



NUTECH HUMAN RESOURCES POLICY (NHRP)

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)

ISLAMABAD, PAKISTAN

SECTION – I

(HISTORICAL BACK GROUND)

1. The National University of Technology is being established with a view to provide leading Technologists at National and International level. The initiative is one of its kind thus rendering a greater responsibility onto the founding team to place the bar at the highest pedestal with a vision to establish its credibility amongst the already well reputed National level institutions. Besides being the torch bearer in fostering the new generation of graduates in the field of Technology, who are harnessed with the astute knowledge and wherewithal to lead the nation to the Technological transformations which shall be in line with the vision for a national prosperity being viewed in the realm of global partnership under China Pakistan Economic Corridor.
2. The grandeur of the thought process in the establishment of the University Acts as a beacon to foster the systems that should enable all stake holders to harness their teams in order to attain the vision of National University of Technology. The Human Resource Office shares a greater burden of the overall responsibility by ensuring provisioning of Human Resource that is not only tenable to the individual requirement being sought by the stake holders but should be able to contribute collectively to make the National University of Technology Campus as the brand of excellence in the field of Technology to be sought at National level and globally. Setting a highest bar for self actualization may eventually enable us to attain the vision being set forth for National University of Technology.
3. **The Vision and Mission of The University**. The National University of Technology is a comprehensive university committed to offering a broad range of programs in liberal technology, sciences and at the skill level. Program to meet the needs of country. As comprehensive, the University views learning as a shared task of discovering, integrating, applying and communicating knowledge at the

intersections of professional education, across the disciplines, and through combining theory, practical and research.

- a. **Vision.** To become Internationally acclaimed Engineering Technology driven Research University for producing Industry focused Leaders of Character, Solution Providers, Challenging Technologies Innovators, Breeders, Harbourers and Cherishers to revolutionize Technological Education Sector by Introducing Higher Education in the Technology Streams to strengthen National Economy for Real Self Reliance.
- b. **Mission.** To produce creative and technically sound engineering technologists augmented by well trained technical workforce; and knowledge creation in a vibrant, innovative & entrepreneurial environment, through modern academic systems and best learning practices, research collaborations and strengthened academia-industrial linkages so as to grow knowledge economy.

SECTION-II**(OFFICE OF HUMAN RESOURCE)**

4. The Office of Human Resources is committed to being a customer-oriented, human resources partner implementing best practices, policies, and programs that contribute to the University's mission. We offer expertise through our work in the functional areas of human resources including employment services and risk, benefits and compensation, employee relations, learning and development, human resources operations, human resources information systems, and more. We contribute to the vision of the University and by addressing the needs of the institution.

5. Our values and belief at Human Resource office rests at following thoughts:-
- a. People are the most valuable asset of the University.
 - b. People should be supported in doing a good job.
 - c. People deserve to be treated with dignity and respected for their talents and for who they are.
 - d. People need a work/life balance.
 - e. People need to be recognized and compensated appropriately.
 - f. People should be provided with opportunities to grow professionally, personally, and spiritually.
 - g. Diverse people who come together in community create strong, vital organizations that benefit all.
 - h. Human Resource must strive for balance in advising supervisors and advocating for employees.

6. **Human Resource Strategy – National University of Technology.** The key to success in attaining the excellence and extending the vision of National University of Technology is to ensure harnessing its Human Resource in all its facets. The successful universities have realized that human resource is the main source of competitive advantage, the planning of Human Resource is an

inseparable part of university's strategic planning it is an ongoing process of assessment of human resource needs in relation with university's goals:-

- a. **Human Resource Mission.** To model the Human Resource policies that assists in mustering the finest, diversified and motivated work force that realizes the National University of Technologies vision.
- b. **Human Resource Policy Parameters.** Policy parameters be postulated to lay down a strong foundation for National University of Technology:-
 - (1) Attract and retain the best professionally sound faculty / staff.
 - (2) Ensure retention of the astute work force at the National University of Technology campus.
 - (3) Improve the profile and performance of University by recruiting and developing high employees / staff.
 - (4) Promote flexibility and innovation by developing organizational capability.
 - (5) Invest heavily in the leadership development at all times.
 - (6) Promote the culture of respect and dignity within the campus.
 - (7) Promote safe and healthy environment.
 - (8) Develop efficient, effective ad sustainable employment environment.
 - (9) Promote culture of on campus well being of all stake holders.
 - (10) Develop user friendly Human Resource system, while ensuring confidentiality of employees data.
 - (11) Define and resource the life cycle at the National University of Technology i.e Recruitment Development and exit.
- c. **Human Resource Functions.** The office of Human Resource will be responsible for Human Resource function at the National University of Technology:-

- (1) Recruit and select the best possible faculty and staff for the National University of Technology.
- (2) Compensation and Benefits to be modeled with a view to create a conducive work place environment.
- (3) Performance management shall be the cover stone of the University.
- (4) Promotion and upgradation shall be the focus of Human Resource to assist the faculty and staff in their professional pursuits.
- (5) Tenure track system shall be the centre piece of the National University of Technologies policy for fostering the environment for self realization and actualization.
- (6) National University of Technology believes in attaining the highest ebb of professionalism insperial all facts of Human Resource: Emphasis shall be lords at training and professional development of Faculty and Staff.
- (7) Amid the diversely of Human Resource at National University of Technology; Employee relations with act as a catalog the University's conducive work place environment.
- (8) Spell policies that assist the individuals opting for separation from National University of Technology in an honorable way.
- (9) Human Resource Audit to maintenance a semblance in Human Resource policy frame work.
- (10) Correspondence with all stake holders.
- (11) Maintenance of Human Resource Information system.
- (12) Issuance of Human Resource Policy on time to time basis to address all related issue.

SECTION – III
(EMPLOYMENT)

7. **General.**

- a. Every person regardless of race, color, creed, religion, ancestry, national or ethnic origin, gender, age, familial status or disability shall be treated with respect and dignity. No person shall be subject to any racial, psychological, physical, verbal or other similar harassment or abuse, or be denied equitable consideration for access to employment and the programs, services and activities of the National University of Technology.
- b. The quality of our campus life and community is dependent on the conduct of each of its members. The university expects that the behavior of employees will reflect decency and respect for oneself and others. While certain expectations are more fully elaborated in specific policies, overall guidance should be respect for the dignity of each person. Failure to observe these standards of behavior will result in disciplinary action. Such failure is not limited to the regulations specifically listed in this handbook.

8. **Management Prerogatives**

- a. The executives and officers of the National University of Technology have been vested with the exclusive responsibility to operate, manage and direct its assets and employees so as to legally achieve its objectives.
- b. This right to manage, direct and control the operations of the National University of Technology and its employees remains vested exclusively with its employees, notwithstanding that this handbook has been published to reflect the exercise of this exclusive management function.

- c. The rights to manage include, but are not necessarily limited to, the right to establish or change terms and conditions of employment, plan, control, and direct all of our operations, hire, transfer employees, maintain efficiency, and to determine and control the methods, processes and procedures used to meet our objectives.
- d. Management in meeting its responsibilities need not necessarily exercise all of the rights reserved to it, or if it exercises them in a particular way, it shall not be deemed a waiver or relinquishment of its right to exercise such rights from time to time in ways that differ from this handbook. From time to time in the event that changes in this handbook are deemed to be in the best interest of the National University of Technology, such changes will be published as revisions to this handbook for purposes of informing and communicating such changes to all employees of the National University of Technology.
- e. The employee understands and acknowledges that the National University of Technology, as the employer, from time to time, will make changes in the terms and conditions of employment contained in this handbook just as it will do so, from time to time, in the rate of pay.
- f. The employee, by accepting employment at the National University of Technology and by receiving the wages and benefits attributable to his/her position at the National University of Technology, acknowledges these payments and benefits as consideration for the management prerogatives retained above and for the right inherent in the National University of Technology to make changes in this employees' handbook and the terms and conditions of employment, including the assignment of duties or the reassignment of the employee to a different position, with any appropriate changes in compensation, in the event it deems this to be necessary. By

continuing employment after such changes, the employee ratifies and consents to such changes, and the payment of wages and benefits thereafter shall be further consideration for such changes.

9. **Employment Records**

- a. The Office of Human Resources is the primary custodian of the official employment records of all staff members employed at the University.
- b. Every staff member must report changes in personal status including name and address changes, so that the records properly reflect the current status of every person employed and so that informational bulletins including earning statements can be sent on a timely basis.
- c. As a matter of policy with regard to employee personal privacy, we will collect and use only that information that is necessary or relevant to the operating needs of the University. Internal access will be limited to those who have legitimate business reasons. Information regarding an employee's home address and telephone number will not be released unless there is an obvious "need to know" or in case of an emergency. Employees' home addresses and telephone numbers will not be given to other employees for use in mailings.
- d. The following information is designated as directory information and will be provided and verified: dates of employment, job title or position, and department. All other information maintained in the personnel file for all staff members is considered confidential and is released only after written request and consent of the employee. Information will be released to government agencies when required by federal laws enforcement agencies. Information may be disclosed in response to summons or judicial order.
- e. All reference checks by outside employers requesting information on current or former employees and verification of employment must be

referred to the Office of Human Resources. Departments and other office holder should not release any information. The Office of Human Resources is authorized to reply to inquiries by verifying dates of employment and termination and job titles and department.

- f. The employee's personnel file shall be available for examination and review by the employee. Such review or examination shall take place during regular business hours in the Office of Human Resources in the presence of the record's custodian or his designee, and only upon prior notice. Employees will be required to sign a written form requesting access to his/her file and present valid identification.

10. **Employment Process.** The following hiring procedures apply for all non-faculty positions at the National University of Technology. Where indicated, the hiring procedures for the Research Institute may differ. In addition, where indicated, certain procedures may only apply for exempt positions (e.g. administrative/ professional).

- a. **General Information about the Employment Process.**
 - (1) The grade level and job classification should be determined in conjunction with the Office of Human Resources.
 - (2) No testing should be administered by departments without prior approval and coordination with the Office of Human Resources. Under the law, all testing must be validated to show a correlation between performance on the test and performance on the job.
 - (3) In selecting a candidate for a position, factors used in evaluating a candidate must be job related and non-discriminatory. Examples of job-related criteria include an evaluation of the candidate's experience, education, skills, abilities and knowledge. Statements that a candidate is "overqualified" or "not a good fit" will not be accepted as job-related criteria. Examples

of discriminatory factors include race, color, creed, religion, ethnic origin, gender, age, familial status or disability.

- (4) It is advisable that reference checks be completed on the final candidate(s). Supervisors must never contact the candidate's current employer/supervisor unless permission is obtained from the candidate. Upon request, reference checks will be made by the Office of Human Resources. In addition, the University has a formal agreement with an investigative agency to perform a pre-employment criminal conviction history investigation (background check) on all new hires.
- (5) **Employment Principles**
 - (a) Merit
 - (b) Transparency
 - (c) Qualification based
 - (d) Industrial Profile
 - (e) Relevant service experience
- (6) **Employment Objectives**
 - (a) Recruit best staff at all levels
 - (b) Attract globally acclaimed faculty (in coord with Registrar)
 - (c) Offer cost effective, fair transparent and payment schemes
 - (d) National University of Technology to become the choice destination for acclaimed faculty and staff
- (7) **Employment Flow Chart.** The process shall define the step by step involvement of all stake holders with a view to ensure their involvement and whole hearted contribution:-
 - (a) Demand from department / Directorate
 - (b) Advertisement (National, webpage)
 - (c) Collection / scrutiny of Curriculum Vitas

- (d) Short listing (back ground check)
 - (e) Test/ Seminar/ Presentation
 - (f) Preparation of proceedings
 - (g) Selection board schedule
 - (h) Issuance of call up notice
 - (i) Selection board meetings
 - (j) Approval from Contract Agreement
 - (k) Issuance of offer letter/ Appointment letter
 - (l) Deferment/ Re- advertisement in case of no selection
- (8) **Requisition and Employment Identification**. When a vacancy for a non-faculty position must be filled, the position description must be created or modified on the online management system. Once all the necessary departmental approvals have been obtain, Human Resources will review the position for grade level and job classification before it can be posted. The position must be approved by the Office of Human Resources and posted on the National University of Technology website before any recruitment activity is pursued.
- (9) **Employment Requirements**. When the Office of Human Resources approves and posts the position description, the candidate will receive an email with written procedures that must be followed in the recruitment process. These instructions serve as an extension of the policy manual and must be followed. Posts must be published for a minimum of ten working days. Requests for exceptions to the normal posting procedure must be made to the Office of Human Resources final. A decision will be made after consultation Pro-Rector. A request to bypass the normal hiring procedure must be accompanied by a detailed

written request, a current copy of the job description and the proposed candidate's resume or employment application.

- (10) **Employment/ Advertising**. As reflected in the University Mission Statement, it is a goal of the National University of Technology to ensure diversity among faculty, staff and students. Thus, it is important that we strive to recruit persons who reflect the diversity of the reasonable recruitment area. For University administrative and professional positions, supervisors are required to discuss their recruitment plan with the Office of Human Resource. It is the normal practice of the University to advertise in appropriate newspapers and National University of Technology website and to utilize resources designed to target female and minority populations. The Office of Human Resource is available to advise and assist supervisors in determining where advertisements should be placed. When ready to place an advertisement, the hiring supervisor must contact the Office of Human Resources. All advertisements will include a brief job description and a list of required and preferred qualifications.
- (11) **Receipt of Resume/Application**
- (a) Applicants will apply electronically to the posting and submit their application as well as any required documents such as a resume, letter of reference, etc. The Human Resource office will access application materials online. For Affirmative Action purposes information may be voluntarily collected from the applicant as part of the application process online.
 - (b) By conducting applicant tracking for all positions, the Office of Human Resource can monitor the success of

recruitment efforts and work with supervisors to ensure that a diverse pool of candidates is achieved. Once a posting closes, Human Resource will review the diversity of the applicant pool and prepare an Applicant Flow Data Log, which will be kept on file. The Applicant Flow Data Log indicates whether the applicant pool is representative and includes both gender diversity. If a department is underutilized in female and/or minority representation the Office of Human Resource will contact the hiring supervisor to discuss the matter.

(12) **Pre-interview Process.** The Human Resource has the responsibility of reviewing all applications and/or resumes received during the application process. Prior to interviewing, the hiring supervisor must assign a rating, status, selection reason (if applicable) and request permission from the Office of Human Resource to begin interviews. This process will assist the Office of Human Resource in reviewing the qualifications of each applicant and will provide adequate documentation should an applicant challenge why he/she was not offered an interview for the position. If the applicant pool for a particular position does not reflect the availability of persons within the reasonable recruitment area, the Office of Human Resource may contact the hiring supervisor to discuss the next steps.

(a) **Interview Process.** Interview questions must be designed to provide fair and objective evaluation of each candidate and should be developed in advance of committee interviews with candidates. A set of identical

questions should be asked of all candidates and questions must be job- related.

- (b) **Hiring Proposal and Job Offers Process.** After a selection has been made and before an employment offer has been extended, the hiring supervisor must recommend the selected applicant for hire and complete a hiring proposal through the online system. The hiring proposal must specify job-related distinctions and list all relevant and job-related information. The hiring proposal should be submitted to the Office of Human Resource the online system. The hiring supervisor will be notified when the proposal has been approved. After receiving the approval, a verbal offer of employment can be made to the candidate. When making the offer, the hiring supervisor must inform the candidate that the offer is contingent upon the successful results of the background check. An offer packet including the contingent offer letter and new hire paperwork will be sent by mail to the candidate. The Office of Human Resources conducts all applicable background checks on the final candidate once they have received the signed authorization form.
- (c) **Temporary Employees.** The University realizes the need for temporary employees; the Office of Human Resources shall hire temporary employee. Temporary positions must be posted and the University's web page. Complete documentation of all temporarily hired personnel shall be made by office of Human Resource.
- (d) **Staff Background Check Policy.**

- i. **Purpose.** The purpose of this policy is to describe the terms and conditions under which background checks are conducted. The National University of Technology believes that hiring qualified individuals to positions contributes to the University's overall strategic success. Background checks serve as an important part of the selection process.
- ii. **Policy**
 - aa. The National University of Technology conducts background checks on all full-time, contract, temporary, faculty and staff employees. The National University of Technology may also use a third party Police/ Army to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.
 - bb. The National University of Technology will ensure that all background checks are held in compliance federal laws.
 - cc. All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights, this information cannot be used as a basis for denying

employment, unless it is determined to be job-related.

dd. The National University of Technology reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.

(e) **Offer of Employment Process.**

- i. Once a candidate has been identified for employment, the hiring manager submits a hiring proposal to the Office of Human Resource. After the approval; the candidate will be extend an offer.
- ii. When the offer of employment is made to the successful candidate, he must informed the offer is **contingent** upon the successful results of the background check. The Office of Human Resources then conducts all applicable background checks on the final candidate.

(f) **Adverse Action Notifications.**

- i. If a background check is returned with unfavorable results, the Office of Human Resources will notify the hiring manager.
- ii. The Office of Human Resources will contact the candidate to inform him/her that the National University of Technology is rescinding its contingent offer of employment.

(13) **Nepotism.** Employment opportunities within the National University of Technology are not and should not be based upon or influenced by family relationships. The University will maintain

policies designed to guard against employment relationships from which nepotism or charges of nepotism might arise.

(14) **Duration of Employment.**

- (a) Employees are not employed for any definite term and the employment relationship is "at will" and may be terminated at any time by either party for any reason with or without cause except as set forth below:
- (b) The provisions of employment or benefits for a fixed term to employees who are not members of the faculty are valid only when a written contract/letter of appointment has been executed by both the Rector of the University and the individual.

(15) **Separation from Service.** Non-faculty employees of the National University of Technology are employed with an "at will" status. Employees are not employed for any definite term and either party for any reason, with or without cause, may terminate the employment relationship at any time. Only the Rector has authority to enter into any Agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

(a) **Voluntary**

i. **Employee Responsibility.**

- aa. Upon resignation, all employees are requested to submit a written letter of resignation to their immediate supervisor and the Office of Human Resources prior to their last day of employment.

- bb. Exempt Positions - at least four working weeks of notice prior to the date of separation from service.
 - cc. Nonexempt Positions - at least two working weeks of notice prior to the date of separation from service.
 - dd. The employee is asked to schedule a personal exit interview with office of Human Resources and complete an Exit Interview Questionnaire prior to leaving the University.
- ii. **Supervisor Responsibility.**
- aa. Upon receiving written notification that an employee is leaving, the Director or HoD is responsible for promptly completing the documents.
 - bb. Before the employee separates from the University, the supervisor is responsible for completing the Employee Separation form, which requires collection of University property, identification card, etc., and forwarding the completed form, along with the separating employees identification card, to the Office of Human Resources as the final step in the separation process.
- iii. **Human Resources Responsibility.**
- aa. Once the Office of Human Resources receives the Exit form stating that an employee is terminating, the Manager will mail or e-mail an

exit interview notification letter to the employee asking that he or she complete an exit interview questionnaire and schedule an exit interview with the office of Human Resources.

- bb. The office of Human Resources will conduct an exit interview with the separating employee to obtain information regarding various working conditions observed or experienced during the employee's period of employment.

- (b) **Involuntary.** Involuntary separation is a serious matter for the employee and the University. Supervisors and Human Resource strive to ensure that all involuntary separations are handled in a way that treats the employee with fairness and reduces the University's potential liability.
 - i. Address performance issues as soon as they become apparent.
 - ii. If performance issues do not improve with direction and coaching, supervisors should alert their immediate supervisors and their. It is important that Human Resources be involved as early as possible to provide assistance to the supervisor and to ensure that the interests of the employee and the University are well served.
 - iii. If involuntary separation is due to egregious behavior, the next level of supervision and office of Human Resources Representative, should be involved immediately. Depending on the behavior, our first

consideration is always the safety of people and the second is protection of University resources.

- iv. The supervisor/manager must review an involuntary termination decision with the next level of management and the Human Resource prior to making a decision.
- v. The supervisor/manager is responsible for conducting the termination meeting and for documenting comments made by the employee during the meeting. The supervisor may request their Representative of Human Resources to be present at the meeting.
- vi. Before the employee leaves employment, the supervisor is responsible for completing the formalities, which requires collection of University property, identification card, etc., and suggests other measures to ensure the protection of the University during separation.

SECTION – IV
(PAY AND BENEFITS)

11. **Pay Period.** The University disburse pay after the end of each month (1-30 days).

a. **Pay Period and Time Reporting For Exempt Employees.** Exempt employees report absences such as sick leave, vacation, or other absences, including time without pay on an exception basis to their department head or area Vice President. The department head or area Vice President verifies and signs the time report and forwards it to the Payroll Office in accordance with the procedure the Payroll Office establishes from time to time.

b. **Pay Period And Time Sheets For Non-Exempt Employees.** To ensure compliance with applicable laws, non-exempt employees must keep a record of all hours worked and any sick leave, vacation, or other absences, including time without pay. Non-exempt employees are paid once a month (except those on a forty (40) hour work week, those in collective bargaining units and temporary employees who are paid twice a month). Both the employee and her supervisor sign the time sheet, which is then submitted to the Payroll Office. The Payroll Office determines the days of the month on which the time sheets are due.

c. **Grades**

(1) Rector - BPS-22

(2) Pro-Rector - BPS-21

(3) Dean - BPS-21

(4) **Faculty**

(a) Professor - BPS-21

(b) Associate Professor - BPS-20

(c) Assistant Professor - BPS-19

(d) Lecturer - BPS-18

(5) **Staff**

(a) Director - BPS-20

(b) Deputy Director - BPS-19

(c) Assistant Director - BPS-18

(d) Deputy Assistant Director - BPS-17

(6) **Other Staff**

(a) Superintendent - BPS-16

(b) Accountant - BPS-14

(c) Supervisor - BPS-13

(d) Upper Division Clerk - BPS-11

(e) Lower Division Clerk - BPS-9

(f) Lower Staff - BPS-(1-6)

- d. **Pay Structure.** The detailed pay structure is att at **Annexure A & B**; which shall be implemented initially: Later NUTECH shall institutionalize its own pay structure in line with the policy of retaining appointment employees at NUTECH.
- e. **Benefits.** To be reviewed after the due diligence at National University of Technology for final approval by the Board of Governor in due course.

SECTION – V
(LEAVE POLICY)

12. **Sick Leave**

- a. **Purpose.** The University regards sick leave as a form of insurance available to employees when the need arises. The University's sick leave policy is designed to protect the income of employees during periods of non-occupational illness or injury, for personal safety reasons related to domestic violence, sexual assault, or stalking; or for closure of the workplace or a family member's school or care location by a public official to limit health hazards. Sick leave may be used for the employee's own needs or to provide care to a family member.
- b. **Sick Leave for Administration Staff.** Regular staff and administrator employees are awarded one (1) day of paid sick leave each month that they are actively employed by the University. Sick leave does not accrue during periods of an unpaid leave of absence. A maximum of sixty (60) days of sick leave may be accumulated. Unused sick leave may be carried over from one fiscal year to the next. Employees are not eligible to be paid for unused, accrued sick leave upon separation from employment.
- c. **Sick Leave for Faculty.** Full-time faculty are awarded sixty (60) days of sick leave each academic year. Unused sick leave cannot be carried forward from academic year to academic year. Faculty members are responsible for communicating absences to their Chair and assist in ensuring that their instructional responsibilities are fulfilled. Additionally, faculty members who cannot attend classroom or other instructional responsibilities normally make alternative arrangements for their students. Faculty are not eligible to be paid for unused, accrued sick leave upon separation from employment.

- d. **Employees Ineligible for Sick Leave.** Student employees as well as independent contractors, consultants and other non-employees are excluded from eligibility for sick leave.
- e. **Accounting of Sick Leave.** Employees, other than faculty, are required to account for their sick leave usage by completing the appropriate payroll time report and obtaining the supervisor's signature. Used sick leave is deducted from the employee's sick leave balance. An employee's record of used sick leave and absences becomes part of his employment record.

13. **Vacations.** The University grants vacation leave to eligible non-faculty employees for rest and recreation and as recognition for service. Employees are expected to give advance notice when requesting vacation time (preferably two (2) weeks' notice) to allow the supervisor to evaluate staffing needs. The University reserves the right to deny approval of a requested vacation on the basis of service needs. When two employees request similar vacation dates, supervisors are encouraged to balance the interests of each employee and the University. Supervisors should also give consideration to employee seniority and to other approved vacations granted to employees during the same year.

- a. **Faculty Staff.** Vacations for regular exempt and non-exempt employees (see Section 2.1) in pay bands A - C4 are based on continuous and completed years of service, according to the following schedule:

Years of Employment	Days of Vacation
Date of hire through 5 years	10 days
6 years through 10 years:	15 days
11th year forward:	20 days

- b. **Administration Staff.** Vacation for regular full-time exempt employees (see Section 2.1) in pay bands D & E are based on

continuous and completed years of service according to the following schedule:

Years of Employment	Days of Vacation
Date of hire through 4 years	15 days
5 years through 10 years	20 days
11th Year	21 days
12th Year	22 days
13th Year	23 days
14th Year	24 days
15th Year and thereafter:	25 days

- c. **Holidays**. The University observes twelve gazetted holidays each year and the University will be closed on these days. Prior to the beginning of each fiscal year, the University determines which holidays to observe based on the academic calendar. To meet academic schedule needs, some University holidays are observed on days other than the customarily recognized day. The University's standard holidays are:

- (1) Kashmir Day (5 February)
- (2) Pakistan Day (23 March)
- (3) Labour Day (1 May)
- (4) Eid-UI-Fitr
- (5) Eid-ul-Azha
- (6) Independence Day (14 August)
- (7) Labor Day
- (8) Youm-e-Ashora
- (9) Qaid-e-Azam day (25 December)

d. **Bereavement Leave**

- (1) All eligible employees will be allowed up to five (5) days leave, with pay, for time lost due to the death of a family member. The leave time includes making arrangements for and/or attending final observances as well as time required to conduct personal business related to the death of the family member. Days off may be intermittent or consecutive.
- (2) Full-time employees are granted up to five (5) working days of bereavement leave. Part-time employees (those scheduled to work at least 0.53 FTE) are granted leave equal to the number of hours the employee is normally scheduled to work during one work week.
- (3) If an employee needs additional days, he may use vacation leave or time without pay.

- e. **Personal Emergency Leave**. The University, at its discretion, may permit paid time off ranging from one (1) to ten (10) working days to enable a regular, benefits-eligible staff employee to respond to a personal emergency situation for which no other leave hours (vacation or sick leave) are available. As with any other absence, the employee is expected to notify his/her supervisor as soon as the situation is known. Requests for emergency leave must be submitted to the Human Resources department and will require substantiation of the nature of the emergency. An example of an emergency that may be approved is an unexpected and severe medical episode for a parent requiring the employee's primary care. HR will determine whether to grant the request and number of days granted. A separate leave policy applies to faculty and can be found in the Faculty Handbook.

- f. **Educational Leave of Absence.** Unpaid educational leaves of absence for a period of up to twelve (12) months may be requested by full-time regular employees in good standing who have completed twelve (12) months of continuous service. An employee must request educational leave in writing at least three (3) months before the time the employee wishes the leave to begin. The educational institution must be an accredited college or be University-approved as a qualified educational institution. The academic program being pursued must be beneficial to the University as well as to the employee. Determination to allow education leave rests with the department head and the area Vice President based on the operational needs of the University and the department.

SECTION - VI**(USE OF NUTECH ELECTRONIC RESOURCES)**

14. **General.** The National University of Technology values technology as a means of communicating information and ideas to the community and the world. In keeping with commitment to utilizing technology in teaching and learning, this policy provides direction in the appropriate use of electronic resources on campus, by promoting the ethical, legal, and secure use of computing and electronic communications. All users of electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with University's mission and policies.

15. **Scope.** For the purposes of this policy, electronic resources include, but are not limited to, all computer-related equipment, computer systems, software/network applications, interconnecting networks, facsimile machines, voicemail and other telecommunications facilities, as well as all information contained therein (collectively, "electronic resources") owned or managed by University.

16. **Persons Covered by this Policy.** This policy applies to all users of electronic resources owned or managed by University.

17. **General Principles**

- a. University cherishes freedom of expression, the diversity of values and perspectives inherent in an academic institution, the right to acknowledgment, and the value of privacy for all members of the University community. While the use of University electronic resources may be a requirement for coursework and work, access and use may be restricted or revoked in cases of misuse or repeated abuse. University reserves the right to limit access to its electronic resources when applicable University policies, federal laws or contractual obligations are violated. Although University does not typically block access to online content, it reserves the right to do so in cases where

online content or activity diminishes the capacity of our network, or where there is a threat to University or its core academic mission.

- b. University provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. Other users will not hold University accountable for unauthorized access, nor can University guarantee protection against media failure, fire, floods, or other natural or man-made disasters.
- c. University does not, as a rule, monitor the content of materials transported over University network or information posted on University computers and networks, but reserves the right to do so. At the same time, University may find it necessary to access and disclose information from computer and network user accounts to the extent required by law to uphold contractual obligations or other applicable University policies or to diagnose and correct technical problems. University may find it necessary to scan any computer connected to University networks for purposes of address management, network performance, or investigations of policy violations.

18. **Guidelines on Fair, Responsible and Acceptable Use**

- a. Use of University electronic resources to damage, impair, disrupt or in any way cause purposeful or reckless damage to University networks or computers or external networks or computers is prohibited.
- b. Use of University electronic resources to gain unauthorized access, to reproduce or use the resources of others is prohibited.
- c. Use of University electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited.
- d. Use of University electronic resources to harass or make threats to specific individuals, or a class of individuals, is prohibited.

- e. Use of University electronic resources in pursuit of unauthorized commercial activities is prohibited.
- f. Use of University electronic resources to violate city, state, federal or international laws, rules, regulations, rulings or orders, or to otherwise violate any University rules or policies is prohibited.

19. **Reporting and Response to Violations**

- a. Members of the University community who believe they have witnessed or been a victim of a violation of University Policy on Ethical, Legal, and Secure Use of Electronic Resources should notify or file a complaint with the appropriate University office as follows: students should report suspected violations to the Dean of Students; faculty members should report suspected violations to their Dean or the Dean's designated contact. Staff should report violations to their supervisor.
- b. If the unit authority determines that a violation likely has occurred, this violation should be reported to the office of the Dean (if the violation involves students or faculty) or the Office of Human Resources (if the violation involves staff). Designated persons in the office of Dean and human resources offices are responsible for recording, tracking and reporting violations to the appropriate University official.

SECTION – VII
(WORK PLACE – ETHICS)

20. **General.** The environment at National University of Technology shall be contingent to certain rules and regulations. These shall be strictly followed in entirety; any violation shall be subjected to scrutiny. All employees, faculty, students and on campus personals shall be responsible for compliance of the suggested rules:

- a. **Hours of Work.** The normal hours that offices are to be open to provide services to the various publics are 1300 hours to 1400 hours Monday through Friday. Offices under the administrative control of the Research Institute are normally open for services from 0800 hrs to 1700 hrs Monday through Friday.
- b. **Lunch Period.** The normal unpaid lunch period provided staff members is one hour and, in general, should be taken between 1200 p.m. and 2:00 p.m., the actual time to be arranged so as not to unnecessarily inconvenience the effectiveness of the operation in which a staff member is employed. Whenever possible and when practicable offices should remain open during this period, in the event more than one person is assigned to an office operation. To the extent possible, all staff members are encouraged to leave their respective work areas during their lunch period so as to enjoy this opportunity to relax.
- c. **Drug Free Campus.**
 - (1) University employees have the responsibility to perform their jobs in a safe, conscientious, and effective manner. University employees must be able to work in a drug-free environment and themselves be free from the effects of drugs. The following

conduct is strictly prohibited and may result in immediate termination of employment:

- (a) An employee's manufacture, sale, or possession of a controlled substance or drugs not medically authorized.
 - (b) An employee's use of a controlled substance or drug not medically authorized in the work place that affects job performance, or poses a hazard to the safety and welfare of the employee or other employees.
- (2) If an employee is convicted of a criminal drug statute, he/she is required to report the conviction for a violation occurring in the work place to her immediate supervisor within five (5) days after such conviction.
- (3) An employee who observes, or has knowledge of, other employees in a condition that affects their ability to perform job duties or poses a hazard to the safety and welfare of others shall promptly report the condition to her own supervisor.
- (4) The University takes seriously its commitment to provide a drug-free working environment. Anyone with a drug or substance abuse problem is encouraged to seek assistance before the problem affects his or her employment status.
- (5) On receiving a report of a violation of the Drug/Substance Abuse Policy, the office of Human Resource shall follow the procedures outlined below.
 - (a) Gather information and document facts about the incident.
 - (b) Conduct an investigation into the allegations surrounding the report.
 - (c) Prepare an investigative summary with all relevant facts and information.

- (d) Make recommendations for corrective action.
- (e) Determine whether or not the facts warrant the involvement of outside law enforcement agencies.

d. **Tobacco Free Campus.**

- (1) The use or sale of tobacco products is prohibited on and within University owned, leased, or managed property and at university sponsored off-campus events. Violations of this policy may result in disciplinary or corrective action.
- (2) Each department head, faculty member, manager, supervisor, operator, or other person in charge of an area is responsible for enforcing the University's smoking policy.

e. **University Attire.** Discretion and good judgment on the part of employees in their style of dress and personal appearance are essential to the professional image and the safe operation of the University. Employees are expected to dress in a manner appropriate to their working environment and tasks. The University reserves the right to establish and identify guidelines for dress and appearance.

f. **Responsibility For Personal Property.** The University is not responsible for damage or loss of personal property on or off campus whether or not it is used on behalf of the University.

g. **Professional Conduct And Ethical Behavior.** As members of the University community, all employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This involves a sincere respect for the rights and feelings of others and requires that in both the employee's business and personal life the employee refrain from any behavior that might be harmful to co-workers or the University and its community, or that

might be viewed unfavorably by students, alumni, or by the public at large. Whether the employee is on duty or off, her conduct reflects on the University. Consequently, employees are encouraged to observe the highest standards of professionalism and ethical conduct at all times.

h. **Guidelines For Appropriate Conduct**

- (1) Listed below are some of the types of behavior and conduct the University considers inappropriate. By engaging in this conduct, an employee invites disciplinary action, up to and including termination of employment without prior warning, at the discretion of the University. The employment relationship is "at-will" and may be terminated by the employee or the University for any reason without prior warning. This list contains examples and is not all-inclusive:
 - (a) Falsifying employment or other University records;
 - (b) Violating the University's nondiscrimination and/or sexual harassment policies;
 - (c) Establishing a pattern of excessive absenteeism;
 - (d) Reporting to work intoxicated or under the influence of non-prescribed drugs;
 - (e) Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs;
 - (f) Engaging in excessive or unauthorized use of University property or supplies, particularly for personal purposes;
 - (g) Fighting, or using obscene, abusive, or threatening language or gestures;
 - (h) Stealing property from coworkers, students, or the University;

- (i) Having firearms or weapons on University property or while on University business;
 - (j) Disregarding safety or security regulations;
 - (k) Engaging in insubordination;
 - (l) Failing to maintain the confidentiality of University or student information; and
 - (m) Violating the University's Technology or Computer Use Policies.
- (2) If an employee's performance, demeanor, overall attitude, conduct, or work habits become unsatisfactory in the judgment of the University, based on either conduct such as that listed above or conduct in violation of any other University policies or practices, the employee will be subject to disciplinary action, up to and including dismissal.

i. **Procedure for Reporting Illness and Absence.**

- (1) When an employee is unable to report to work as scheduled, the employee's immediate supervisor or another designated person should be notified as early as possible prior to the start of the workday.
- (2) Excessive absences or failure to properly notify the employee's supervisor of an absence may be cause for disciplinary action.

j. **Sexual Harassment.**

- (1) The University seeks to maintain a learning and working environment free from harassment consistent with its mission and sound business practice. Sexual harassment is a form of unlawful discriminatory conduct that compromises the work environment of employees.

- (2) The University is committed to taking all reasonable steps to prevent sexual harassment and does not tolerate sexual harassment in any form between or among members of the University community. Persons of either sex may be victims or perpetrators of harassment. Sexual harassment may occur between persons of the same sex. The University takes appropriate corrective action with those at all levels within the University community who engage in sexually harassing behavior.
- (3) All employees are responsible for ensuring that their conduct does not sexually harass any other member of the University community. This includes all academic and employment conditions at the University, wherever students and/or employees are engaged in University business.
- (4) The University does not tolerate sexual harassment of an employee by a third party doing business with the University or on the University premises. Independent contractors, vendors, visitors, and others are expected to comply with this policy, and the University will take appropriate corrective action if they fail to do so.

k. **Complaint Procedure.**

- (1) Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If a situation exists that an employee believes is detrimental to the employee or to the University, the employee should follow the procedure described here for bringing the complaint to the University's attention.

- (2) The employee should first discuss the matter with his direct supervisor. If the problem is not resolved after discussion with his supervisor, or if for any reason the employee does not want to discuss the matter with his direct supervisor, the employee may discuss the matter with the department head. In an effort to resolve the problem, the department head will consider the facts, conduct any necessary investigation, and may also review the matter with a rep of Human Resource. The employee will normally receive a response regarding the problem within five (5) working days of meeting with the department head.
- (3) If the employee is not satisfied with the department head's decision and wishes to pursue the problem or complaint further, the employee may submit a written summary of the concerns to the Director of Human Resources, who will review and investigate the matter as necessary and decide how the concern or complaint will be resolved. The employee will normally receive a response from the Director Human Recourses within ten (10) working days.
- (4) If the employee is not satisfied with the decision of the Director Human Resource, the employee may make a written appeal to the Pro-Rector, who may reopen the investigation, continue the investigation, or decide how the complaint will be resolved. The written appeal must be submitted within five (5) working days of the decision of the Director Human Resource. The decision of the Pro-Rector will be final.
- (5) The University does not tolerate any form of retaliation against employees availing themselves of this complaint procedure. The procedure should not be construed, however, as preventing,

limiting, or delaying the University from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the University deems disciplinary action appropriate.