ones, for the persons belonging to them;

Art.4.2. Paid leave for special family events


For special family events, employees are entitled to paid vacation days as follows;

- the employee's marriage - 5 days;
- birth or marriage of a child - 3 days;
- the death of the husband / wife or a relative up to the second degree (parents, in-laws, children and siblings) - 3 days;
- death of grandparents - 1 day
- when changing the place of work within the same unit, with the relocation of the domicile to another locality - 5 days
- blood donors - according to the law

Art. 4.2.1. Help for special events :

In addition to the benefits provided by law, to which they are entitled, employees can also benefit from the following benefits borne from the unit's own income:

- a) in case of the death of the employee, husband, wife or child, an aid granted to the family in the amount of 600 lei;

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b) if the death occurred due to a work accident, work-related accident or occupational disease, the amount of aid granted to the family will be at least two basic salaries; the difference from the first salary will be paid after establishing, under the law, the cause of death;

c) a basic salary of the employee for each child at birth;

d) in case of the death of the employee's parents, an aid in the amount of 300 lei.

Art. 4.3. Leave without pay

The employees of the Timișoara Teaching Station within the ULST “King Mihai I” from Timisoara have the right to leave without pay, the total duration of which cannot exceed 90 working days per year, in order to resolve the following personal situations:

a). Employees have the right to leave without pay within the mentioned limit in the case of medical treatment carried out abroad for the duration recommended by the doctor, if the person in question is not entitled, according to the law, to the allowance for temporary incapacity for work, as well as for accompanying of his husband, as the case may be, of his wife or of a close relative - child, brother, sister, parent, while they are undergoing treatment abroad -, in both situations with the mandatory approval of the Ministry of Health.

b) Leave without pay can also be granted for personal interests, other than those provided for in point 1, for a maximum period of 30 days in a calendar year with the agreement of the Resort.

atr. 4.4. Annual vacation leave

a). According to Government Decision no. 250 / 1992, republished, regarding vacation leave and other leaves of employees in the public administration, autonomous regions and budgetary institutions, published in the Official Gazette no. 118 of June 13, 1995, art. 1, vacation leave is granted as follows:

Seniority at work Duration of vacation leave

- up to 5 years 21 working days

- between 5-10 years 22 working days

- between 10-15 years 23 working days

- between 15-20 years 24 working days

- over 20 years 25 working days

b) For young people up to 18 years old, the duration of the holiday is 24 working days.

c) Annual vacations are carried out annually, based on a collective or individual program, established by the Resort with the consultation of the employee representatives or with the consultation of the employee


d) Scheduling vacations will be done at the end of each year for the following calendar year.

CHAPTER. 5. OTHER CLAUSES

1) For special results obtained in the activity they carry out within the unit (overproduction in some crops), employees can benefit, at the end of the campaign, from incentives as follows:

- for exceeding the planned production, a percentage of up to 20% of the production exceedance will be provided, an amount to be received by the salaried personnel who contributed to the production exceedance.

2) Depending on the needs, the employee may be required to perform work in his specialty at any of the workplaces (farms, workshops, etc.) owned by the Timișoara Educational Station.

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- 3) During the agricultural campaigns - Timișoara Teaching Station can provide, at its own expense, a hot meal every day for the staff working in the campaign.
- 4) The Didactic Station provides individual work equipment for employees, consisting of overalls and rubber boots or protective boots.


CHAPTER. 6. RULES REGARDING THE HYGIENE, HEALTH AND SAFETY PROTECTION AT WORK OF PREGNANT EMPLOYEES, AND/OR MOTHERS, BREASTFEEDING LAWS

Art. 6.1 In order to comply with the provisions of the Government's Emergency Ordinance no. 96 /2003, regarding maternity protection at workplaces ULST "King Mihai I" from Timisoara - Didactic Station Timișoara assumes the following obligations:

- a) to prevent the exposure of pregnant employees and/or pregnant or nursing mothers to risks that may affect their health and safety, and not to force them to carry out work harmful to their health or state of pregnancy or to the newborn child as the case may be;
- b) if a pregnant employee and/or mother. pregnant or breastfeeding works in a workplace that poses risks to pregnancy or breastfeeding, the employer undertakes to change her working conditions or work schedule, or to offer her another workplace without risks, upon written request of the employee;
- c) to notify female employees in writing about the assessment of the risks they may be exposed to at their jobs;
- d) to keep confidential the state of pregnancy of the employee and will not notify other employees except with her written consent and only in the interest of the smooth running of the work process, when the state of pregnancy is not visible;
- e) to grant pregnant employees a dispensation for prenatal consultations, consisting of free hours paid to the employee, if medical investigations can only be performed during working hours;
- f) to grant breastfeeding employees breastfeeding breaks of one hour each, during working hours / to reduce the duration of working time by 2 hours daily, without diminishing salary rights;
- g) to grant the other due rights to pregnant employees and/or mothers, mothers or those who are breastfeeding provided for in the legislation in force.

Art. 6.2. Pregnant employees and/or mothers, mothers or those who are breastfeeding in order to benefit from the specific measures of the legal provisions regarding hygiene, health protection and safety at work must inform the employer in writing about their physiological state as follows:

- a) the pregnant employee will notify the employer in writing about her physiological state of pregnancy, will submit a copy of the Annex for the medical supervision of the pregnant woman - medical document, completed by a doctor, accompanied by an application containing information about the state of maternity and the request to apply the protection measures provided by the ordinance; the medical document will contain the finding of the physiological state of health, the presumptive date of birth, recommendations regarding her ability to work during the day/night, as well as in unhealthy or difficult to bear working conditions;
- b) the salaried employee, who has resumed her activity after taking the salaried leave or the mandatory postnatal leave of 42 days, or as the case may be 63 days of the salaried leave, will request the employer in writing for the protective measures provided for by law, attaching a medical document issued by the family doctor/specialist doctor, but no later than 6 months after the date of birth;

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c) the employee who is breastfeeding, upon resuming the activity after the maternity leave, will notify the employer in writing about the beginning and the presumed end of the breastfeeding period, attaching medical documents issued by the family doctor/specialist doctor in this regard, which will also include recommendations with recommendations regarding its work capacity.

Art. 6.3. Employees provided for in art. 6.2 lit. a, b, c, of this regulation have the following obligations:

a) the mother employee is obliged to take, as part of pregnancy and maternity leave, 42 days of postnatal leave, after the birth, or 63 days of maternity leave, as the case may be;

b) pregnant employees and/or mothers, mothers or those who are breastfeeding have the obligation to go to the family doctor/specialist doctor, for the issuance of a medical document certifying their condition, which will be presented in a copy to the employer, within the maximum period 5 working days from the date of issue;

Art. 6.4. For all activities likely to present a specific risk of exposure to agents, procedures and working conditions, the list of which is provided in annex no. 1 of GEO 96/2003, the employer is obliged to evaluate annually and draw up evaluation reports, with the participation of the occupational medicine doctor, regarding the nature, degree and duration of exposure of female employees in the unit in order to detect any risk to health and safety employees and any possible effect on pregnancy or breastfeeding and to determine the measures to be taken;

Art. 6.5. For pregnant employees who carry out an activity that presents risks for health or safety or with repercussions on pregnancy and breastfeeding, the employer must appropriately modify the conditions and/or the work schedule or, assign to another workplace, according to the recommendation of the doctor occupational medicine or the family doctor, with the maintenance of salary income.

CHAPTER. 7. THE SOLUTION PROCEDURE OF INDIVIDUAL REQUESTS OR COMPLAINTS AND OF EMPLOYEES

, in their own name, individual requests or complaints regarding the violation of their rights stipulated in the individual employment contract or the collective employment contract to the Timișoara Educational Station within the ULST “King Mihai I” from Timisoara .


b) For the thorough and legal solution of the individual requests or complaints of the employees, the Station orders the appointment of a commission by a decision of the Director of the Didactic Station in Timișoara, which will investigate and analyze in detail all the reported aspects.

c) Within 30 days from the registration of the employee's individual request or complaint at the Station's registry, based on the commission's report, the Station communicates the answer in writing to the petitioner.

d) The answer is signed by the Director of the Didactic Center in Timisoara. In the answer, the legal basis of the adopted solution must be indicated.

e) Anonymous petitions or those in which the identification data of the employee are not entered, are not taken into account.

CHAPTER. 8. DISCIPLINARY OFFENSES AND APPLICABLE SANCTIONS

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Disciplinary misconduct is an act related to work and which consists of an action committed with guilt by the employee through which he violated the legal norms, the internal regulation, the individual work contract or the applicable collective work contract.

Station within ULST “King Mihai I” from Timisoara has disciplinary prerogatives, having the right - according to the law - to apply disciplinary sanctions to employees whenever it finds that they have committed a disciplinary offense.

Art. 8.1. Disciplinary sanctions

The disciplinary sanctions applied by the Timișoara Educational Center within the ULST “King Mihai I” from Timisoara, in case of disciplinary violations are:

- a) written warning;
- b) demotion from the position, with the granting of the salary corresponding to the position in which the demotion was ordered, for a duration that cannot exceed 60 days;
- c) reduction of the basic salary and/or the management allowance by 5 - 10% for a period of 1 - 3 months;
- d) disciplinary termination of the individual employment contract;

Only one sanction can be applied for the same violation, disciplinary fines being prohibited.

With the exception of the application of the written warning, under penalty of absolute nullity, no disciplinary measure can be ordered before the preliminary disciplinary investigation.

a) The written warning

It consists in a written prevention of the employee by which he is reminded that in case of committing new violations, another, more serious sanction will be applied. The sanction is applied to the employee who committed an act with intent or through fault that did not cause serious damage or could have caused damage to the institution.

b) Demotion from the position

It represents the sanction applied by the Station to the employee who, not being on the first offense, intentionally commits an act/acts that harm the order and activity of the unit with a high degree of danger.


c) Reduction of the basic salary by 5-10% for a period of 1-3 months

It is applied by the Station for the commission of serious misconduct by an employee, the repetition of misconduct for which he was previously sanctioned with demotion or the production of material damages.

Being placed at the threshold of the maximum sanction of disciplinary termination of the individual employment contract, its application is made with the consideration of the fact that it is still possible to correct the attitude of the person who was sanctioned.

d) Disciplinary cancellation of the individual employment contract

It represents the maximum sanction that can be applied by the Timișoara Educational Center within the ULST “King Mihai I” from Timisoara both for the commission of a single particularly serious misconduct as well as for the repeated violation of the employee's obligations of the nature of seriously disrupting the order and activity of the Station;

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Upon finding a serious violation or repeated violations from the rules of work discipline or from those established by the individual employment contract, the applicable collective employment contract or the internal regulations, the Station orders the dismissal of the employee for reasons related to the employee's person, under the conditions of the law .

During the preliminary disciplinary investigation, the employee has the right to formulate and support defenses in his favor and to provide all the evidence and motivations he considers necessary, as well as the right to be assisted at his request by a representative of the union of which he is a member.


The nature of the violations for which the sanctions provided by the internal regulations are applied is established by the Station in relation to the seriousness of the disciplinary violation committed by the employee, taking into account:

- the circumstances in which the act was committed;
- the degree of guilt of the employee;
- the consequences of disciplinary misconduct;
- the general behavior of the employee in labor relations;
- previously applied sanctions.

Art.8.2 The following violations are considered serious and lead to the disciplinary termination of the individual employment contract :

- a) the theft** or proven intent to steal any property from the Timișoara Educational Station's heritage within the ULST "King Mihai I" from Timisoara;
- b) fraud** consisting in obtaining some goods to the detriment of the Resort (including receiving and keeping for personal benefit some sums due to the Resort);
- c) violation** of confidentiality rules for one's own benefit or that of third parties;
- d) intentional damage** to some goods belonging to the Resort;
- e) use of** Resort resources for unauthorized purposes;
- f) any act likely to endanger the life and health** of other people or the integrity of the Resort's assets;
- g) negligence**, if this caused significant material or moral damage or endangered the lives of other people;
- h) refusal** to fulfill reasonable and justified tasks from hierarchical bosses;
- i) repeated absences ;**
- j) unfair competition ;**
- k) defamation** in bad faith of the Resort, if moral or material damages were caused in this way;
- l) stealing** documents or alienating files without authorization;
- m) violent ,** brutal or obscene manifestations;
- n) violation of correspondence secrecy**, including for electronic mail;
- o) falsification** of accounting documents, primary supporting documents on the basis of which accounting records are made or non-registration of some goods based on primary documents.
- p) consumption and/or introduction of alcoholic beverages in the institution**

The above cases are not exhaustive. It is not possible to list all the situations that could lead to the disciplinary termination of the individual employment contract without taking prior measures. Each case must be analyzed and investigated impartially.

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CHAPTER. 9. RULES RELATING TO THE DISCIPLINARY PROCEDURE

a) When establishing the disciplinary sanction, account will be taken of the circumstances in which the offense was committed, the degree of guilt, its consequences, the previous behavior of the guilty person and any disciplinary sanctions previously suffered by him.

b) In order to establish the circumstances in which the offense was committed within the framework of the preliminary disciplinary investigation, the employee will be summoned in writing by the person authorized by the Timișoara Educational Institution within the ULST “King Mihai I” from Timisoara, to carry out the investigation, mentioning the object, date, time and place of the meeting.

c) Unjustified non-appearance of the employee at the summons of the Station, gives the latter the right to order the sanction, without carrying out the prior disciplinary investigation.

d) During the preliminary disciplinary investigation procedure, the employee can formulate and support all his defenses in his favor and at the same time present to the person authorized to carry out the investigation all the evidence and motivations he considers necessary.

e) The disciplinary sanction must be established by the employer through a decision issued in writing, within 30 days from the date of becoming aware of the commission of the disciplinary offense, but no later than 6 months from the date of the commission of the act.

f) The decision issued by the Resort must include:


- description of the act that constitutes disciplinary misconduct;
- specifying the provisions of the internal regulations, the individual labor contract or the collective labor contract that were violated by the employee;
- the reasons why the defenses formulated by the employee during the preliminary disciplinary investigation were removed or the reasons why the investigation was not carried out;
- the legal basis on which the disciplinary sanction is applied;
- the competent court to which the sanction can be appealed.

g) The sanctioning decision is communicated to the employee within 5 days at most from the date of issuance and takes effect from the date of communication.

CHAPTER. 10. METHODS OF APPLICATION OF OTHER SPECIFIC LEGAL AND CONTRACTUAL PROVISIONS

In order to ensure the application of all legal provisions in the field of labor relations at the level of the Timișoara Educational Station within the ULST “King Mihai I” from Timisoara, the following principles work:

- permanent information of the management about the occurrences or changes of the legal framework in the field of labor relations;
- immediate information, under the acknowledgment signature, of the employees about the new regulations in the field of labor relations and especially the specific sanctions;
- the immediate application of the legal norms that imply changes to the labor relations regime at the level of the Resort;
- the acquisition and application of all legal norms incident to the specific activity of the Timișoara Educational Station within the ULST “King Mihai I” from Timisoara;

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CHAPTER. 11. CRITERIA AND PROCEDURES FOR PROFESSIONAL EVALUATION AND PROMOTION OF EMPLOYEES


Art. 11.1 General provisions

This chapter regulates the criteria and procedures for evaluating the professional performance of the employees of the Timisoara Didactic Camp, as well as the way to promote and advance the staff.

Art. 11.2 Evaluation of the individual professional performances of contractual staff

Art. 11.2.1. Professional evaluation procedures of employees

1. The evaluation procedure is carried out in the following stages:
 - a) completion of the evaluation form by the evaluator;
 - b) the interview;
 - c) countersigning the evaluation sheet.
2. For the purposes of this regulation, has the capacity of assessor:
 - a) the person in the management position who coordinates the department in which the employee in an execution position carries out his activity or who coordinates his activity;
 - b) the person in a hierarchically higher management position, according to the organizational structure, for the employee in a management position;
3. (a) Employees who have worked for at least 6 months during the evaluated period are subject to the annual evaluation.
 (b) Employees who occupy the position of debutant and who are evaluated at the end of the debut period are exempted from the annual evaluation.
4. (a) Professional activity is assessed annually by evaluating individual professional performances.
 - (b) The evaluated period is between January 1 and December 31 of the year for which the evaluation is made, but not less than 6 months of activity on the respective position.
 - (c) The evaluation period is between June 1 and 30 of the year following the evaluated period.
5. Exceptionally, the evaluation of the individual professional performances of the staff is also done during the evaluated period, in the following cases:
 - a) when, during the assessed period, the individual employment contract of the assessed employee terminates or changes, under the law. In this case, the employee will be evaluated for the period until the termination or modification of the employment relationship;
 - b) when, during the evaluated period, the evaluator's work report is terminated, suspended or modified, in accordance with the law. In this case, the evaluator has the obligation that, before the termination, suspension or modification of the employment relationships or, as the case may be, within a period of no more than 15 calendar days from the termination or modification of the employment relationships, to carry out the evaluation of the individual professional performances of subordinate employees. The qualification awarded will be taken into account in the annual evaluation of their individual professional performances;
 - c) when, during the evaluated period, the employee acquires a higher education diploma and is to be promoted, under the law, to a position corresponding to the completed studies.
6. (a) The general evaluation criteria for contractual staff are provided in annex no. 1.

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(b) Employees who exercise, on a temporary basis, a management function will be evaluated for the period of temporary exercise, based on the evaluation criteria established for the respective management function.

7. Persons who have the capacity of evaluator, according to art. 3, complete the evaluation forms, the model of which is provided in annex no. 2a, respectively no. 2b, as follows:

- a) establish the degree of achievement of the objectives, by referring to the attributions established by the job description, drawn up according to the model provided in annex no. 3;
- b) establish the final qualification for the evaluation of individual professional performances;
- c) records, as the case may be, the special results of the employee, the objective difficulties encountered by him during the evaluated period and any other observations he considers relevant;
- d) establish the objectives and specific evaluation criteria for the next evaluation period;
- e) determine the possible professional training needs for the year following the evaluated period

8. (1.) The interview, as a stage of the evaluation process, represents an exchange of information that takes place between the evaluator and the evaluated person, in which:

- a) the notes and entries made by the appraiser in the appraisal form are brought to the attention of the appraised person;
- b) the evaluation sheet is signed and dated by the evaluator and the evaluated person.

(2.) If there are differences of opinion between the appraised person and the appraiser on the notes and entries made, the appraised person's point of view will be recorded in the appraisal form; the evaluator can modify the evaluation sheet.

9. (a) To establish the qualification, the evaluator will proceed to score the evaluation objectives and criteria by awarding each objective and criterion a grade from 1 to 5, the grade expressing the appreciation of the degree of fulfillment.

(b) To obtain the evaluator's final mark, the arithmetic mean of the marks obtained as a result of the assessment of the objectives and criteria is made, resulting from the arithmetic mean of the marks awarded for each objective or criterion, as the case may be.

(c) The meaning of the notes provided for in para. (1) is as follows: grade 1 - minimum level and grade 5 - maximum level.

10. The final grade of the assessment is determined based on the final grade, as follows:

- a) between 1.00 and 2.00 - unsatisfactory;
- b) between 2.01 and 3.00 - satisfactory;
- c) between 3.01 and 4.00 - good;
- d) between 4.01 and 5.00 - very good.


11. (a) After completing the stages of the assessment procedure referred to in art. 2 lit. a) and b), the evaluation sheet is submitted to the countersignatory.

(b) For the purposes of this regulation, the employee in a higher position than the evaluator, according to the organizational structure of the institution, has the capacity of countersignatory

(c) In the situation where the head of the institution is the evaluator, the evaluation form is not countersigned.

12. (1) The evaluation form can be modified according to the decision of the countersignatory in the following cases:

- a) the recorded assessments do not correspond to reality;

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b) between the appraiser and the appraised person there are differences of opinion that could not be resolved by mutual agreement.

(2) The modified evaluation sheet under the conditions provided for in paragraph (1) is brought to the knowledge of the evaluated employee.

13. (a) Employees dissatisfied with the result of the assessment may appeal it to the head of the institution

(b) The appeal is formulated within 3 calendar days after the evaluated employee becomes aware of the qualification granted and is resolved within 5 calendar days from the expiry of the deadline for submitting the appeal by a committee established for this purpose by administrative act of the head of the authority.

(c) The result of the appeal is communicated to the employee within 3 calendar days from the resolution of the appeal.

(d) The employee dissatisfied with the way of solving the appeal formulated according to para. (1) can address the competent court, under the law.

Art.11.2.2. Promotion of contractual staff

14. (a) Through promotion, the career development of contractual personnel is ensured, by moving to a higher grade or step or to a higher position.

(b) The promotion exam is organized only once in a calendar year.

15. (a) The promotion of persons employed with an individual employment contract in positions, grades or professional ranks is usually done on a vacant position existing in the state of positions.

(b) In the situation where there is no vacancy, the promotion will be done by transforming one's own position into one of the next level.


(c) Promotion in position by changing one's own position is done in the case of graduates of long or short-term higher education, if the completed studies are appropriate to the field in which they carry out their activity; the assignment is made under the conditions of the law.

16. Promotion to immediately higher professional degrees or steps can be done every 3 years, depending on the individual professional performances, evaluated with the qualification "very good", at least twice in the last 3 years, by the commission appointed by order of the orderer of budget credits, of which the unions or, as the case may be, the representatives of the employees are a part.


17. At least 15 working days before the date of the promotion exam, the organizing public authority or institution has the obligation to display at its headquarters the announcement regarding the organization of the promotion exam, the conditions for participation and the conditions for conducting the exam, the bibliography and other data necessary for its conduct .

18. (1) The exam consists of 3 stages, as follows:

- a) selection of registration files;
- b) the written test;
- c) the interview.

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- (2) In order to participate in the exam, candidates submit, within 10 working days from the date of posting the announcement, an application file that will include the following documents:
- a) the competition registration form;
 - b) copy of the work book or certificate issued by the human resources department in order to attest seniority in the professional grade from which they are promoted;
 - c) copies of individual professional performance evaluation reports from the last 2 years.
- (3) I can support the evidence provided for in para. (1) lit. b) and c) candidates whose application files were selected by the competition committee, under the conditions of this regulation.
- (4) The written test consists of writing a paper or solving grid tests in the presence of the competition committee.
- (5) The competition tests provided for in para. (1) lit. b) and c) are marked with points from 1 to 100.
- (6) The promotion of each test is done as a result of obtaining the minimum score of 50 points for each of the tests provided for in paragraph. (1) lit. b) and c). The final score required for the promotion of the competition is a minimum of 100 points and is obtained by accumulating the score obtained in each of the tests provided for in paragraph. (1) lit. b) and c).
- (7) The results of each test are displayed within a maximum of 3 days from the submission, and dissatisfied candidates can challenge them within a maximum of 24 hours from the date of display.
- (8) Appeals are resolved within a maximum of 48 hours from submission and the result is displayed at the headquarters of the institution organizing the promotion exam.
- (9) The appeals settlement committee admits the appeal, changing the score awarded by the examination committee, if it finds that there is a difference of more than 10 points between the scores awarded by the examination committee and the appeals settlement committee.
- (10) Passing the written test is mandatory for the interview.
- (11) The interview is organized for all candidates declared admitted to the written test, within 24 hours from the resolution of appeals.
- (12) Candidates who passed the two tests provided for in para. (1) lit. b) and c).
- (13) The final result of the competition can be challenged within a maximum of 24 hours from the posting, and the resolution of the submitted challenges will be done within a maximum of 48 hours from their receipt.
- (14) The terms provided for in para. (7), (8) and (11) are calculated starting from the time of display, taking into account the day they started and the day they ended.
- (15) The term that begins on a non-working day or public holiday is considered to begin on the first following working day.
- (16) The term that ends on a non-working day or legal holiday will be extended until the end of the first following working day.
19. Candidates declared admitted are appointed to the new positions within 15 working days at most from the date on which they were declared admitted.
20. (a) In order to analyze the possibility and opportunity of promoting the personnel in professional ranks or steps, examination commissions, respectively for the resolution of appeals, are constituted, by order of the credit orderer.
- (b) The commissions mentioned in para. (1) are constituted by an odd number of members, by administrative act of the head of the institution

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21. Advancement to the immediately higher grade is made, according to the law, upon fulfilling the seniority condition provided by the seniority tranches.

22. The persons employed in contract positions as rookies can be promoted, at the end of the debut period, established under the law, to the position, grade or professional level immediately higher.

23. The persons assigned to the positions of contract personnel of debutant will be paid with the salary of the debutant for a period of at least 6 months, but no longer than one year, and will be finalized based on the evaluation of the activity.

24.(a) Evaluation of the activity referred to in art. 23 is made on the basis of the internship report drawn up by the person assigned to the position of debutant and the report of his hierarchical superior, who has the capacity of evaluator.

(b) The report of the hierarchical superior of the person assigned to the entry-level position will state at the end the qualification awarded (adequate/inadequate) and the proposal for appointment to a permanent position or termination of the individual employment contract.

(c) The result of the evaluation can be appealed to the hierarchical superior of the evaluator within a maximum of 48 hours from the communication. The appeal is resolved and communicated to the person concerned within 3 calendar days from the deadline for submitting the appeal.

25. As a result of the promotion or advancement, the job description of the employee will be completed with new attributions, in relation to the level of the position, by the care of the hierarchical superior.

26. Appendices no. 1, 2a, 2b and 3 are an integral part of this regulation.

CHAPTER 12. FINAL PROVISIONS


This Regulation was approved in the meeting of the University Senate on **25.03.2015** .

principal,
Eng. ec. DEGIANSKY ALEXANDER


Rector,
Prof. Dr. PÎRSAN PAUL

APPENDIX No. 1: **GENERAL CRITERIA for evaluation of contractual personnel**


I. General criteria for evaluating the professional performance of contractual staff who occupy **execution positions**

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No. No.	The criterion of ASSESSMENT	defining the criterion for the staff with higher education long lasting (S)	defining the criterion for the staff with higher education short duration (SSG)	defining the criterion for the staff with post-secondary studies (PL), high school (M) and secondary schools/others studied
0	1	2	3	4
1.	The capacity of implementation	The ability to effectively put in practice the solutions own and those willing for development in mode corresponding to activities, in the goal of achievement goals	The ability to effectively put in practice the solutions own and those willing for development in mode corresponding to activities, in the goal of achievement goals	The ability to effectively put in practice the solutions own and those willing for development in mode corresponding to activities, in the goal of achievement goals
2.	The ability to solve effectively problems	The ability to exceed its obstacles DIFFICULTIES intervened in activity current, through identification the solutions appropriate of solution and ACCOUNTABILITY RISK identified	The ability to exceed its obstacles DIFFICULTIES intervened in activity current, through identification the solutions appropriate of solution and ACCOUNTABILIT Y RISK identified	The ability to exceed its obstacles DIFFICULTIES intervened in activity current, through identification the solutions appropriate of SOLVING
3.	The capacity of assumption of responsibility	The ability to unfold in the mode current, at call the superiors hierarchical, activities which exceed	The ability to unfold in the mode current, at call the superiors hierarchical, activities	The ability to accept errors or, as the case may be, WEAKNESSES own activity and to answer for those

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		framework of responsibility defined according to job description; the ability to accept errors or, as the case may be, WEAKNESSES own activity and to answer for those	which exceed framework of responsibility defined according to job description; the ability to accept errors or, as the case may be, WEAKNESSES own activity and to answer for those	
4.	The capacity of self improvement and capitalization of experience interest	The capacity of INCREASE permanent a performances professional, by improvement of rESULtS current activity by putting in practice a knowledge and skills interest	The capacity of INCREASE permanent a performances professional, by improvement of rESULtS current activity by putting in practice a knowledge and skills interest	The capacity of improvement of rESULtS current activity by putting in practice a knowledge and skills interest
5.	Creativity and initiative spirit	Active attitude in the solution problems and realization objectives through identification of some ALTERNATIVE efficient of solution THESE problems; positive attitude to new ideas	Active attitude in the solution problems and realization objectives through identification of some ALTERNATIVE efficient of solution THESE problems; positive attitude to new ideas	Active attitude in the solution problems and realization objectives through identification of some ALTERNATIVE efficient of solution THESE problems;
6.	The capacity of planning and organization	The ability to predict requirements,	The ability to predict requirements,	capacity to organize own time

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	working time	the opportunities and possible risks and the consequences to them; the ability to anticipate solutions and to organize own time or, as the case may be, al to the others (in depending on the level of competence), for ACHIEVING efficient a LOADS	the opportunities and possible risks and the consequences to them; the ability to anticipate solutions and to organize own time for ACHIEVING efficient a LOADS	for ACHIEVING efficient a LOADS
7.	The ability to work independent	The ability to PLACE activities for ACHIEVING the attributions of service without a request coordination, with except for cases in which the activities involves taking some decisions that l exceed the limits of competence		
8.	The ability to work in a team	The ability to integrate into one team, to have make the contribution through participation effective, of a transmit efficiently and to allow development new ideas, for realization goals TEAM	The ability to integrate into one team, to have make the contribution through participation effective, of a transmit efficiently and to allow development new ideas, for realization goals	The ability to integrate into one team, to have make the contribution through participation effective, of a transmit efficiently new ideas, for realization goals TEAM

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			TEAM	
9.	The capacity of MANAGEMENT efficient use of allocated resources	The ability to use rationally and resources efficiently materials financial and INFORMATION allocated	The ability to use rationally and resources efficiently materials financial and INFORMATION allocated	The ability to use rationally and resources efficiently materials financial and INFORMATION allocated

II. General criteria for evaluating the professional performance of contractual staff who hold **management positions**

No. crt	The evaluation criterion	Criterion definition
0	1.	2.
1.	The ability to organize	The ability to identify the activities that must be carried out by the managed structure, their delimitation in attributions, the establishment of objectives based on them; the balanced and fair distribution of attributions and a objectives depending on the level, category, class and professional degree of subordinate personnel
2.	The ability to lead	The ability to create a realistic vision, to put it into practice and to support it; the ability to plan and manage the activity of a team made up of different personalities, with different levels of the ability to collaborate in the fulfillment of an assignment; the ability to adapt the leadership style to different situations, as well as to act to manage and resolve conflicts.
3.	The capacity of coordination	Harmonization of staff decisions and actions, as well as activities within a department, in order to achieve its objectives
4.	The ability to control	The ability to supervise the way of transforming decisions into realistic solutions, detecting deficiencies and taking the necessary measures to correct them in time
5.	Decision-making competence	The ability to make decisions quickly, with a sense of responsibility and according to the legal competence, regarding the conduct of the activity of the managed structure

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6.	The ability to delegate	The ability to transfer duties to subordinate personnel that correspond from a legal point of view and to their own competences, in order to achieve the objectives of the structure in a timely and appropriate manner conducted
7.	The ability to develop skills PERSONNEL	Knowing the skills of subordinate personnel, including the ability to create, implement and maintain effective personnel policies, in order to motivate them; the ability to identify needs training of subordinate personnel and to make proposals regarding the topic and concrete forms of training
8.	Mediation skills and negotiation	The ability to organize and lead a meeting or an interview, as well as to direct it towards a mutually accepted solution, taking into account the different positions of the parties
9.	Other criteria	The general evaluation criteria will be used the professional performance of the staff contractually occupying execution functions, provided for in point I subsection. 1- 6, 9 and 10

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APPENDIX No. 2 EVALUATION SHEET of the individual professional performances of the persons occupying **contractual management positions**

Name and surname of the assessed person:			
Function:			
Degree:			
Date of last promotion:			
Name and surname of the evaluator:			
Function:			
Evaluated period: from.....to.....			
Objectives during the evaluated period	% early	Done %	Note
1.			
2.			
Objectives revised in the evaluated period	% early	Done %	Note
1.			
2.			
The final grade for meeting the objectives			

The criteria for evaluating individual professional performance	Note	Comments
1. The ability to organize		
2. The ability to drive		
3. Coordination capacity		
4. Control capacity		
5. Decision-making competence		
6. The ability to delegate		
7. The ability to develop staff skills		
8. Mediation and negotiation skills		
9. Implementation capacity		
10. The ability to solve problems effectively		
11. The capacity to assume responsibility		
12. The capacity for self-improvement and capitalizing on the experience gained		
13. Creativity and team spirit		
14. The ability to plan and organize working time		

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15. The ability to efficiently manage the resources of the location		
16. Moral integrity and professional ethics		
17. Other specific criteria		

Note for fulfilling the evaluation criteria

Final grade of the evaluation:
 (Final mark for meeting the objectives + mark for meeting the evaluation criteria)/2

Evaluation grade:

Outstanding results:

1.....
 2.....

Objective difficulties encountered during the evaluated period:

1.....
 2.....

Other observations:

1.....
 2.....

Professional training proposals for the following period:

Objectives for the next period for which the assessment will be made:

The objective	% early
1.	
2.	

Specific criteria for the next period for which the disclosure will be made

criterion
1.
2.

Comments of the evaluated person:


Name and surname of the assessed person:
 Function:
 Signature:
 Date:

Name and surname of the evaluator:
 Function:
 Signature:
 Date:

The observations or comments of the person who countersigns:

The name and surname of the person who countersigns
 Function: Signature of the person who countersigns:
 Date:

Acknowledgment of the evaluation sheet after countersignature:


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Signature of the assessed person:
 Date:


APPENDIX No. 2-b
EVALUATION SHEET of the individual professional performances of the persons who hold **contractual executive functions**

Name and surname of the assessed person:			
Function:			
Degree:			
Date of last promotion:			
Name and surname of the evaluator:			
Function:			
Evaluation period: from.....to.....			
Objectives in the evaluated period	% early	Done %	Note
Objectives revised in the evaluated period	% early	Done %	Note
The final grade for meeting the objectives			

The criteria for evaluating individual professional performance	Note	Comments
1. Implementation capacity		
2. The ability to solve problems effectively		
3. The capacity to assume responsibilities		
4. The capacity for self-improvement and capitalizing on the experience gained		
5. Creativity and team spirit		
6. The ability to plan and organize working time		
7. The ability to work independently		
8. The ability to work in a team		
9. The ability to efficiently manage the allocated resources		
10. Moral integrity and professional ethics		
11. Other specific criteria		
Note for fulfilling the evaluation criteria		
Final grade of the evaluation: (Final mark for meeting the objectives + mark for meeting the evaluation criteria)/2		
Evaluation grade:		

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Outstanding results:	
1.....	
2.....	
Objective difficulties encountered during the evaluated period:	
1.....	
2.....	
Other observations:	
1.....	
2.....	
Professional training proposals for the following period:	
.....	
Objectives for the next period for which the assessment will be made:	
The objective	% early
1.	
2.	
Specific criteria for the following period for which the assessment will be made:	
criterion	
1.	
2.	
Comments of the evaluated person:	
Name and surname of the assessed person:	
Function:	
Signature:	
Date:	
Name and surname of the evaluator:	
Function:	
Signature:	
Date:	
The observations or comments of the person who countersigns:	
The name and surname of the person who countersigns	
Function: Signature of the person who countersigns:	
Date:	
Acknowledgment of the evaluation sheet after countersignature:	
Signature of the assessed person:	
Date:	

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APPENDIX No. 3:

Name of the institution Approved(1)
 Farm/Service/Compartment:

JOB DESCRIPTION

I. General information regarding the position

1. Job title:
2. Job level (management/executive):
3. Objective/Objectives of the position:

II. Specific conditions for occupying the position(2)

1. Specialized studies:
2. Improvements (specializations) (3)
3. Seniority of work/specialty required:
4. Knowledge of computer operation/programming:
5. Foreign languages (4):
6. Necessary skills, qualities and aptitudes:
7. Specific requirements (5):
8. Managerial competence (management knowledge, managerial qualities and skills):

III. Description of the duties of the position


- 1... ..
- 2... ..

IV. The responsibility involved in the job

1. Preparation/decision making(6):
2. Delegation of powers and competence:
3. To preserve confidentiality:

V. The relational sphere of the post holder

1. Internal relational sphere:
 - a) Hierarchical relationships
 - subordinate to:
 - superior for:
 - b) Functional relationships:

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- c) Control relationships:
- d) Representation relations:
- 2. External relational sphere:
 - a) with public authorities and institutions:
 - b) with international organizations:
 - c) with private legal entities:

VI. Prepared by(7):

- 1. Name and surname:
- 2. Function:
- 3. Signature:
- 4. Date of preparation:

ARE YOU COMING. Acknowledged by the incumbent

- 1. Name and surname:
- 2. The function and the gradation corresponding to the seniority installment (if applicable):
- 3. Signature
- 4. Date:

VIII. Endorsed by(8):

- 1. Name and surname:
- 2. Function:
- 3. Signature:
- 4. Date:_____

- (1) It shall be signed by the head of the public authority or institution and must be stamped.
- (2) It will be completed with the information regarding the conditions provided by law and established at the level of the public authority or institution for the occupation of the corresponding position.
- (3) If applicable.
- (4) For each of the "reading", "writing" and "speaking" criteria, the level of knowledge required will be established, as follows: "basic knowledge", "medium level", "advanced level".
- (5) For example: frequent trips, delegations, secondments, availability to work in extended hours in certain conditions.
- (6) The limits of the decision-making freedom enjoyed by the post holder for the performance of his/her duties.
- (7) It is drawn up by the head of the department where the post holder works.
- (8) It is endorsed by the hierarchical superior of the person provided for in point 7.