

Behavior Policy (Internal Labor Regulations)
in the State Autonomous Non-Typical Educational Institution
“International Arctic School” of the Republic of Sakha (Yakutia)

1. General provision

1.1. These internal labor regulations are a local normative act that determines the work schedule at the SANTEI «International Arctic School» of the Republic of Sakha (Yakutia) (hereinafter IAS) and regulates, on the basis of the current labor legislation, the procedure for hiring and dismissing employees, basic rights, obligations and responsibilities of the parties to the employment contract, work schedule, rest time, incentives and penalties applied to employees.

1.2. Internal labor regulations are mandatory for all IAS employees.

2. The procedure for hiring and dismissing employees

2.1. When applying for a job, the Employee provides the following documents:

- passport or other identity document;
- labor book and (or) information about labor activity (article 66.1 of the Labor Code of the Russian Federation), except for cases when an employment contract is concluded for the first time or an employee starts working on a part-time basis;
- a document confirming registration in the individual (personified) accounting system, including in the form of an electronic document;
- military registration documents - for persons liable for military service and persons subject to conscription;
- tax registration certificate (TIN);
- insurance certificate of state pension insurance;
- document confirming education, qualifications or special knowledge;
- a medical book on the absence of contraindications for health reasons for working in an educational institution;
- a certificate of the Ministry of Internal Affairs on the presence (absence) of a criminal record.

2.2. When concluding an employment contract, the Employer draws up a labor book for the first time. If an individual personal account has not been opened for a person applying for work for the first time, the Employer shall submit to the relevant territorial body of the Pension Fund of the Russian Federation the information necessary for the registration of the specified person in the system of individual (personalized) accounting.

2.3. In order to more fully assess the professional and business qualities, the Employer can invite an employee to take part in assessment activities (testing, interviews on competencies, solving cases, etc.).

2.4. It is prohibited to require from an employee when hiring documents, that are not provided for by the legislation of the Russian Federation.

2.5. Employees are subject to mandatory preliminary medical examination when concluding an employment contract.

2.6. Employment at IAS is carried out on the basis of a concluded employment contract. The employment contract is drawn up in duplicate. One copy of the employment contract is handed over to the employee, the other is kept by the Employer.

2.7. In an employment contract, by agreement of the parties, a condition may be provided for testing an employee in order to verify his compliance with the assigned work. The test period cannot exceed three months.

2.8. Hiring is formalized by the order of the director of the IAS, issued on the basis of the concluded employment contract. The content of the order must comply with the terms of the concluded employment contract. The order of employment is announced to the employee against signature within three days from the date of the actual start of work. At the request of the employee, the Employer is obliged to issue him a duly certified copy of the said order.

2.9. When hiring (before signing an employment contract), the Employer is obliged to inform the employee against signature:

- with these Internal Labor Regulations;
- The Charter of the school;
- local regulations directly related to the work of the employee;
- documents on labor protection and safety, industrial sanitation and hygiene, fire safety and organization of protection of life and health of children. The briefing is drawn up in a journal of the established form with job description.

2.10. The employer maintains labor books for each employee who has worked in an educational institution for more than 5 days, in the case when work in this institution is the main one for the employee.

2.11. The employer generates in electronic form basic information about the labor activity and length of service of each employee (hereinafter referred to as information on labor activity) and submits it in the manner prescribed by the legislation of the Russian Federation on individual (personified) accounting in the compulsory pension insurance system for storage in information resources Pension Fund of the Russian Federation.

2.12. The information on labor activity includes information about the employee, his place of work, his job function, transfers of the employee to another permanent job, about the dismissal of the employee with an indication of the grounds and reasons for terminating the employment contract, other information provided for by the Labor Code of the Russian Federation, and other federal law.

2.13. When concluding an employment contract, a person applying for work provides the employer with information about work activities together with a labor book or instead of it.

2.14. Information about labor activity can also be used to calculate the length of service of an employee, make entries in his labor book (in cases where, in accordance with the Labor Code of the Russian Federation, another federal law, a labor book is maintained for the employee) and for other purposes in accordance with laws and other regulatory legal acts of the Russian Federation.

2.15. A person with work experience under an employment contract can receive information about work activities:

- from the employer at the last place of work (for the period of work with this employer) on paper,

- from the employer at the last place of work (for the period of work with this employer) on paper, duly certified, or in the form of an electronic document signed with an enhanced qualified electronic signature (if available from the employer);

- in a multifunctional center for the provision of state and municipal services on paper, duly certified;

- in the Pension Fund of the Russian Federation on paper, duly certified, or in the form of an electronic document signed with an enhanced quality and another signature;

-using a single portal of state and municipal services in the form of an electronic document signed by an enhanced qualified electronic signature.

2.16. The employer is obliged to provide the employee (except in cases where, in accordance with the Labor Code of the Russian Federation, other federal law, a work book is kept for the employee) information about the work activity for the period of work with this employer in the manner specified in the employee's application (on paper, duly certified, or in the form of an electronic document signed with an enhanced qualified electronic signature (if the employer has one), submitted in writing or sent in the manner prescribed by the employer to the employer's email address:

- during the period of work not later than three working days from the date of submission of this application;
- upon dismissal on the day of termination of the employment contract.

If the employee reveals incorrect or incomplete information in the information on labor activity submitted by the employer for storage in the information resources of the Pension Fund of the Russian Federation, the employer, upon a written application from the employee, is obliged to correct or supplement information on labor activity and submit it in the manner prescribed by the legislation of the Russian Federation on individual (personified) accounting in the compulsory pension insurance system, for storage in the information resources of the Pension Fund of the Russian Federation. Starting from 01.01.2021, labor books on paper for newly hired employees will not be filled out.

2.17. For each employee of the IAS, a personal file is kept, which consists of a personal sheet on personnel records, copies of educational documents, materials based on the results of certification (for persons subject to certification), a medical report on the absence of contraindications for working in a child care facility, copies of orders for appointment, job transfers, rewards and dismissals. Personal files of employees are kept at the IAS for 75 years.

2.18. In addition to the grounds provided for by the Labor Code of the Russian Federation, the grounds for terminating an employment contract with a teacher are:

- repeated gross violation of the IAS Charter within one year;
- the use, including one-time, of educational methods associated with physical and (or) mental violence against the personality of the student, pupil.

2.19. A fixed-term employment contract is terminated upon the expiration of its validity period, about which the employee must be notified in writing at least three days before dismissal.

2.20. An employment contract concluded for the duration of a certain job is terminated upon completion of that job.

2.21. Temporary employment contract execution is terminated

2.22. An employment contract concluded for the duration of the performance of the duties of an

absent employee is terminated with the release of this employee to work.

2.23. An employment contract concluded for the duration of seasonal work is terminated at the end of a certain season.

3. The legal status of teaching staff. The rights and freedoms of teaching staff, guarantees of their implementation.

3.1. The legal status of a teacher is understood as a set of rights and freedoms (including academic rights and freedoms), labor rights, social guarantees and compensations, restrictions, duties and responsibilities, which are established by the legislation of the Russian Federation and the legislation of the Republic of Sakha (Yakutia).

3.2. Pedagogical workers are provided with rights and freedoms, social support measures aimed at ensuring their high professional level, conditions for the effective fulfillment of professional tasks, increasing social significance, the prestige of pedagogical work.

3.3. Educators enjoy the following academic rights and freedoms:

- 1) freedom of teaching, free expression of one's opinion, freedom from interference in professional activities;
- 2) freedom of choice and use of pedagogically grounded forms, means, methods of teaching and upbringing;
- 3) the right to creative initiative, the development and use of copyright programs and methods of teaching and education within the educational program, a separate academic subject, course, discipline (module);
- 4) the right to choose textbooks, teaching aids, materials and other means of teaching and upbringing in accordance with the educational program and in the manner prescribed by the legislation on education;
- 5) the right to participate in the development of educational programs, including

curricula, academic calendar schedules, working academic subjects, courses, disciplines (modules), teaching materials and other components of educational programs;

6) the right to exercise scientific, scientific and technical. creative, research activities, participation in experimental and international activities, development and implementation of innovations;

7) the right to free use of libraries and information resources, as well as access, in accordance with the procedure established by local regulatory acts of the Educational Organization, to information and telecommunication networks and databases, educational and methodological materials, museum funds, material and technical means of providing educational activities necessary for high-quality carrying out pedagogical, scientific or research activities in organizations carrying out educational activities;

8) the right to free use of educational, methodological and scientific services of an Educational organization in accordance with the procedure established by the legislation of the Russian Federation or local regulatory acts;

9) the right to participate in the management of the Organization, including in collegial management bodies, in the manner prescribed by the IAS Charter;

10) the right to participate in the discussion of issues related to the activities of the Organization, including through management bodies and public organizations;

11) the right to unite in public professional organizations in the forms and in the manner established by the legislation of the Russian Federation;

12) the right to appeal to the commission for the settlement of disputes between participants in educational relations;

13) the right to the protection of professional honor and dignity, to a fair and objective investigation of violations of the norms of professional ethics of teaching staff.

3.4. Academic rights and freedoms of teaching staff should be exercised in compliance with the rights and freedoms of other participants in educational relations, the requirements of the legislation of the Russian Federation, the norms of professional ethics of teaching staff, enshrined in the local regulations of the IAS.

3.5. Pedagogical workers have the following labor rights and social guarantees:

1) the right to reduced working hours;

2) the right to additional professional education in the field of pedagogical activity at least once every five years;

- 3) the right to the main annual extended paid leave, the duration of which is determined by the Government of the Russian Federation;
- 4) the right to long leave for a period of up to one year at least every ten years of continuous pedagogical work in accordance with the procedure established by the federal executive body responsible for the development of state policy and legal regulation in the field of education;
- 5) the right to early appointment of an old-age insurance pension in the manner prescribed by the legislation of the Russian Federation;
- 6) the right to provide teachers who are registered as needing residential premises out of turn with residential premises under social tenancy agreements, the right to provide residential premises with specialized housing stock;
- 7) other labor rights, social support measures established by federal laws and legislative acts of the constituent entities of the Russian Federation.

3.6. Pedagogical employees of the IAS who, by decision of the authorized executive bodies, participate in the unified state examination during working hours and who are released from their main job for the period of the unified state exam, are provided with guarantees and compensations established by labor legislation and other acts containing labor law norms. The teaching staff participating in the unified state examination are compensated for the work on the preparation and conduct of the unified state examination. The amount and procedure for payment of this compensation are established by the constituent entity of the Russian Federation at the expense of budgetary allocations from the budget of the constituent entity of the Russian Federation allocated for the unified state examination.

4. Other employees of IAS

4.1. In IAS, along with the positions of pedagogical workers (teachers, teachers of additional education, pedagogical psychologists, social educator, tutors, senior educator of the boarding school, educators of the boarding school, coaches), there are positions that carry out auxiliary functions:

- **administrative and management personnel:** director, deputy director, chief accountant;
- **heads of structural divisions:** head of the development center, head of the center for

- physical education, head of the tutor service, head of the information technology department, head of the social and psychological service, head of the library, head of the boarding school, head of the economic department, head of production (chef);
- **teaching staff:** teacher, senior teacher of additional education teacher of additional education, senior trainer-teacher, trainer-teacher, tutor, teacher-psychologist, social teacher, senior educator, educator;
 - **educational support staff:** dispatcher of an educational institution, junior educator;
 - **employees:** laboratory assistant, HR manager, manager's secretary, HR specialist, leading OT specialist, leading software engineer, leading electronics engineers, leading accountant, leading economist, leading procurement specialist, cashier;
 - **medical staff:** nurse;
 - **workers:** cleaner, janitor, storekeeper, kitchen worker, utility worker, cook, dishwasher.

4.2. The right to hold the positions provided for in clause 4.1. of these 11 rules, have persons who meet the qualification requirements specified in the qualification reference books and (or) professional standards.

4.3. The rights, duties and responsibilities of the IAS employees holding the positions specified in clause 4.1. of these Rules are established by law of the Russian Federation, the Charter, these Rules and other local ISA regulations, job descriptions and employment contracts.

5. Obligations and responsibilities of employees

5.1. All IAS employees are obliged to:

- 1) comply with the Charter of the IAS, the Regulations on the structural (educational) subdivision of the IAS. Internal labor regulations.
- 2) conscientiously fulfill the labor duties assigned to him by the employment contract.
- 3) fulfill the established norms of the load.
- 4) in accordance with the labor legislation, they must undergo preliminary and periodic medical examinations upon admission to work, as well as extraordinary medical examinations at the direction of the Employer;
- 5) undergo training and testing of knowledge and skills in the field of labor protection and fire safety in accordance with the procedure established by the legislation of the Russian Federation;

- 6) observe the procedure for keeping documents, material and monetary values established by the employer.
- 7) take good care of the property of the employer, other employees, as well as the property of third parties that is with the employer, if the employer is responsible for the safety of this property.
- 8) immediately inform the immediate or superior manager about a situation that may pose a threat to the life and health of people, the safety of the property of the employer, employees, as well as the property of third parties that is with the employer and the employer is responsible for the safety of this property, about an accident that occurred in the course of performing their official duties, their state of health, including the manifestation of signs of an acute occupational disease.
- 9) observe labor discipline.
- 10) respect the honor and dignity of students and other participants in educational relations;
- 11) do not allow rude, harsh expressions when communicating with colleagues or students;
- 12) comply with the rules of appearance established by the employer.
- 13) observe the access control regime in force with the employer.
- 14) in case of absenteeism due to temporary incapacity for work or for any other reason, notify the immediate supervisor of the reasons for the absenteeism in any available way (by phone, by e-mail, in any other way).
- 15) systematically improve professional level;
- 16) fulfill other duties provided for by labor legislation and other regulatory legal acts containing labor law norms, regulatory acts, and an employment contract.
- 17) notify the employer in writing about the change of bank details 15 calendar days before the salary payment date.

5.2. Pedagogical workers are obliged to:

- 1) ensure the full implementation of the taught subject, course, discipline (module) in accordance with the approved work program:
- 2) comply with legal, moral and ethical standards, follow the requirements of professional ethics;
- 3) develop student's cognitive activity, independence, initiative, creativity, form a civic

position, the ability to work and live in the modern world, form students' culture of a healthy and safe lifestyle;

- 4) to apply pedagogically grounded and providing high quality education forms, methods of teaching and upbringing;
- 5) take into account the peculiarities of the psychophysical development of students and their state of health, observe the special conditions necessary for education by persons with disabilities, interact, if necessary, with medical organizations;
- 6) pass certification in the manner prescribed by the legislation on education;

5.3. All IAS employees are prohibited from:

- 1) to distract students during the educational process to other events not related to the educational process, to release them from classes to carry out public assignments;
- 2) distract other employees during working hours from their direct work in order to fulfill public duties and carry out various kinds of events not related to the main activities of the IAS;
- 3) to convene meetings, sessions and all kinds of conferences on public affairs during working hours;
- 4) smoke at the school territory;
- 5) to rest and eat outside specially designated places;
- 6) arbitrarily turn on (turn off) any technological equipment without the knowledge and in the absence of a person responsible for the electrical safety of the facility;
- 7) bring and consume alcoholic beverages, narcotic and psychotropic substances on the territory of an educational institution;
- 8) bring literature and printed materials prohibited for distribution on the territory of the Russian Federation.

5.4. Pedagogical workers are prohibited from:

- 1) change at your own discretion the schedule of lessons (classes) and work schedule;
- 2) cancel, lengthen or shorten the duration of lessons and (classes) and breaks (breaks) between them;
- 3) remove students from lessons, including in case of late students for classes;
- 4) engage in tutoring on the school grounds, provide other private paid services without the consent of the school administration;

5.5. Employees are responsible for non-fulfillment or improper fulfillment of the duties

assigned to them in the manner and in cases established by federal laws. Non-fulfillment or improper fulfillment of their duties by pedagogical workers is considered when they will pass certification.

6. The main morals and duties of employers

6.1. The employer has the right:

- conclude, amend and terminate employment contracts with employees in the manner and on the terms established by the Labor Code of the Russian Federation and other federal laws;
- conduct collective negotiations and conclude collective agreements;
- encourage employees to work conscientiously and efficiently;
- require employees to fulfill their labor duties and respect the property of the employer (including the property of third parties held by the employer, if the employer is responsible for the safety of this property) and others workers, compliance with the internal labor regulations;
- to bring employees to disciplinary and material responsibility in the manner established by this Code, other federal laws; adopt local regulations;
- create associations of employers in order to represent and protect their interests and join them;
- to exercise the rights granted to him by the legislation on the special assessment of working conditions.

6.2. The employer is obliged:

- comply with labor laws and other regulatory legal acts containing labor law norms, local regulations, collective bargaining agreements, agreements and labor contracts;
- provide employees with work stipulated by the employment contract;
- ensure the safety and working conditions that meet the state regulatory requirements for labor protection;
- provide employees with equipment, tools, technical documentation and other means necessary for the performance of their labor duties;
- provide employees with equal pay for work of equal value;
- pay in full the wages due to employees within the time frame established in accordance with the Labor Code of the Russian Federation. collective agreement, internal labor regulations, labor contracts;
- conduct collective bargaining, as well as conclude a collective agreement in the manner prescribed by this Labor Code of the Russian Federation;

- provide employee representatives with complete and reliable information necessary for concluding a collective agreement, agreement and monitoring their implementation;
- to acquaint employees against signature with the adopted local regulations directly related to their work activities;
- timely fulfill the orders of the federal executive body authorized to exercise federal state supervision over compliance with labor legislation and other regulatory legal acts containing labor law norms, other federal executive bodies exercising state control (supervision) in the established area activities, pay fines for violations of labor legislation and other regulatory legal acts containing labor law;
- to consider the submissions of the relevant trade union bodies, other representatives elected by the employees about the violations of labor legislation and other acts containing labor law norms, to take measures to eliminate the identified violations and report on the measures taken to these bodies and representatives;
- create conditions that ensure the participation of employees in the management of the organization in accordance with the Labor Code of the Russian Federation, other federal laws and collective bargaining agreements;
- to provide for the household needs of employees related to the performance of their labor duties;
- carry out compulsory social insurance of employees in the manner prescribed by federal laws;
- to compensate for harm caused to employees in connection with the performance of their labor duties, as well as to compensate for moral harm in the manner and under the conditions established by the Labor Code of the Russian Federation, other federal laws and other regulatory legal acts of the Russian Federation;
- fulfill other obligations stipulated by labor legislation, including legislation on the special assessment of working conditions, and other regulatory legal acts containing labor law norms, collective bargaining agreements, agreements, local regulations and labor contracts.

7. Working hours and rest times

7.1. In accordance with the current legislation, the following working hours are established for IAS employees:

- **for administrative and management personnel** (director, deputy directors, chief

accountant, heads of structural divisions) – 5 day working week with two days off;

- **for teaching staff:**
 - teachers, teachers of additional education (rate of 18 hours of workload), educators, trainers-teachers – 6 day working week with one day off;
 - educational psychologists, social educator, tutors – 5 day working week with two days off (36 hours);
- **for educational support personnel:**
 - dispatcher of an educational institution – 5 day working week with two days off;
 - junior educators – 6 day working week with flexible days off;
- **for employees:**
 - HR manager, HR specialist, lead OT specialist, lead software engineers, lead electronics engineers, lead accountant, lead economist, lead procurement specialist, executive secretary) – 5 day working week with two days off;
 - laboratory assistants, cashier – 6 day working week with one day off;
- **for junior staff:**
 - cleaners, janitor, storekeeper, drivers – 6 day working week with one day off;
 - canteen workers - a working week with flexible days off;
 - drivers - 6 day working week with one day off;
- **medical staff** (nurse) - 6 day working week with one day off.

7.2. The start and end time of work and lunch break is set as follows:

Workers	Start of working hours	End of working hours	Day off
Employees	09.00	Men -18.00 Women -17.10	Saturday. Sunday
Teachers Psychologists Social educator Tutors	09.00	17.10	Saturday. Sunday
Teachers, teachers of additional education, educators, trainers-teachers Laboratory assistants	according to the schedule of lessons, activities and the whole school plan		
Junior educators Canteen workers Cleaners	according to the shift schedule		
Nurse Cashier Storekeeper	09.00	Men 16.40 Women 16.00	Sunday
Drivers	irregular working hours		
Janitor	08.00	15.40	Sunday

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7.3. Normal working hours cannot exceed 40 hours per week, for women (Article 320 of the Labor Code of the Russian Federation) and teaching staff (Article 333 of the Labor Code of the Russian Federation) - no more than 36 hours per week, for boarding school teachers - no more than 30 hours per week.

7.4. The lunch break for employees is 1 (one) hour.

7.5. In accordance with the Labor Code of the Russian Federation (Article 112), non-working holidays in the Russian Federation are:

- January 1, 2, 3, 4, 5, 6 and 8 - New Year's holidays;
- January 7 - Orthodox Christmas Day;

- February 23 - Defender of the Fatherland Day;
- March 8 - International Women's Day;
- May 1 - Spring and Labor Day;
- May 9 - Victory Day;
- June 12 - Day of Russia;
- November 4 - National Unity Day.

7.6. In accordance with the Decrees of the Head of the Republic of Sakha (Yakutia), non-working holidays in the Republic of Sakha (Yakutia) are:

- April 27 - Day of the Republic of Sakha (Yakutia);
- June 21 - Day of the national holiday "Ysyakh".

7.7. If a day off and a non-working holiday coincide, the day off is transferred to the next day after the working day; on pre-holiday days, the length of the working day is reduced by one hour.

7.8. Work on weekends established for employees is prohibited and can only take place in cases stipulated by law.

7.9. The teaching load for the teaching staff for the new academic year is set by the school principal before the employee leaves on vacation. Changing the teaching load during the academic year is possible only in cases where the number of classes or the number of hours according to the curriculum, curriculum has changed.

7.10. The schedule of classes is drawn up by the school administration, proceeding from pedagogical expediency, considering the most favorable regime for the work and rest of students and the maximum saving of time for teachers.

7.11. The school administration can involve teaching staff on duty for production needs.

7.12. Employees are provided with annual paid leave lasting 52 calendar days (28 days of the main vacation. 24 days of additional Article 116 of the Labor Code of the Russian Federation).

7.13. Extended main leave (up to 56 calendar days and 24 days of additional leave) is provided to employees in accordance with the Labor Code of the Russian Federation and other federal laws.

7.14. Employees with irregular working hours are provided with an additional annual paid leave of at least three calendar days (part 1 of article 119 of the Labor Code of the Russian Federation).

7.15. Overtime work, instead of increased pay at the request of the employee, can be compensated by providing additional rest time, but not less than the time worked overtime.

7.16. The teaching staff of the IAS, at least every 10 years of continuous pedagogical work, have the right to long leave for a period of up to one year, the procedure and conditions for granting which are determined in the manner prescribed by the legislation of the Russian Federation in the field of education.

7.17. The priority of the provision of paid vacations is determined annually in accordance with the vacation schedule approved by the director no later than two weeks before the onset of the calendar year in accordance with the procedure established by Article 372 of the Labor Code of the Russian Federation for the adoption of local regulations, considering the need to ensure the normal operation of the IAS and favorable conditions for the rest of employees. Leave for school teachers, as a rule, is granted during the summer holidays. Extension or postponement of annual paid leave, dividing annual paid leave into parts, recall from vacation, replacement of annual paid leave with monetary compensation is carried out in accordance with Article 124, 125, 126 of the Labor Code of the Russian Federation.

8. Working hours during vacation time

8.1. The periods of vacation time established for students of the IAS and not coinciding for pedagogical workers and other employees with the established annual main extended and annual additional paid leaves, annual basic and annual additional paid leaves (hereinafter, respectively, vacation time and vacation), are for them working hours with wages in accordance with the legislation of the Russian Federation.

8.2. During the vacation time, which does not coincide with the leave of teachers, the mode of their working time is specified. During the vacation time, teaching staff perform pedagogical (including methodological and organizational) work related to the implementation of the educational program, within the limits of the standardized part of their pedagogical work (the established volume of educational (training) load (pedagogical work), determined by them before the start of the vacation time, as well as the time required to perform additional types of work directly related to educational activities, performed with their written consent for additional payment (provided that such work is planned to be performed during vacation time).

The working hours of teachers who teach children at home in accordance with a medical

certificate during vacation time is determined considering the number of hours of the specified education of such children, established by him before the start of the vacation. Vacation time, which does not coincide with the leave of teachers, is also used for their additional vocational education in accordance with the established labor law.

8.3. The working time schedule of teaching staff hired during the summer vacation time of students is determined within the limits of the working time or the norm of hours of teaching work per week, established for the wage rate.

8.4. The working time regime of the director of the IAS during the vacation time, which does not coincide with their vacation, is determined within the working hours established for the position held.

8.5. Employees from the number of educational, auxiliary and service personnel in the period not coinciding with their leave are involved in the performance of organizational and economic work that does not require special knowledge and qualifications. in accordance with the legislation of the Russian Federation.

8.6. The working hours of all employees during the vacation time are regulated by the local regulations of the IAS and work schedules, indicating their nature and characteristics.

9. Working hours during periods of cancellation (suspension) for students of classes on sanitary-epidemiological, climatic and other grounds

9.1. Periods of cancellation (suspension) of classes for students in individual classes (groups) or in general for the Educational Organization for sanitary-epidemiological, climatic and other reasons are working hours for all employees of the ISS.

9.2. During the periods specified in clause 9.1 of these Rules, pedagogical workers and other employees are involved in the performance of work in the manner and under the conditions provided for the working hours of the IAS employees during the vacation time.

10. Rewards for work and disciplinary penalties

10.1. For exemplary performance of work duties, success in the education and upbringing of children, long and impeccable work, many years of conscientious work and other achievements in work, the Employer applies the following types of employee incentives:

- announcement of gratitude;
- issuance of prizes;
- awarding with a certificate of honor;

- presentation for insignia.

Other incentives may also be provided in the IAS.

Incentives are announced in the order (order) of the director of the IAS, are brought to the attention of the entire team and are entered in the employee's labor book. For special labor merits, IAS administration submits award materials to higher authorities for the assignment of honorary titles, awarding medals, insignia established for educators by the legislation of the Russian Federation. Nomination for the presentation to the indicated awards is carried out at a meeting of the IAS labor collective.

10.2. For the commission of a disciplinary offense, that is, non-performance or improper performance by an employee through his fault of the labor duties assigned to him, the Employer has the right to apply the following disciplinary sanctions:

- 1) comment;
- 2) reprimand;
- 3) dismissal on appropriate grounds.

Disciplinary actions include, in particular, the dismissal of an employee in the following cases:

- repeated non-performance by the employee without good reason of labor duties, if he has a disciplinary penalty;
- one-time gross violation of labor duties by an employee:
 - a) truancy, that is, absence from the workplace without good reason during the entire working day (shift), regardless of its (its) duration, as well as in case of absence from the workplace without good reason for more than four hours in a row during the working day (shift);
 - b) the appearance of an employee at work (at his workplace or on the territory of the MASH or an object where, on behalf of according to the employer, the employee must perform a labor function) in a state of alcoholic, drug or other toxic intoxication;
 - in) disclosure of secrets protected by law (commercial, official and other), which became known to the employee in connection with the execution their job duties, including the disclosure of personal data of another employee;
 - d) committing at the place of work theft (including petty) of someone else's property, embezzlement, deliberate destruction or damage, established by the person who entered into equestrian force by a court verdict or by a decision of a judge, body, official authorized

to consider cases of administrative offenses;

e) violation by the employee of the requirement established by the labor protection commission or the labor protection authorized oventions of labor protection, if the ego violation entailed grave consequences (industrial accident, accident, catastrophe) or deliberately created a real threat of such consequences;

f) repeated gross violation of the IAS Charter within one year;

g) an immoral offense committed by an employee performing educational functions incompatible

with the continuation of this work, in cases where the immoral offense was committed by an employee at the place of work and in connection with the performance of his job duties. Disciplinary sanctions not provided for by federal laws, statutes and discipline regulations are not allowed. When imposing a disciplinary sanction, the gravity of the offense and the circumstances under which it was committed are considered.

Only one disciplinary sanction may be applied for each disciplinary offense.

The order (order) of the director of the IAS on the application of a disciplinary sanction is announced to the employee against signature within three working days from the date of its issuance, not counting the time the employee is absent from work. If the employee refuses to familiarize himself with the specified order (instruction) against signature, then an appropriate act is drawn up.

A disciplinary sanction may be appealed by an employee to the state labor inspectorate and (or) bodies for the consideration of individual labor disputes.

If, within a year from the date of application of the disciplinary sanction, the employee is not subjected to a new disciplinary sanction, he / she shall be deemed to have no disciplinary sanction.

The employer, before the expiration of a year from the date of application of the disciplinary sanction, has the right to remove it from the employee on his own initiative, at the request of the employee himself, at the request of his immediate supervisor or a representative body of employees.

11. Salary

11.1. Wages are paid at least every half a month on the following days: until the 20th day for the first half of the month and until the 05th day of the next month for the second half of the month.

If the day of payment coincides with a day off or a non-working holiday, the payment of wages is made on the eve of this day. Payment for the vacation is made no later than three days before its start.

11.2. Wages are paid to the employee to the credit organization specified in the employee's application, on the terms determined by the collective agreement or employment contract. The employee has the right to replace the credit organization to which the salary is to be transferred by notifying the Employer in writing about the change in the details for the transfer of salary no later than fifteen calendar days before the day of payment of the salary.

11.3. When the second part of the salary is paid, a pay slip is sent to the email address of each employee. The payroll contains information:

- 1) on the components of the wages due to him for the relevant period;
 - 2) on the amount of other amounts accrued to the employee, including monetary compensation for the violation by the employer of the established deadline, respectively, the payment of wages, vacation pay, payments upon dismissal and (or) other payments due to the employee;
 - 3) on the amount and on the grounds for the deductions made;
 - 4) about the total amount of money to be paid.
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