

Main Rights, Duties, and Responsibilities of the Employees

Effective as of: 03.04.2014

American University of Armenia

Policy for Publication

Policy Number: HUMR20140001

The specific and main responsibilities of each Employee are listed in the Employee's contract and/or job description attached to it. In fulfilling their specific responsibilities, all Employees are expected to work to the best of their ability to provide excellent service to all members of the AUA community. Employees must understand that change and flexibility are necessary for the efficient operation of AUA and must be willing to think and work creatively. Employees must strive for a working relationship with their supervisors and colleagues that is open, collaborative and based on mutual respect.

Employees shall coordinate their work and cooperate with others who are affected by their decisions and actions. They are expected to apply AUA policies and procedures effectively and in an ethical manner. Employees with supervisory responsibilities are expected to create and maintain a working environment, which encourages commitment, respect for differences and professional development of the staff.

The Rights of the Employees

The Employees Have the Right to:

- Perform their jobs in the healthful working conditions including appropriate light and temperature,
- Perform their jobs as set forth in the employment contracts in the shared or individual offices and, in special cases, in outdoor conditions,
- Receive all necessary means and materials, professional literature/technical manuals, instruments and other tools required for performing their jobs,
- Receive salary at least once a month,
- Use annual minimal paid vacation,
- Use other rights as prescribed in the RA Labor Code.

The Duties of the Employees

The Employees are Obligated to:

- Be present at work on time and perform their duties properly,
- Keep an environment of general tolerance and not to dispute with other Employees or other people,
- Respect all Employees of the Employer, students, and visitors,
- Come to work in sober condition,
- Follow the work safety and security regulations and requirements, work carefully and effectively,
- Treat the Employer's property properly and efficiently: immediately inform the supervisor and the security service of the building in case of any risk that arises towards the Employer's property,
- Keep confidentiality of information about the Employer and parties cooperating with the Employer,
- Keep sanitary rules, personal and workplace hygiene requirements,
- Follow the fire prevention regulations,
- Avoid using materials, equipment, and other information provided by the Employer for other purposes,
- Avoid destroying or altering computer softwares, documents and passwords before or during resignation,
- Inform the Employer in writing immediately about any circumstances including sickness that prevent non-performance of job duties,
- Perform other duties as set forth in the RA Labor Code and employment contract.

The Responsibilities of the Employees

- The Employees will bear material responsibility and/or be subject to disciplinary action in case they will not perform or will not perform properly the duties as set forth in the PPM and/or employment contract,
- The Employee will be materially responsible for damage caused to the Employer's property.