

ALTINBAŞ UNIVERSITY
ADMINISTRATIVE STAFF
DIRECTIVE

Procedure No.	Version No.	Procedure Owner	Effective Date	Update Date
HR.P02	1	Human Resources Directorate	01.09.2013	

CHAPTER ONE

GENERAL

PROVISIONS

PURPOSE

ARTICLE 1-

This guideline aims to regulate the use of authority in administrative practices carried out at Altınbaş University; the determination and allocation of positions, the mutual rights and obligations of the personnel working in these positions and the institution, and the working conditions of the personnel in a manner that establishes an application standard.

This guideline applies to all administrative personnel working in positions at Altınbaş University. Any changes to the provisions of this guideline shall be made upon the recommendation of the Rectorate and the decision of the Board of Trustees.

SCOPE

ARTICLE 2-

In the text of this guideline, the term "INSTITUTION" refers to ALTINBAŞ UNIVERSITY, and the term "STAFF" refers to all administrative employees of the institution who are subject to the provisions of this guideline.

For foreign nationals and personnel employed under fixed-term contracts, the provisions of this guideline shall apply to matters not covered in their contracts.

The duties, responsibilities and personnel matters of Private Security Officers are regulated in accordance with the provisions of the Labour Law No. 4857, Law No. 5188 and the Personnel Regulation.

JOB TITLE AND CLASSIFICATION ARTICLE 3-

Title is a term that indicates the nature of the work performed, the responsibilities assumed, and the hierarchical level within the organisation, and defines the work performed. The positions available in the institution are classified as follows:

AA GROUP : Chairman of the Board of Trustees

A GROUP : Rector, Vice-Rectors, Secretary General

B GROUP : Deputy Secretary General, Department Head

GROUP C : Director, Coordinator, Occupational Physician, Psychologist, Manager, Faculty Secretaries

GROUP D : Senior Specialist, Specialist, Board of Trustees and Rectorate Assistants, Technician

E GROUP : Assistant Specialist, Staff (Unit, Administrative Affairs, Reception, Official Driver, Technical, Kitchen Service, Cleaning, Security)

CONFIDENTIAL

PROVISIONS

ARTICLE 4-

The provisions of the Labour Law, Social Security Law, Unemployment Insurance Law, other laws concerning working life, regulations, directives and provisions currently in force or to be amended in the future, which are not regulated by this directive, shall remain reserved.

SECOND PART

HIRING

STAFFING

ARTICLE 5-

The determination of the personnel staffing and institutional organisation, as well as changes to managerial and senior positions, shall enter into force upon approval by the Rector. The Rector may decide to employ personnel on a fixed-term contract with monthly and/or daily wages or to use external resources in order to meet temporary needs and to ensure employment at a more appropriate cost.

JOB DESCRIPTION AND

OBJECTIVES ARTICLE 6-

- a) Job descriptions are written documents that define the objectives, the unit in which our staff work, their title, the activities they carry out, and the responsibilities they assume.
- b) Job descriptions are proposed to the Human Resources Department by the requesting unit. After reviewing the job descriptions for compliance with processes and regulations, the Human Resources Department submits the final version to the Chairman of the Board of Trustees for approval, adding its recommendations if necessary.

STAFF RECRUITMENT AND PLACEMENT

ARTICLE 7-

- a) Vacant positions shall be filled as soon as possible with the most suitable personnel, in a manner that does not disrupt the institution's annual work plans and services.
- b) It is our general principle that male candidates must have completed their military service. However, with the approval of the Secretary General, persons whose military service has been deferred may be hired in special circumstances and due to urgent needs.
- c) Candidates invited for an interview are expected to cover their own travel and accommodation expenses. However, in special circumstances and with the approval of the Secretary General, transportation costs and, depending on the circumstances, accommodation and meal expenses may be covered.
- d) The approval of the Chairman of the Board of Trustees is required for employment. The re-employment of persons who retired while working at Altınbaş University is subject to the approval of the Chairman of the Board of Trustees.

CANDIDATE'S JOB

APPLICATION ARTICLE 8-

Personnel candidates seeking employment who apply to the University through the job application channels fill out the 'Job Application Form' prepared by the Directorate of Human Resources in printed or electronic format.

The 'Job Application Form' must be completed accurately and in full. This form is for application purposes only and does not imply that the applicant has been accepted.

The Human Resources Department may request information from the references provided in the 'Job Application Form', the candidate's previous employers, and other sources it deems appropriate, provided that such information is kept confidential. In addition, the Human Resources Department may apply various assessment methods to determine the candidate's suitability for the job.

EMPLOYMENT

CONTRACT

ARTICLE 9-

An "indefinite employment contract" is entered into with the hired personnel.

The University may, where deemed necessary and depending on the nature of the work, enter into a "fixed-term employment contract" with the hired personnel. In this case, the contract shall automatically terminate at the end of the contract period without the need for additional notification and without any compensation being paid.

PROBATIONARY

PERIOD

ARTICLE 10-

The first two months of employment for a new employee at the institution constitute a probationary period. However, in special circumstances, the probationary period may be shortened or waived with the approval of the Rector. At the end of the probationary period, personnel deemed satisfactory are appointed to the staff, while those deemed unsatisfactory may have their training period extended with the approval of the Rector, or their employment contract may be terminated in accordance with the provisions governing termination of contracts.

PREPARATION PROGRAMME (Orientation)

ARTICLE 11-

The University invites newly hired personnel to an orientation programme to facilitate their adaptation to the workplace.

IDENTITY

CARD

ARTICLE 12-

Employees hired are issued a photo ID card indicating that they are University personnel. Personnel whose relationship with the University is terminated for any reason must return their ID card. If the ID card becomes unusable or is lost, this must be reported to the Directorate of Human Resources.

EMPLOYMENT OF SPOUSES OR FIRST-DEGREE

RELATIVES ARTICLE 13-

If an employee or job applicant has a spouse or first-degree relative who is employed by the University, or if such a relationship is established subsequently, the following considerations apply.

- a) They cannot work in the same department.
- b) A superior-subordinate relationship cannot exist.

THIRD SECTION

DUTIES AND RESPONSIBILITIES

PRINCIPLES OF WORK

ETHICS ARTICLE 14-

University staff must adhere to the University's shared values when performing their duties.

PROHIBITION ON WORKING OUTSIDE

THE UNIVERSITY ARTICLE 15-

Staff members may not accept any position in any public or private organisation outside the duties undertaken at the University under their employment contract, even outside working hours. They may not engage in any commercial activity, either directly or indirectly, without the University's knowledge, regardless of whether it falls within the scope of the University's activities. Arbitration, mediation, and expert witness duties assigned by judicial or administrative authorities are exempt from this prohibition.

CONFIDENTIALITY AND PROTECTION OF

COMMERCIAL SECRETS ARTICLE 16-

Staff members undertake to keep confidential any information that they may have access to or learn in the course of their duties at the workplace provided by the University and which gives the University a competitive advantage, and to refrain from using such information in any way after leaving their job, from engaging in activities that would create an environment of unfair competition, and from disclosing such information to third parties without the written permission of the University.

Personnel may not remove from the University any software, technology, information, system, application, method, or ideas, applications, designs, models, works, etc., developed by the University that are confidential in nature and not yet known or heard of in the industry, referred to as 'Trade Secrets', without the written approval of the University Management.

USE OF INFORMATION TECHNOLOGIES

ARTICLE 17-

Newly hired personnel shall be required to sign a 'Commitment to Confidentiality and Security' and shall be given a copy thereof. Compliance with the provisions of the 'Commitment to Confidentiality and Security' shall be monitored by the unit responsible for the University's Information Technology services.

OCCUPATIONAL HEALTH

AND SAFETY ARTICLE 18-

The University takes measures to ensure occupational health and safety in accordance with laws and regulations, and staff are obliged to comply with all measures taken in this regard.

DRESS AND CONDUCT

ARTICLE 19-

Staff are obliged to dress and behave in a manner appropriate to the institution's reputation and the duties they perform, both within and outside the institution, at any event where they represent the institution. Men must take care of their hair and beard grooming, and women must take care of their general appearance. Security guards, drivers, receptionists and tea service staff are required to wear uniforms.

RESPONSIBILITY TO REPORT PERSONAL INFORMATION AND CHANGES

ARTICLE 20-

Personnel are obliged to immediately report any changes in their marital status, place of residence, or any other changes in their personal circumstances that may affect their work, as well as any changes in their military status, if applicable, to the Human Resources Department with supporting documentation.

FOURTH SECTION

WORKING CONDITIONS

REMUNER

ATION

ARTICLE

21-

The remuneration system and general salary increases are determined and implemented by the Rector. Salaries are paid to staff on the first day of the month following the month worked. Salary changes made during the month (end of probation period/promotions) take effect from the beginning of the month in which the change is made.

WORKING HOURS

ARTICLE 22-

The weekly working hours specified by the Human Resources Directorate upon commencement of employment at Altınbaş University shall apply. The lunch break can be taken between 12:00 and 13:30 for a maximum of 1 hour. Depending on the nature of the work, the Secretary General has the authority to create work schedules based on a 6-day week for staff in groups C, D and E, to implement shift work where necessary, and to designate a day other than Sunday as the weekly day off.

HOLIDAY WORKING DAYS

ARTICLE 23-

Work is not permitted on the following national holidays and general holidays:

New Year's Day	: 1 day (1 January)
National Sovereignty and Children's Day	: 1 day (23 April)
Labour and Workers' Day	: 1 day (1 May)
Youth and Sports Day	: 1 day (19 May)
Ramadan Festival	: 3 ½ days (from 13:00 on the eve of the holiday)
Eid al-Adha	: 4 ½ days (from 13:00 on the eve of the holiday)
Victory Day	: 1 day (30 August)
Republic Day	: 1.5 days (from the afternoon of 28 October to 29 October)

Employees belonging to a religion other than Islam may be granted paid leave for their own religious holidays, upon written request, provided that it does not exceed 3 days per year.

LEAVE

ANNUAL PAID LEAVE

ARTICLE 24-

- a. At Altınbaş University, leave entitlement is granted in accordance with the conditions specified below for each year of service.
 - i. For those with service of one to five years (including five years): 14 days
 - ii. For those with more than five years but less than fifteen years (including fifteen years): 20 days
 - iii. For those with 15 years (inclusive) or more: 26 days

- iv. Employees aged fifty and above are entitled to 20 days.
- b. To be eligible for annual leave, staff must have worked at Altınbaş University for one year.
- c. For Unit Managers, the use of annual paid leave requires the approval of the Secretary General and the Rector; for all other staff, it requires the approval of the Secretary General, the Unit Manager, and the Head of the Human Resources Department.
- d. Annual leave at Altınbaş University is taken from the first week of April to the last week of October. During these periods, on-call staff will be available in all units to meet any needs. In exceptional circumstances, leave may also be taken during the winter period with the request and approval of the Secretary General.
- e. Staff cannot waive their right to annual paid leave, and the leave period cannot be less than one week. (For those entitled to more than two weeks of leave)
- f. In the annual paid leave scheme, Saturdays are counted as working days when calculating the leave period.
- g. National holidays and public holidays that fall within the leave period are not counted as part of the leave period when calculating leave.
- h. Annual leave may be divided into a maximum of three periods, each not less than ten days, taking into account the intensity of university activities.
- i. Annual leave should primarily be taken during the summer period. Administrative staff may take their annual leave upon request to their immediate superior and subject to approval by the Secretary General. In exceptional circumstances, they must submit a leave form stating their reason for absence. If the reason is valid, they may take leave in lieu of annual leave.
- j. When calculating the leave seniority of personnel transferred to Altınbaş University, the total length of service within the group is taken into account. Annual paid leave must be taken within two years of becoming eligible for leave.
- k. In the event of termination of employment for any reason, the unused leave entitlement shall be paid at the rate applicable on the date of termination of the contract, after deducting any leave already taken.
- l. Staff members who are using their annual leave cannot be forced to work on their days off.
- m. Payment in lieu of leave entitlement is not made while working.

PAID SOCIAL LEAVE

ARTICLE 25-

Paid leave is granted upon the employee's request and upon submission of a document containing the approval of the unit managers upon return from leave. Paid social leave will be deducted from sick leave.

- a) In the event of an employee's marriage, 3 days
- b) In the event of the death of an employee's spouse or child, 3 days
- c) 3 days in the event of the death of an employee's mother, father or sibling
- d) 5 days in the event of the birth of an employee's spouse
- e) Paid social leave is taken on the dates specified for the reason
- f) Leave granted for special circumstances may not exceed a total of 5 days per year.

UNPAID LEAVE

ARTICLE 26-

University members may be granted unpaid leave for educational or personal reasons. Requests for unpaid leave require the approval of the Rector.

- a. Unpaid leave may be granted to staff who have completed at least one year at the university.
- b. The leave period may not exceed one year.

- c. Leave shall not be granted if arrangements are not made to ensure that administrative staff can perform their duties without disruption.
- d. Administrative staff must submit their leave requests at least one month in advance; specific dates must be indicated on the leave form.
- e. The employment rights of personnel taking unpaid leave are suspended during the period of unpaid leave.
- f. Staff who fail to return to work within a reasonable period (three working days) after taking leave without providing any justification shall lose their employment rights and shall be deemed to have resigned.

OTHER LEGAL LEAVES

MATERNITY LEAVE

ARTICLE 27-

- a. Staff who give birth are granted 8 weeks of pre-birth leave and 8 weeks of post-birth leave, starting from the date specified in the birth certificate, subject to the report obtained from SGK-contracted Healthcare Providers. In the case of multiple births, 2 weeks are added to both the pre-birth and post-birth leave periods.
- b. Pregnant employees may work up to three weeks before the birth, at their own request and provided their health permits, with a doctor's certificate, during the eight-week period before the birth. The period worked is added to the postnatal period.
- c. If the leave to be taken before the planned date of birth exceeds eight weeks for health reasons, an additional report from the hospital or maternity hospital is required in addition to the doctor's report indicating the planned date of birth.
- d. Inability to work due to pregnancy or childbirth is considered sick leave.
- e. An individual may take up to six months of unpaid leave following maternity leave.

BREASTFE

EDING

LEAVE

ARTICLE

28-

Female employees are granted a total of 1.5 hours of breastfeeding leave per day to breastfeed their children under one year of age. The employee determines the hours and how the leave is divided. The employee may choose to accumulate this daily leave and use it weekly; however, the employee must consult with their unit manager when arranging their breastfeeding leave.

SICK LEAVE

Short-Term Sick Leave:

ARTICLE 29-

In the event of illness, one day of administrative leave is taken after notifying the unit manager. For illnesses lasting longer than one day, a certificate of incapacity for work must be obtained from a healthcare provider contracted with the Social Security Institution (SGK). For our staff who have obtained a certificate of incapacity for work from a healthcare provider contracted with the SGK, full payment is made for days not worked if these are two days or less. If the incapacity for work certificate is for three days or more, payment is made through the SGK.

- a. If an employee is unable to work due to an illness or injury unrelated to their job and is unable to attend work for less than one week or for up to one week, short-term sick leave applies.
- b. The employee must provide a medical certificate. The unit manager may request that the private hospital report be approved by a public hospital or doctor. If the employee cannot provide a report for this period, the days they are absent from work are considered unpaid leave. The incapacity for work report must be submitted to the employer within three working days of the report's expiry date.

Long-Term Sick Leave:

ARTICLE 30-

- a. If an employee is unable to work due to an illness or injury unrelated to their job and cannot attend work for a period ranging from one week to three months, long-term sick leave applies.

- b. The amount covering the relevant report periods is paid to the employee by the Social Security Institution (SGK).
- c. Employees must obtain a report from a public hospital and the required medical documents within the first two weeks of being unable to come to work. If the required documents cannot be obtained within this period, the days of absence from work will be considered unpaid leave. The incapacity for work report must be submitted to the employer within three working days of the report's expiry date.
- d. Failure to provide the required report or medical documents may constitute grounds for termination.
- e. If the employee's inability to work exceeds the periods specified under the heading of health reasons in Article 25/1-1 of Law No. 4857, the university may terminate the employee's employment contract in accordance with Article

In the event of termination, the conditions shall be determined by a committee consisting of the Rector and the Secretary General.

OFFICIAL TRAVELS

TRAVEL ORDER / ADVANCE PAYMENTS

ARTICLE 31-

Travel orders shall come into effect with the approval of the General Secretary for domestic travel and with the approval of the Rector for international travel, based on the recommendation of the unit manager.

In official travel where an advance payment is made for the travel, no overtime pay is paid for work outside normal working hours or on public holidays.

Domestic trips of less than 7.5 hours made on the same day to affiliated organisations, branches, other official and private organisations for services such as work follow-up, document distribution, etc. required by the task are considered day trips. The use of courier services within the city is essential.

TRANSPORTATION

VEHICLES

ARTICLE 32-

All transportation expenses incurred during the trip shall be paid separately. These expenses must be documented with tickets, invoices, or receipts. No transportation fees shall be paid for trips made using institutional vehicles.

USE OF INSTITUTION VEHICLES ARTICLE

33-

Vehicles are provided for use by the person assigned to them between the institution and their home. Maintenance, tyres, oil, road tax, fuel, bridge and motorway tolls are the responsibility of Altınbaş University, while washing, traffic fines and fuel consumption exceeding the limits set by the University are the responsibility of the user.

TRAINING AND

DEVELOPMENT ARTICLE

34-

Training needs are determined by unit managers in conjunction with the Human Resources Department. The training programmes determined are approved by the Secretary General and planned by the Human Resources Department, taking into account our objectives, priorities, needs, time, quality and cost factors.

MEASUREMENT AND EVALUATION

ARTICLE 35-

Performance evaluation is conducted once a year and affects remuneration. The Directorate of Human Resources monitors the evaluation process to ensure it is conducted and concluded in accordance with the regulations. The evaluation is carried out by the relevant unit managers and approved by senior managers (Rector, Vice-Rector, Secretary General). The system covers permanent staff and personnel whose training period has been completed.

PROMOTION / CHANGE OF DUTIES

ARTICLE 36-

The promotion and/or job change of administrative staff is within the authority of the Rector.

ACTING DUTIES / ADDITIONAL DUTIES /

SIGNATURE AUTHORITY ARTICLE 37-

In circumstances deemed appropriate by the manager, staff may be assigned additional duties or duties by proxy outside their own remit, provided these duties are commensurate with their position. No additional remuneration shall be paid for such additional duties. Administrative managers shall leave a written letter of proxy during their annual paid leave periods.

FIFTH SECTION

DISCIPLINARY

PROVISIONS

ARTICLE 38-

For managers, teaching staff, civil servants, and other personnel of higher education institutions and higher education organisations, who fail to fulfil the duties imposed on them by laws, statutes and regulations, either within or outside the country, who fail to comply with mandatory requirements, who perform prohibited acts, or who behave in a manner incompatible with professional dignity and honour, disciplinary penalties shall be imposed in accordance with the legal basis specified below.

Legal Basis:

1. Higher Education Law No. 2547 (*Section 9: Disciplinary and Penal Proceedings*)
2. Higher Education Institutions Managers, Teaching Staff and Civil Servants Disciplinary Regulations (*Official Gazette Date: 21.08.1982, Official Gazette Number: 17789*)
3. Labour Law No. 4857

SIXTH SECTION

TERMINATION OF THE EMPLOYMENT CONTRACT

RESIGNAT

ION

ARTICLE

39-

If a member of the institution's staff wishes to resign, they may not leave their job without giving prior notice in accordance with the periods specified in the Labour Code.

A person who leaves their job without waiting for the notice period is obliged to pay notice compensation in accordance with the provisions of the Labour Laws.

Employees who resign,

- a) Those with up to 6 months of service: 2 weeks
- b) Those with service of 6 months to 1.5 years: 4 weeks
- c) Those with service of 1.5 years to 3 years: 6 weeks

d) Those with more than 3 years of service: 8 weeks must give prior written notice. However, the University may permit staff to leave before the notice period expires. The University's termination of the employment contract with notice is also subject to the same periods.

RETIREMENT

ARTICLE 40-

According to the Social Security Institution, the employment contract of staff who have acquired the right to retirement shall be terminated with notice from the first day of the month following the date on which they become eligible for retirement.

Although eligible for retirement, the term of service of personnel whose services are deemed necessary may be extended with the approval of the Chairman of the Board of Trustees. Personnel eligible for retirement retain the right to request voluntary retirement.

TERMINATION OF THE EMPLOYMENT CONTRACT DUE TO INSUFFICIENT

PERFORMANCE ARTICLE 41-

The employment contract shall be terminated in accordance with Article 17 of the Labour Law No. 4857 in the following cases.

- a) If the employee demonstrates inadequate performance for two consecutive periods despite measures taken following a performance evaluation,
- b) It is determined that an employee who has acquired the right to retirement under the Social Security Law has decreased concentration at work and reduced productivity.

DEATH

ARTICLE

42-

In the event of the death of an employee, the employment contract shall automatically terminate and proceedings shall be conducted in accordance with the Labour Law No. 4857.

PROCEDURES FOR

TERMINATION OF

EMPLOYMENT ARTICLE 43-

Regardless of the reason for leaving, before leaving, the employee must hand over to the relevant persons, with a written record, any documents, letters, software and information entrusted to them, as well as any equipment, electronic or technical devices, and their identity card. The employee is liable for any damage or loss incurred by the University as a result of failure to comply with this obligation.

EMPLOYMENT

CERTIFICATE

ARTICLE 44-

If an employee leaves the University by resigning or being dismissed, the University shall issue a work certificate to that employee. This certificate shall specify the employee's duties and the period of employment.

RELEASE

FORM

ARTICLE 45-

A release form is obtained from staff members who have left the University and whose all claims have been settled, confirming that they have no remaining obligations to the University. The release form is kept in the relevant individual's personal file.

ENTRY INTO FORCE

This guideline was approved and entered into force on 01.09.2013.

Decisions Regarding the Entry into Force of the Directive

Relevant Committee	Decision Date	Decision Number
Senate	10/07/2013	2013/06
Decisions Taken Regarding Amendments to the Directive		
Relevant Committee	Date of Decision	Decision Number
Senate	03/07/2020	2020/13
Board of Trustees	23/07/2020	2020/05
Senate	09/10/2020	2020/17
Board of Trustees	08/04/2021	2021/04
Senate	03/10/2025	2025/09
Board of Trustees	09 October 2025	2025/25