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ACADEMIC STAFF MANUAL

Pristina, 2023

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1. Introduction

This Handbook serves as a summary of policies, procedures and work instructions for Tempulli Academy staff. The manual aims to help the staff - the staff to become better acquainted with the Academy and the policies that affect the staff in employment, academic and career advancement, compensation, behavior, respect for ethics, etc. This handbook provides the Academy staff with an overview of the best practices of the professional work carried out in the Academy.

The academy is an institution open to staff with values from every culture, gender, race and faith. We are a community working together to achieve a common goal. The academy is dedicated to quality education, research and community service. The management has summarized the main issues that affect the daily operational needs and the objectives of the Academy foreseen with the strategic plan. The information contained in this handbook is also available to all staff members and can be found on the Academy's website.

1.1 Tempulli Academy

Tempulli Academy was registered on October 13th, 2020, as a Higher Education Institution in Kosovo. Tempulli Academy, although a fairly new institution, has a long tradition of Tempulli since 1992, and that as a center of training and education for young vehicle-driving students, and as a Tempulli College from 2001 to 2020. As a result of the commitment and needs of the market, this center has evolved over the years and has grown and developed with academic and professional programs within the Tempulli Academy.

1.1.1 Vision

A unique institution of higher education in the country and the region, with a focus on the development of professional research skills through the interconnection of innovative teaching, practical learning and scientific work for the benefit of the community.

1.1.2. Mission

Qualitatively prepare students and trainees with adequate knowledge and skills to learn and research in order to lead a successful professional career and, together with academia as well as individually, contribute responsibly to the community.

1.1.3. Values and principles

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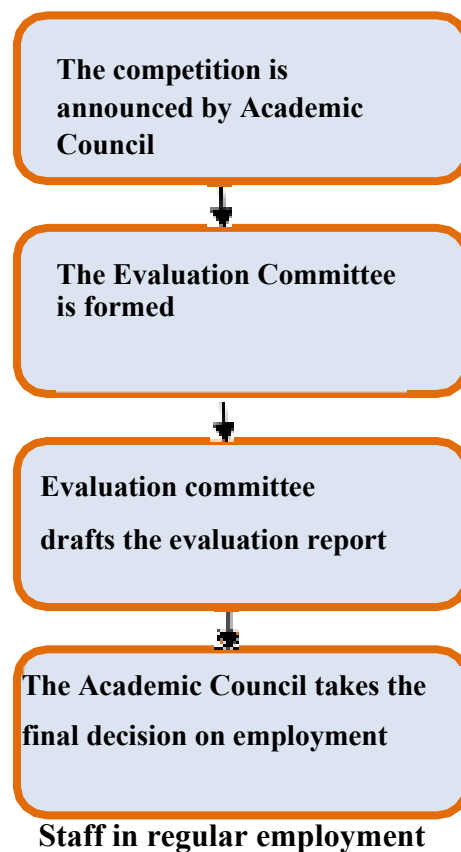
2. All staff inclusion and diversity

The Academy actively promotes and affirms equal employment rights for all interested individuals regardless of nationality, religion, nationality, age allowed by laws in force in countries, gender, marital status, etc. The Academy is committed to the equal treatment of all academic staff, including cases with special needs, always based on Law no. 03/L-019 on the training, professional retraining and employment of persons with disabilities. The working relationship established between the Academy and the staff (based on the functional legal provisions in Kosovo, Labor Law no. 03/L-212, Article 2 and 3) is voluntary and is at the will of the Academy and the employed staff. Such employment relationship may be terminated at any time by the Academy or the staff, in accordance with the law in force in our country. The Academy develops its activity based on the Law on Higher Education no. 04/L-037. This handbook is an informational document and does not constitute or reflect on the academic staff employed.

2.1 Employment, staff recruitment

The coordinators of the Academy's programs identify the needs for staff within their framework,

based on these needs the Academy then initiates the procedure for opening the competition and recruiting staff. The staff recruitment procedure within the Academy is regulated by accompanying legal acts, the regulations for staff recruitment and advancement . These legal acts specify the necessary steps to carry out a selection of new staff based on the announced competition, these steps are:



The Academy based on the legal provisions under the Labor Law no. 03/L-212, the Law on Higher Education no. 04/L-037, the Statute of the Academy, as well as other legal acts, conclude employment contracts with regular relations with its staff, which contract can be full-time (100%), contract with half the rate (50%) and contract with $\frac{1}{4}$ of the work rate (25%) - income compensation will be commensurate with the staff's commitment to work. The staff is required to perform the work conscientiously, on time and in a qualitative manner, the staff who have an

employment contract for a regular employment relationship at the Academy do not have the right to work in another place at full rates and must maintain the prestige of Academy. The staff is obliged to respect the spirit of humanity, the autonomy of the Academy, the code of ethics, the ranking of the Academy, always influencing its improvement, to respect all the normative acts of the Academy, contributing to the smooth running of the work.

2.1.1 Engaged staff

The status of part-time employment for staff is also regulated by the employment contract, which specifies and determines the total number of hours that are assigned to work during the work week. Part-time staff are scheduled to work less than 40 hours per week, unless assigned by Academy management to work additional hours which are then compensated in income based on the personal income regulation.

2.2 Academy expectations of staff

The Academy functions as independent, unaffected and unconditional by external interests of whatever nature they may be. The Academy expects its staff to be committed to work, to respect the employment contract where the obligations and duties of the staff are specified, to respect the principles of fairness and impartiality, to work in the interest of the Academy, avoiding situations of conflict of interests , and unethical behaviors in communication, management, research and academic work as defined by the legislation and policies of the Academy, including the Law on Higher Education of the Republic of Kosovo, the Statute, the Code of Ethics, as well as other legal acts in the Academy . In addition, the Academy expects its staff to contribute with work and commitment to meeting the objectives defined in the Academy's Strategic Plan.

2.3 Staff rights and responsibilities

The staff at the Academy enjoy freedom of expression, they have the freedom to give new ideas, to express opposing opinions within the Academy without putting themselves in danger with the loss of their jobs or any privileges they may have at the Academy. The staff has the right to

publish the results of their research respecting the rules of scientific research defined by the Statute and the legislation in force in Kosovo, especially copyright. The staff of the Academy has the right to advancement and academic development, the right to equal treatment and the right to leave as explained in the legal acts of the Academy.

2.4 Staff workload at work

The employment contract for a regular employment relationship specifies the mutual obligations between the Academy and the staff. The academic staff with regular working relationships have 40 hours of work per week of these 6 hours, i.e. 10 hours of teaching depending on their academic vocation. The Academy may ask the staff to work longer than the scheduled working hours, but not longer than 20 hours per week or 40 hours per month. Staff in regular employment are entitled to annual leave according to the legislation in force.

3. Employment policy

The Academy is continuously committed to implementing the principle of equal opportunities for staff interested in employment. The Academy also provides protection of the basic rights arising from the legal provisions governing the employment relationship for the applicant staff. In the case of hiring new staff, the Academy has as a working principle - in accordance with the legislation in force in Kosovo - the Law on Gender Equality No. 05 / L-020 - to give preference to female candidates until gender balance is achieved among the staff for both sexes. The same policy applies to the staff with commitment. The employment policy at the Academy also relates to the ethical behavior, rights and responsibilities that the staff have in working relationships, the staff must respect the ethical principles that work in the Academy, the rights of the staff such as academic freedom, evaluate objectively, respect the legislation in force, the responsibilities of the staff to be unaffected, to have a high level of institutional responsibility, not to misuse the resources of the institution, not to accept bribes, etc..

3.1 Anti-discrimination policy

The Academy, as an educational institution and as an employer, values equality of opportunity,

human dignity and national, ethnic and cultural diversity. Therefore, the Academy prohibits and will not engage in discrimination or underestimation of personality based on religion, national origin, ancestry, gender, age, marital status, family status, etc. The Academy also encourages that if there are cases of this nature, higher management instances are notified and there will be no retaliation against any person who provides information for such an investigation. The Academy does not tolerate discrimination, harassment or retaliation on these grounds and takes steps to ensure that staff and third parties are not subjected to a hostile environment in Academy activities. The Academy responds promptly and equitably to allegations of discrimination, undervaluation, harassment, and retaliation by taking immediate investigative action including strict disciplinary action against individuals found to have used such action. The Academy will continue to take affirmative steps to support and advance the values of equality in every aspect in accordance with the mission of the Academy and the laws in force.

3.2 Employment of relatives (nepotism)

The Academy strives to hire the most qualified individuals available for all open positions in the competition. The Academy does not consider family relationship as an influencing factor in employment. Employment depends exclusively on the applicant's qualifications and suitability for the position.

3.3 Files and transparency for staff

The Academy has built a comprehensive and transparent staff documentation management system, creating and updating the files of each of its staff. This means that each staff member will have a personal file (folder) that will record all the activities undertaken. The file will contain information about the teacher's data, staff evaluations by students, by colleagues, by the manager, research and other activities carried out by the staff related to the Academy, all these data found in the staff file can be used in their academic and professional advancement.

4. Performance appraisal for staff

The Academy regularly organizes the evaluation of staff in academic work activities through

mechanisms and not only (this field is regulated by the Quality Assurance Regulation), there are several mechanisms for conducting a staff evaluation:

- staff self-assessment (performed once a year),
- peer assessment (peer-to-peer classroom visits and monitoring - done once a year) and
- student evaluation for academic staff performance (this evaluation is performed once during the semester).
- The manager is evaluated once a year.

Data collected from student questionnaires is a regular part of the self-evaluation process. They are used by the relevant management to identify and evaluate the performance of the academic staff as well as by the administration to evaluate the administrative, infrastructural, etc. aspects. Also, staff performance evaluation is done once a year through the Performance Appraisal Regulation. (Annex A: Performance Evaluation Form).

5. Career development of staff

The Academy treats the academic staff as one of its fundamental resources. The Academy is committed to helping staff to develop professionally during their work because in this way the direct beneficiaries of this development will be the students and the community. The Academy aims to continuously identify and recognize the staff's needs for professional development and provide them with continuous development, so that the investment in this area brings benefits to the entire institution. Continuous staff development aims to increase and support excellence in academic practice in the Academy, through leadership, professional skills, research and teaching, working with staff in several directions such as Teaching, Research, Mentoring, Scientific Publications, Monographs, Literature . The Academy, through the special regulation for Scientific Research, has created opportunities for the staff to devote themselves to academic activities with a scientific character, the Regulation specifies many incentive benefits for the staff, such as financing of scientific research, procedures are specified for benefits of research activities, for reimbursement of financial obligations for staff, etc., this regulation specifies applied research-scientific activity also relying on Law no. 04L-145, this research activity

includes scientific publications, international conferences, cooperation with enterprises and industry, organization of seminars, preparation of expertise. All these research-scientific achievements are in some form mandatory for the academic staff because they must be part of international conferences, publish papers in indexed journals (accepted according to legal acts in countries) - which must be forwarded by Commission for research and science in the Academy.

6. Administration of salaries and other payments

The Academy for staff in employment has regulated the form of payment according to the legal acts in force for personal income, this is organized through the Finance office. The staff of the Academy records the hours of work - teaching and through a monthly report is sent - through the program coordinator - to the finance department for calculation and execution of salaries (the salary level is defined in the employment contract for each staff - and it depends on the position he exercises or the academic title). The monthly reports contain the work period - specifying the days of continuity at work - teaching and this report must be sent no later than the 04th of each subsequent month for the previous month. The Academy has regulated the salary for the staff in a regular employment relationship and for the engaged staff. The staff in a regular employment relationship has the exact salary level specified in the employment contract (40 hours of work per week - of these 6 hours of teaching). with the hours kept and based on the contract specifying the amount of payment per hour, the payment is made. In the Academy, there are other commitments in addition to regular working and teaching hours, this form of commitment can be participation in any Academy project, participation in working teams for the advancement of work in the Academy, participation in various work meetings that are related with her activity - and for any activity outside regular working and teaching hours - salary compensation is regulated by legal acts on personal income.

7. Vocation for the staff

The Academy regulates the use of annual leave by the staff - this is also regulated by the Labor Law no. 03/L-212 and the collective contract, the staff cannot take leave during the academic year where teaching days and office work hours are set, except for exceptional cases and emergency situations. In exceptional cases, staff must notify the Academy's management as soon

as possible that they need to leave due to illness or other exceptional circumstances. Article 33 of the Labor Law no. 03/L-212 regulates the form and manner of using the annual leave, according to this article the annual leave can last as long as the leave lasts in educational institutions. In cases where the staff during the summer vacations are called to professional training courses for the performance of other work related to the preparation for the beginning of the school year, as well as for the performance of academic/scientific activities organized by the Academy, the duration of the summer vacations is determined in accordance with the Labor Law and the Collective Agreement.

Based on Article 39 of the Labor Law, staff can exercise their right to paid absences until:

- in five days in case of his marriage;
- five days in case of the death of a close family member;
- three days for childbirth;
- one working day for each case of voluntary blood donation;
- as well as in other cases as defined by the Collective Contract, the Labor Contract and the policies of the Academy.

In order to facilitate access to work, the Academy applies favorable policies for academic staff who are mothers, which with a well-founded reasoning (outside of those mentioned above) can ease the workload. Maternity leave is regulated by Article 49 of the Labor Law, which states: "Employed women have the right to 12 months of maternity leave, starting from 45 to 28 days before the expected date of birth - salary compensation it is done at the rate of 70% for the first 6 months, 50% for the following 3 months and 0% in the last 3 months. The child's father realizes these rights if the mother falls ill, abandons the child or dies. In other cases, the father is entitled to 2 days of paternity leave and 2 weeks of paid leave until the child reaches the age of 3. Other conditions apply when the child is stillborn or needs special care.

8. Ethics - compliance with the Code of Ethics

The Academy, as a private institution of higher education, also regulates the behavior of its own staff, this sphere is regulated by the Regulation on the Code of Ethics, which is functional and is mandatory for implementation by each staff at the Academy. The Code of Ethics is intended to

establish rules of professional behavior of the staff at the Academy, which aims to develop the culture within the Academy to highlight our positive values within. All staff must be guided by the principle of integrity, courtesy, correctness, morality, mutual respect, institutional and civic responsibility. The Code identifies the obligations of personnel (to promote the Academy, have personal integrity, maintain confidentiality, respect the schedule, etc.), confidentiality of information, anti-discrimination policy, sexual harassment, personal relationships, conflict of interest, gifts and favors. The code also identifies the obligations of students (they must respect the study schedule, the academic staff, not make provocative gestures, not copy, etc.). The implementation of the Code of Ethics is carried out by the Council of Ethics - this council is elected by the Academic Council and operates in accordance with the Statute, Regulations of the Academy and the Code of Ethics . Pursuant to this Code, he has the following powers:

- To observe the implementation of the provisions of this Code and to propose changes, improvements or other binding measures related to Ethics in the Academy;
- Propose disciplinary measures to the Director when the violation is minor, is for the first time and is related to disciplinary behavior at work;
- In the case of election processes, in the absence of the Director, decisions on disciplinary measures are taken by the Ethics Council;
- To propose measures to the Academic Council when violations are related to academic matters;
- To propose to the Disciplinary Commission when the violation is repeatable and is considered serious;
- The decision of the Director and the Academic Council on the severe measures imposed is final.

When the Academic Council decides on a disciplinary measure according to the proposal of the Disciplinary Committee. The Academic Council takes the final decision on serious violations.

The Ethics Council only reviews cases where the denunciation, complaint or report identifies the individual who made the complaint. When an employee is alleged to have committed a major violation, he/she will be investigated by a Disciplinary Commission formed by the Disciplinary Council. The disciplinary committee consists of four members - two from the

academic staff with four-year terms, one member from the administrative staff with four-year terms, one student delegate from the Student Parliament with a one-year term.

9. Termination of the employment relationship

The academy for each staff member with a regular employment relationship, with employment contracts, also specifies the conditions for termination of the employment relationship, according to the legal acts in force, on the basis of which acts the employment contract is concluded - there are also specified the circumstances for which it ends an employment relationship either by the employer or by the staff who can submit the resignation. If there are reasons for severing the employment relationship from the employer, then he is obliged to notify the staff in writing 30 days in advance of the severance of the employment contract, specifying the reasons why he came to this act, which may be:

- Economic reason - when there is no budget for the workplace,
- The employee is no longer able to perform the work,
- Expiration of the contract,
- Serious violations of work duties by the employee,
- Non-fulfillment of duties by the employee (negative performance),

9.1 Unacceptable behavior of staff

The Academy has regulated this area with the Code of Ethics Regulation, this regulation contains the behavior of the academic staff in relation to the students - it prohibits setting conditions for passing the exam, conflict of interest, discrimination, arbitrariness towards the student, and also specifies the behavior of unacceptable towards colleagues – it is forbidden to evaluate the professional competences of colleagues, discrimination, legal violations, it is forbidden to use the Academy's resources without authorization for profit, religious issues, etc.

The Academy has the right to dismiss an employee for misconduct, among others, for the following reasons:

- Theft;

- falsifying accounts or records;
- fraud or any other form of dishonesty;
- negligence or damage to Academy property;
- harming other employees or persons in the workplace;
- refusal to carry out proper and reasonable instructions;
- rude, abusive and violent behavior near or in the workplace; being under the influence of alcohol or drugs at or near the workplace;
- conviction for a criminal offense;
- constant lateness to work.

9.2 Retirement

The Academy respects the legal provisions in force even for mandatory retirement, but this does not prevent the Academy from making a mutual agreement for a retired staff member to continue to provide his/her services for any specific period. Termination of employment in any way obligates an employee to return all documentation and any other property of the Academy in good condition to the Program Coordinator. An Exit List Form shall be duly completed and signed by both parties.

10. Complaint procedure

The Academy encourages open and honest dialogue about work standards and the best possible performance of the staff, but if any difficulties arise in this direction, but not only then, formal and non-formal complaints procedures must be followed by the staff. The Academy prohibits retaliation against any employee for using or participating in such grievance procedures. At the Academy there are opportunities for raising various questions related to management policies and procedures that affect or are likely to affect the work of the staff, for this issue there are resources available for clarification. Therefore, the staff is encouraged to seek answers to their questions and concerns regarding work and possible difficulties or problems during work, and if they do not have a satisfactory answer, then they have the right to complain.

There are several steps available for addressing staff relations problems:

- Verbal discussion with the first manager in the managerial hierarchy – means that for any possible concern of the staff, he must discuss it with the first line manager in the managerial hierarchy (except when the problem or dispute concerns the first line manager in hierarchy – in these cases it is passed to the second step).
- Complaints to the Academy complaints committee - if a problem remains unresolved at the first step then you can initiate a complaint to the Academy complaints committee, however before you get to this step you should try to discuss the problem with your immediate supervisor. It is the supervisor's responsibility to meet with you in a timely and professional manner to discuss applicable Academy policies. The supervisor must consider reasonable solutions that will remedy the situation in accordance with Academy policy. If you believe that you are unable to direct the particular work-related concern to an immediate supervisor, you should discuss the matter with another appropriate administrator at the Academy who is in a higher management hierarchy.

11. Staff Performance Evaluation Form

PERFORMANCE EVALUATION FORM	
Academy / Center:	
Academic/Professional Department:	
Name and surname:	
ID number:	
Date of birth:	
Academic Degree:	
Nationality:	
General Specialization:	
Specific area of specialization:	
Date of employment at the Tempulli Academy:	
The last scientific call:	
Date of receipt:	
The institution that issued it:	
Years of teaching experience:	
Study focus for the current academic year:	
Scientific Research Focus	

Acknowledgments and recognized certificates (attach supporting documents):
Name of award/recognition/certificate:
Field for which the certificate was issued:
Grant Organization:
Date Received:

Academic year	Course code	Course title	Ects	No. of students
First semester				
Semester II				
Semester III				
Semester IV				
The 5th semester				

Research activities:

Publications / scientific research / translations / studies that have been published or are in the process of preparation / research or theses / financially sponsored research projects or contract research (please attach supporting documents)

TITLE	Publication, authorship, research contract	Publisher	Nature of participation (author or co-author)	Publication date

Assessment of research activity (points = 20%)

If the number of published works is more than one research per year, whether individually or jointly (15 **points**).

If the number of published researches is a publication, either individually or jointly (10 **points**).

If any research has not been published during the year, and there is no research activity (0 **points**).

The following conditions have also been added:

If Academy staff have been able to obtain financial support to carry out a technical study or provide consultation, or participated in other research activities that were either published or not (5 points).

If the Academy Personnel did not participate in any other research activity (0 points).

Scientific activities:

TITLE	Business Conference/ seminar/ workshop/ training	Date Country	Type of participation Session/ moderator/ coordinator	The organizing committee

Conferences, seminars and training courses that Academy personnel have participated in:

Evaluation of scientific activities (weight = 10 points):

If the number of participations exceeds three (3) in one year (10 points).

If the number of participations in scientific activities is two (2) (7 points).

If the number of participations in scientific activities is one (1) (5 points).

If the member of the Academy does not have any participation in scientific activities (0 points).

Note: the total score for this article is from 30 points for the ranks that go for the title of professor to assistant professor (for scientific research tracks), and from 10 points for the ranks of instructor, trainer, etc.

Academy service:

Carefully fill in the table with the committees and tasks performed in the service of the Academy

Task	Authority	Quality of participation	From (date)	Until (Date)

Academy Service Evaluation (weight = 10 points)

- Of the participation in service activities at the Academy, there are three (10 points).
- Of the participation in service activities at the Academy, there are two (7 points).
- Of the participations in the service activities at the Academy are one (5 points).
- There is no participation from the member of the Academy (0 points).

Community Service:

Carefully complete the table on committee services and tasks accomplished in community service and provide supporting documents.

TITLE	Business Conference/ seminar/ workshop/ training	Date Country	Type of participation Session/ moderator/ coordinator	The organizing committee

Student assessment

The differential rate of student evaluation for staff for the last two years, in semesters are calculated:

Academic year	Semester	The purpose of the assessment	Members involved in the evaluation, by program/department			The rate of evolution in the Academy
			Evaluation	Distribution	Quality	

Table for comparison in years

Academic year	Semester	The purpose of	Members involved in the assessment, by program/department			The rate of evolution in the Academy
			Evaluation	Distribution	Quality	

		the assessment				

As for the differential degree, 20 points are calculated for the scientific research tracks for the ranks from professor to assistant professor and 30 points for the ranks starting from assistant to instructor or trainer.

Evaluation of the program coordinator/department leader:

Name of applicant:
Specific specialization:
Date Received:
Program/Department:
Academy:

The program coordinator/department head completes this Academic Performance Evaluation Form for the Academic Year. Promotion in the Department, referring to the details documented in the forms for previous years. The applicant must include documents for the items that must be documented and are marked with (*) below.

Field		ISSUE	ASSESSMENT	Points
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	No. of the case		Always (3 or 4)	FREQUENTLY (2 or 3)	Sometimes (1 or 2)	Rarely (1 or 0.5)	Never (0)	
Professionalism	1	Maintains Academy traditions, customs and values, manners, general appearance and relationships with others.						
	2	Acts according to Academy regulations, by-laws and decisions.						
	3	Performs all tasks entrusted to him (performs tasks assigned by the General Secretary, Coordinator, President of the Academy and other officials in a dignified manner.						
	4	Timely respects the deadlines for the realization of tasks.						
	5	It deals with problems, and suggests suitable measures for solutions for the general interest of the work).						
	6	Participate in the development of the Academy						

		through valuable and positive initiatives.							
	7	Establish integrated plans for teaching and assessment of courses (maintenance) portfolios including description of teaching plans, objectives and expected outcomes, approved student assessment scheme, and references). *							
	8	Respects the curriculum plan to achieve the expected objectives and results. *							
	9	Conducts his/her courses regularly. (Example: developing and teaching e-courses) *							
	10	Effective instruction and communication. It uses a variety of teaching methods including lectures, seminars, discussion groups, research							
								Total points	

These items must be supported by documents for verification.

The score is calculated out of 30 in the evaluation of ranks starting from professor to assistant professor.

The score is calculated out of 40 in the evaluation of ranks starting from lecturer, trainer and instructor.

Note: If the program coordinator/department head is the subject of the evaluation, then the Academy Director completes the form.

Other comments that the program coordinator/department leader would like to make:

Performance evaluation of Academy staff:

Total points:_____

Field	Professor, Assistant Professor Lecturer Assistant Thrace of Research		Professor, Assistant Professor Lecturer Assistant Thrace of Lecturing		Trainer, Instructor	
	percent	point	percent	point	percent	point
Research activities	30		20		10	
Service to the Academy and the community	20		20		20	
Evaluation students	20		30		30	
Program Coordinator/ Head of Department	30		30		40	
The final result	100		100		100	

Additional comments:

Objectives set for the next academic year:

Coordinator of the Tempulli Academy _____

Signature:

Date: .../.../.....